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TERMS OF REFERENCE

Job title:	Two National consultants to review the security sector reform <ul style="list-style-type: none"> • 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)
Duty station:	Chisinau, Moldova
Reference to the project:	“Improving the quality of Moldovan democracy through parliamentary and electoral support”
Contract type:	Individual Contract (IC)
Expected duration of the assignment:	45 days (per consultant) within a 3 months assignment
Starting date:	April, 2014

Job content

I. 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.

II. Scope of work and expected outputs

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.

In order to achieve the stated objective, the Consultants will have the following responsibilities:

- Undertake a comprehensive desk review of the relevant national legal framework, policies, relevant studies, researches, reports regarding the progress made by Government to reform the security sector;
- Prepare a detailed work plan to be applied for respective assignment;
- Undertake and facilitate interviews with the key stakeholders, representatives of Ministry of Interior, Ministry of Defence, National Anticorruption Center, Border Police etc. The final list of institutions to be assessed will be developed in cooperation with the parliamentary Committee on national security;
- Review the progress made by Government to reform the security sector by analysing relevant policies, plans, programs and strategies and the level of their implementation;
- Develop interim Reports for national security, defence and public order areas, containing findings and specific recommendations for follow-up activities. Based on these three reports a Final Report on the progress made by Government to reform the security sector will be completed;
- Support 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;
- Overview the current capacities and practices of the parliamentary oversight and identify key challenges and recommendations for an efficient and reliable comprehensive oversight of the security sector;
- Conduct briefing in order to finalize the assessment report and de-briefing of the initial findings and recommendations with Parliament;
- Coordinating with the Parliamentary Committee on national security, defence and public order during the process of drafting.

III. Deliverables and Timeframe

Nr.	Deliverables	Responsible party	Tentative timeframe/ deadline
1.	A detailed Work/Assessment Plan developed	Both consultants	By 7 April, 2014
2.	An interim Report on the progress made by Government in reforming public order institutions developed	POC	By 16 May, 2014
3.	At least two fact finding field visits at the institutions responsible for public order organized		By 4 June, 2014
4.	An interim Report on the progress made by Government in reforming state security and defence institutions developed	SDC	By 16 May, 2014
5.	At least two fact finding field visits at the institutions responsible for state security and defence organized		By 18 June, 2014
6.	A final Report on the security sector reform completed	Both consultants	By 22 June, 2014
7.	A round table discussion on the draft of the Report on the security sector reform organized		By 25 June, 2014
8.	Analyse comments and suggestions regarding the draft Report on the security sector reform. Complete and present the final Report* .		By 30 June, 2014

* **The Report should include**, but is not limited to, the following:

- An overview of the current situation in the security sector and the role of parliamentary oversight over this sector. Context of the regional situation. Priority needs and the capacities to address those needs;
- Current strategic objectives and outcomes of the security sector reforms;
- The progress made by Government to reform Moldova's Defence and Security Sectors. Key political and policy choices;
- The institutional, organizational and functional frameworks of law enforcement institutions;
- The extent and effectiveness of the institutional relationships and cooperation developed with Parliament; The legal framework related to security sector reform;
- Commitment of responsible parties and the pace of reforms;
- Budget allocations vis-à-vis targets set in the security policies;

- Provide recommendations on the future strategic direction for security sector, including: strategic objectives, outcomes, areas of work, functional capacities, partnerships, staffing and management arrangements, and funding.

All the deliverables have to be coordinated and agreed by Parliamentary Committee on National Security, Defence and Public Order and provided in Romanian, hard and electronic copies. Before submission of the final report, the assessment team will discuss the draft report with the parties involved (i.e. Parliament, UNDP and other stakeholders) so that final report reflects their comments.

The timeframe for the work of national consultants is tentatively planned through April – June 2014.

Management Arrangements: The national consultants will work under the guidance of UNDP's counterpart at the Parliament of Moldova and in close cooperation with the Chief Technical Advisor for substantive aspects of the assignment, and under the direct supervision of the Project Manager – for administrative aspects. The national consultant will report to the Parliament appointed representative and the Project Manager.

The consultants will work closely with the parliamentary Committee on National Security, Defence and Public Order, and, upon the need, will be located in the premises of the Parliament.

Travel: The cost of transportation for possible visits to state institutions located outside Chisinau, as indicated in the Deliverables, will be covered by UNDP or Parliament, upon agreement.

Financial arrangements: Payment will be disbursed in two instalments upon submission and approval of deliverables and certification by the Project Manager that the services have been satisfactorily performed.

IV. Qualifications and skills required:

Qualifications:

- University / Master degree in Law;
- At least 7 years of relevant professional experience in applied area/s of expertise;

Experience:

- 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;

Abilities:

- 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.

Skills:

Computer literacy and ability to effectively use office technology equipment, IT tools.