



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **06 February 2014**

Country: Republic of Moldova

Description of the assignment: EU High Level Policy Adviser for the Ministry of Justice.

Project name: European Union High Level Policy Advice Mission to the Republic of Moldova (EUHLPAM)

Period of assignment/services: 20 March 2014 – 30 June 2015

Proposals should be submitted online by pressing the "Apply now" button no later than **20 February 2014**.

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

1. BACKGROUND

The Adviser will provide consultancy and assistance to the Ministry of Justice, in particular to the Minister of Justice in the area of justice sector reform implementation, other justice public policies. Additionally, he/she will provide relevant support in drafting and promotion of pertinent regulations that would ensure a comprehensive and challenging implementation of Moldova - EU Association Agenda in respect to the justice chapter. The adviser will also assist the Ministry of Justice in improvement and strengthening its institutional coordination capacities in the reform process, due to the fact that Ministry of justice is the leading institution in promoting the justice sector reform and responsible for completing the conditionalities based on EU Moldova Budgetary Support Financing Agreement.

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

The Adviser will provide consultancy and assistance to the Ministry of Justice, in particular to the Minister of Justice in the area of justice sector reform implementation, other justice public policies. Additionally, provide relevant support in drafting and promotion of pertinent regulations that would ensure a comprehensive and challenging implementation of Moldova - EU Association Agenda in respect to the justice chapter. The adviser will also assist Ministry of Justice in improvement and strengthening its institutional coordination capacities in the reform process, due to the fact that Ministry of justice is the leading institution in promoting the justice sector reform and responsible for completing the conditionalities based on EU Moldova Budgetary Support Financing Agreement.

The Adviser will report primarily to the Minister of Justice with a reporting line to the EU Delegation to Moldova, UNDP Moldova and the project manager. The Advisor will work closely with the other members

of the team of EUHLPAM Advisors.

The responsibilities will be carried out through but not limited to: development of strategy documents, policy papers, advisory notes, methodologies, draft fiches and other relevant documentation as well as provision of technical on-the-job advice, support to networking to the institutions responsible for Government policies in the area of justice.

For detailed information, please refer to Annex 1 – Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- A PhD in law or similar or equivalent of professional experience relevant to the assignment/ a Masters' Degree in law combined with 10 years of professional experience in the same area or a bachelor degree combined with 15 years of professional experience in the same area.

II. Years of experience:

- Preferably 15 years of professional experience.
- At least 10 years of professional experience linked to the provision of high level policy advice in justice sector area.
- At least 10 years proven work experience in justice area in EU Member States, current or former EU Candidate States/EaP countries.

III. Competencies:

- A comprehensive knowledge of EU external assistance programmes and policies targeted at EaP countries.
- Professional experience in constitutional law would be an advantage.
- A comprehensive knowledge of the EU acquis and policies in justice sector.
- Academic experience would be an advantage.
- Previous work experience in Republic of Moldova would be an advantage.
- Excellent communication skills.
- Proven report writing skills.
- Computer literacy.
- Fluency in written and spoken English.
- A working knowledge of the Romanian or the Russian language would be an advantage

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal: explaining why they are the most suitable for the work.
2. Financial proposal.
3. Personal CV including past experience in similar projects, the duly filled Personal History Form (P11) and **at least 3 references**.

5. FINANCIAL PROPOSAL

The Financial Proposal shall specify a daily lump-sum fee and travel expenses quoted in separate line items. Payments are made monthly, based on the actual number of days worked, to the Individual Consultant subject to the submission and approval of the monthly time sheets and activity reports.

Travel

One time travel to join duty station/repatriation travel must be included in the financial proposal. 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 long-listed based on the following minimum qualification criteria:

- A PhD in law or similar or equivalent of professional experience relevant to the assignment/ a Masters' Degree in law combined with 10 years of professional experience in the same area or a bachelor degree combined with 15 years of professional experience in the same area.
- At least 10 years of professional experience linked to the provision of high level policy advice in justice sector area.

The long-listed individual consultants will be further evaluated by a Selection Committee based on the following short-listing evaluation criteria:

Short-listing Criteria	Scoring	Maximum Points Obtainable
1. A PhD in law or similar or equivalent of professional experience relevant to the assignment/ a Masters' Degree in law combined with 10 years of professional experience in the same area or a bachelor degree combined with 15 years of professional experience in the same area.	(PhD – 25 pts or Master's +10 years of experience or Bachelor's + 15 years of experience – 20 pts)	25
2. Preferably 15 years of professional experience	(<15 years – <15 pts, 15-20 years - <30, >20 years – <45pts)	45
3. At least 10 years of professional experience linked to the provision of high level policy advice in justice sector area.	(10 years – <30pts, 10 -15 years – <40pts, >15 years – <50 pts)	50
4. At least 10 years proven work experience in justice area in EU Member States, current or former EU Candidate States/EaP countries	(10 years –<20pts, >10 years – <30pts)	30
Total		150

The *first five* candidates who passed short-listing evaluation criteria with the best score shall be invited for interview and pass cumulative analysis.

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
Interview		
1. A comprehensive knowledge of EU external assistance programmes and policies targeted at EaP countries	(limited – <15 pts, satisfactory – <25 pts, extensive – <35 pts.)	35
2. A comprehensive knowledge of the EU acquis and policies in justice sector.	(limited – <20 pts, satisfactory – <30 pts, extensive – <40 pts.)	40
3. Excellent communication skills	(limited – <15 pts, satisfactory – <25 pts, extensive – <35 pts.)	35
4. Proven report writing skills	(limited – <20 pts, satisfactory – <30 pts, extensive – <35 pts.)	35
5. Professional experience in constitutional law would be an advantage.	(limited – <20 pts, satisfactory – <30 pts, extensive – <35pts.)	35
6. Academic experience would be an advantage	(limited – <20 pts, satisfactory – <30 pts, extensive – <35pts.)	35
7. Previous work experience in Moldova would be an advantage	(limited – <10 pts, satisfactory – <20 pts, extensive – <30pts.)	30
8. Fluency in written and spoken English	(limited – <10 pts, satisfactory – <20 pts, extensive – <30pts.)	30
9. A working knowledge of the Romanian or the Russian language would be an advantage	(limited – <15 pts, satisfactory – <20 pts, extensive – <25 pts.)	25
Maximum Total Technical Scoring		300
Financial		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation; F_{min} – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.		200

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