



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **24 September 2013**

Country: Republic of Moldova

Description of the assignment: National Consultant on Foreign Policy and European Integration

Project name: Capacity Development of the President of the Republic of Moldova's Office

Period of assignment/services: up to 7 months, starting with November 2013

Proposals should be submitted online by pressing the "**Apply Online**" link no later than [8 October 2013](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: veaceslav.palade@undp.org. UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all applicants.

1. BACKGROUND

The President of the Republic of Moldova represents an important element of the country's governance structure. According to the Constitution of Moldova (1994), the President of Moldova is the Head of the State, represents the State and is the guarantor of national sovereignty, independence, and the unity and territorial integrity of the nation. The President of the Republic of Moldova promulgates the laws and has the right to return a law to the Parliament for re-examination.

The Republic of Moldova has recently finalized the negotiations on the EU-Moldova Association Agreement (AA) and the Deep and Comprehensive free Trade Area Agreement (DCFTA). There is a clear prospective that both documents will be initialed at the Vilnius Eastern Partnership Summit in November, which will indicate an important threshold between the negotiations and the actual implementation of the mentioned documents. This will put a strong emphasis on the legal approximation and on the harmonization of the Moldovan legislation with the European legal standards. This process to be implemented by the Government and the Parliament will also significantly increase the volume of legislation to be considered by the Presidency, as well as will require much more intense interaction between the President Office and the executive and the legislative bodies. In this context, it is important to ensure that the President of the Republic of Moldova's Office has the sufficient capacity in advising the President and the General Secretary of the Office on the matters arising within the process of the AA and DCFTA implementation and on EU legislation to be taken into account for ensuring the efficient and effective functioning of the President Office, as well as its sustained interaction with the relevant public institutions in Moldova and with the

relevant EU bodies.

In this context, UNDP is seeking to recruit a national consultant to develop capacity of the President Office in the analysis and, when needed, elaboration of relevant legal documents and in provision of advice related to the foreign policy with a particular focus on the relations with the European Union provision, as well as in developing effective interaction with Government and Parliament on issues related to the European Integration process.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED TASKS

The objective of the assignment is to provide high quality capacity development support to the Office of the President on Foreign Policy and European Integration in the analysis and elaboration of relevant proposals on the issues related to European Integration process. The national consultant will also provide support in adjusting the foreign policy considerations to the developments in the EU-Moldova relations.

The task of the national consultant will consist in providing technical assistance, expertise, guidance and day-to-day transfers of knowledge to the relevant staff of the President Office in order to strength its functional capacities.

In order to achieve the stated objective, the Consultant will have the following responsibilities: transfer knowledge, expertise and experience and build skills of the Office's staff to ensure a high level of analytical support to the President of the Republic of Moldova in foreign policy and in the European integration process, will develop the working instruments aiming to facilitating the interaction and cooperation of the Presidency with the Parliament and the Government, and with the foreign diplomatic missions to Moldova, and will develop monitoring and analytical tools to enhance the Office's functions in these areas.

In order to achieve the stated objectives, the Consultant will have the following responsibilities:

- Design a detailed work plan for the implementation of the endorsed recommendations in close cooperation with the President Office staff;
- Undertake a comprehensive desk review of the relevant best practices in the countries that have recently joined the EU or are at the accession stage reflecting the contribution of the Presidency in the EU integration process in context of the European integration process and the legislative approximation and harmonization, including the recommendations on the options to be applied by the Presidency of the Republic of Moldova staff;
- Provide recommendations aiming at strengthening the role of the Presidency in European integration process of the country during post-Vilnius Summit period;
- Develop a Strategy and Action plan (short and medium term – the post Vilnius summit period) on foreign policy and European integration process of the President's Office;
- Draft an options paper considering the possible scenarios of changes that a new phase of the relations with the EU might entail with regards to the international/regional situation for the Republic of Moldova that would contribute to high-level decision making process on foreign policy issues;
- Elaborate the working tools and instruments allowing the President's Office to better monitor the progress in drafting and approval of national legislation, analyze the draft legislation submitted by the Parliament and ensure timely and high quality legal acts' approval, while ensuring their compliance with the EU legislation;
- Elaborate the working tools and instruments that would facilitate a better interaction and cooperation on the foreign policy issues and the European integration process between the Presidency and the Parliament, the Government, and foreign diplomatic missions accredited in Moldova, as well as with European and international institutions;

- Provide advice aiming at strengthening the communication of the President Office on EU integration and foreign policy issues (assist in developing of strong and comprehensive messages for the communication to increase the visibility of the advantages, opportunities and responsibilities that EU integration implies for Moldova);
- Develop monthly progress reports and the final report on the performed activities and the results achieved.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Master degree in International Relations and European Studies or other relevant field;

Years of experience:

- At least 3 years of relevant professional experience in International Relations and European Studies (Working experience in governmental institutions is an asset);

Knowledge and competencies:

- Deep knowledge of the EU institutions and legal systems;
- Experience in working with national authorities, international organizations and civil society;
- Strong knowledge of the functioning of Presidency and the relevant legislative processes;
- Strong analytical, drafting and research skills;
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Knowledge of the peculiarities of the geopolitical situation in the region would be an added advantage;
- Excellent command (spoken and written) of Romanian, fluency in English, knowledge of one more foreign language (German, French, Italian or Spanish) would be an advantage.
- Computer literacy and ability to effectively use office technology equipment, IT tools.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

Proposal:

- (i) Cover Letter;
- (ii) Financial proposal;
- (iii) Personal CV/P11 including past experience in similar projects and at least 3 referees.

5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including fees, taxes, travel, per diems, and number of anticipated working days).

Travel

Travel outside of Chisinau is not planned. All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- Master degree in International Relations and European Studies or other relevant field
- At least 3 years of relevant professional experience in International Relations and European Studies
- Demonstrated (CV) knowledge of the EU institutions and legal systems.

The short-listed individual consultants will be further evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight – 60% (300 pts);

* Financial Criteria weight – 40% (200 pts).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
Master degree in International Relations and European Studies or other relevant field.	(Master's – 20 pts, PhD - 30)	30
At least 3 years of relevant professional experience in International Relations and European Studies	(3 years – 30 pts, >5 years – 40 pts; Relevant working experience in governmental institutions – 50pts)	50
Demonstrated analytical, drafting and research skills in relevant areas;	(to some extent – 30, strongly yes – 40 pts.)	40
Excellent command (spoken and written) of Romanian, fluency in English, knowledge of one more foreign language (German, French, Italian or Spanish) would be an advantage.	(Romanian – 10 pts; plus English – 20 pts, Additional - 30)	30
Interview (demonstrated technical knowledge of the EU institutions and legal systems; experience in working with national authorities, international organizations and civil society; Strong knowledge of the functioning of Presidency and the relevant legislative processes; communication/ interpersonal skills; Knowledge of the peculiarities of the geopolitical situation in the region)	(30 – demonstrated technical knowledge of EU Inst.; 30- relevant experience; 40- knowledge of the functioning of Presidency; 35 – communication/ interpersonal skills; 15 – Knowledge of the peculiarities of the geopolitical situation)	150

Maximum Total Technical Scoring	300
<u>Financial</u>	
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation; Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.	200
Maximum Total Scoring	500

Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS