



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 11 March 2014

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**Country:** Republic of Moldova

**Description of the assignment:** Two National consultants to review the security sector reform

- One National Consultant to review the public order area (cited as POC – Public Order Consultant)
- One National Consultant to review the security and defence area (cited as SDC – Security and Defence Consultant)

**Project name:** “Improving the quality of Moldovan democracy through parliamentary and electoral support”

**Period of assignment/services:** 45 days (per consultant) within a 3 months assignment

Proposals should be submitted online by pressing the "Apply Now" button no later than [25 March, 2014](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [sergiu.galitchi@undp.org](mailto:sergiu.galitchi@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.

### Important notice

The applicant who has the statute of Government Official / Public Servant, prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the government, and;
- the applicant is certified in writing by the government to be on official leave without pay for the duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted.

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### 1. BACKGROUND

The “Improving the quality of Moldovan democracy through parliamentary and electoral support” Project aims to enhance parliamentary capacity in carrying out its core functions, thus contributing to viable democracy and open society in Moldova. The project adopts a comprehensive, long-term

approach to parliamentary development including strengthening of the legislatures law-making, representation and oversight roles.

In accordance with constitutional rules Parliament is the highest representative body of the people and is the sole legislative authority in the state. The parliamentary oversight function is one of the cornerstones of democracy. Oversight is a means for holding the executive accountable for its actions and for ensuring that it implements policies in an effective manner.

The Government Activity Program 2011-2014 states the reform of law enforcement institutions remains an important priority for the state. Ensuring the independence of the judiciary sector, fighting corruption, increasing confidence in the act of justice are the basic concerns with the reform of the Ministry of Interior, of police and prosecutors and of the entire public order system. These directions will be prioritized as essential prerequisites for business development, a fundamental compliance for the European integration and for the security of citizens.

In this context, the Government Activity Program set two objectives: 1. Reform the security sector in line with the international standards and 2. Identify solutions to the global and regional challenges that may undermine security of the country. In order to fulfil these objectives, the Government has started the reform of Border Police, Police forces, National Anticorruption Center, Intelligent Services etc.

Within the Parliament of the Republic of Moldova a special standing committee is primarily responsible for systematically overseeing the government in the areas of national security, defence and public order. The results of the expected expertise will help the Committee on National Security, Defence and Public Order to get a better insight on the progress made by Government to reform the security sector and define areas where parliament's interference is needed. This will also contribute to the adjustment of the legislative program for further improvement of the security sector.

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

The expected output for the national consultants' assignment is to review the progress made by Government to reform the security sector and define areas where parliament's interference is needed. In the same time, the consultants will provide support to the Committee on national security, defence and public order in organizing fact finding field visits and/or public hearings on security issues, inclusive outside Chisinau.

The POC will report on the progress made by Government in reforming the public order sector. The SDC will review the progress made by Government in reforming state security and defence institutions. Both experts will act as a team.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Academic Qualifications:**

- University / Master degree in Law;

### **II. Years of experience:**

- At least 7 years of relevant professional experience in applied area/s of expertise;
- In-depth knowledge and understanding of the security sector in general and in Moldova specifically;

- Experience in comparative analysis, research, assessment on the implementation of the international legislation and policies;
- Experience in organizing fact finding field visits and/or public hearings at the Parliament or Government level;

### III. Competencies:

- Strong analytical and drafting skills;
- Ability to analyse, plan, communicate effectively orally and in writing, draft report, organize and meet expected results, adapt to different environments (cultural, economic, political and social).
- Availability to work with UNDP and Parliament during the indicated /approved period;
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Fluency in Romanian. Knowledge of English and/or Russian will be an asset.
- 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:

1. Financial proposal in USD;
2. Personal CV including past experience in similar projects and at least 3 reference persons.

## 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 instalments 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 travel, per diems, and number of anticipated working days).

### Travel

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:

- University / Master degree in Law;

- At least 7 years of relevant professional experience related to public order sector (for POC) and at least 7 years of relevant professional experience related to security and defence sector (for SDC);

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:

- responsive/compliant/acceptable, and
- 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
<b><u>Technical</u></b>		
1. University / Master degree in Law;	Bachelor's – 30 pts, Master's/PhD – 40 pts	40
2. At least 7 years of relevant professional experience: <ul style="list-style-type: none"> <li>• POC - related to public order sector</li> <li>• SDC - related to security and defence sector</li> </ul>	7 years – 50 pts, >7 years – 60-70 pts	70
3. Experience in comparative analysis, research, assessment on the implementation of the international legislation and policies;	Large – 30 pts, to some extent – 10-20 pts, No – 0 pts	30
4. Experience in organizing fact finding field visits and/or public hearings at the Parliament or Government level;	Large – 40 pts., to some extent – 10-30 pts, No – 0 pts	40
5. Fluency in Romanian. Knowledge of English and/or Russian will be an asset.	Romanian– 10 pts; English and Russian – 5 pts for each	20
6. Interview evaluation criteria: <ul style="list-style-type: none"> <li>• In-depth knowledge and understanding of the security sector in general and in Moldova specifically;</li> <li>• Strong analytical and drafting skills;</li> <li>• Ability to analyse, plan, communicate effectively orally and in writing, draft report, organize and meet expected results, adapt to different environments (cultural, economic, political and social);</li> <li>• Availability to work with UNDP and Parliament during the indicated /approved period;</li> <li>• Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate</li> </ul>	<ul style="list-style-type: none"> <li>• 30 pts - In-depth knowledge and understanding of the security sector in general and in Moldova specifically;</li> <li>• 20 pts - Strong analytical and drafting skills;</li> <li>• 20 pts - Ability to analyse, plan, communicate effectively orally and in writing, draft report, organize and meet expected results, adapt to different environments (cultural, economic, political and social);</li> <li>• 15 pts - Availability to work with UNDP and Parliament during the indicated /approved period;</li> <li>• 15 pts - Demonstrated interpersonal and</li> </ul>	100

effectively with all stakeholders and to present ideas clearly and effectively.	diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively.	
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> 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.		<b>200</b>

#### 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**