



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **20 June 2014**

Country: Republic of Moldova

Description of the assignment: Adviser to the Head of the General Police Inspectorate (Ministry of Internal Affairs)

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

Period of assignment/services: July 15, 2014 – June 30, 2015

Proposals should be submitted online by pressing the "Apply now" button no later than **03 July 2014**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: administrator@euhlpam.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 EU High Level Policy Advisory Mission (EU HLPAM) is a project financed by the European Union and implemented by the UNDP. The objective of the project is to support the Government to implement its EU-integration related reform Agenda and in particular to assist the government in developing the capacities required for the implementation of the Association Agreement, including the Deep and Comprehensive Free Trade Area, as well as the Visa Liberalization Action Plan. Specifically, the project aims at strengthening the policy-making, strategic planning and policy management capacities of selected line Ministries and State Agencies involved in the implementation of the Association Agreement and Visa Liberalization and at enhancing stakeholders' knowledge and awareness of EU policies, legislation and regulations in sectors strategic to the implementation of the Association Agreement including the Deep and Comprehensive Free Trade Area, and to the implementation of visa liberalization.

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

The Adviser will provide policy advice to the Head of the General Police Inspectorate of the Ministry of Internal Affairs on a complex police-related areas, implementation of Police reform, support consolidation of qualitative police services including by promoting modern analytical and operational tools and solutions in the field of combating organized and cross-border crime, trafficking in human being, economic crime, cyber crime, property crime, operational mechanism for coordination and policy development of national and international detection and prevention of crime, special investigation measures, community policies,

human resources management, monitoring and evaluation tools, external communication, project management, implementing Intelligence-led policing (ILP), drafting recommendation for capacity development response, concept of Crime Prevention and implementation of Moldova's Association Agenda with EU.

The Adviser will report primarily to the Head of the General Police Inspectorate of the Ministry of Internal Affairs, 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, especially with the Advisor to the minister of Internal Affairs.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master Degree (Law, Public Administration or similar) or a Bachelor Degree in the same areas combined with 15 years of professional experience linked to the area of required expertise

II. Years of experience:

- Preferably 20 years of professional experience
- At least 10 years of professional experience linked to the area of required expertise within the Police; preference to 15 years of such experience will be given
- At least 10 years of proven work experience in similar positions of advisory work for and/or implementation of reforms (legal and police authority) and/or different management positions, in providing advice to policy makers on related reforms issues, and/or in capacity building in current or former EU Candidate States/EaP countries
- Previous working experience in a high ranking position (e.g. Chief, deputy Chief) in National Police forces is an advantage

III. Competencies:

- A comprehensive knowledge of EU external assistance programmes and policies targeted at EaP countries.
- A comprehensive knowledge of the EU *acquis* and policies in justice and home affairs area;
- Proven report writing skills
- Excellent communication skills
- Computer literacy
- Fluency in written and spoken English
- Relevant international experience in the field (international missions and/or organizations)
- Previous work experience in Moldova or with Moldovan Police would be an advantage
- A working knowledge of the Romanian 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 Masters' Degree in Law, Public Administration, or similar. A bachelor degree in the same areas combined with 15 years of professional experience linked to the area of required expertise will serve in lieu of a Master's Degree
- At least 10 years of proven work experience in similar positions of advisory work for and/or implementation of reforms (legal and police authority) and/or different management positions, in providing advice to policy makers on related reforms issues, and/or in capacity building in current or former EU Candidate States/EaP countries.

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 Masters' Degree in Law, Public Administration, or similar. A bachelor degree in the same areas combined with 15 years of experience professional experience relevant to the area of required expertise will serve in lieu of a Master's Degree	(Bachelor's + 15years of experience or Master's – 25 pts.)	25
2. Preferably 20 years of professional experience	(10 years– 15 pts, each additional year – 3 pts, up to max. 30 additional pts)	45
3. At least 10 years of professional experience linked to the area of required expertise within the Police; preference to 15 years of such experience will be given.	(10 years – 30pts, each additional year – 4 pts, up to max. 20 additional pts)	50
4. At least 10 years of proven work experience in similar positions of advisory work for and/or implementation of reforms (legal and police authority) and/or different management positions, in providing advice to policy makers on related reforms issues, and/or in capacity building in current or former EU Candidate States/EaP countries;	(10 years – 15pts, each additional year – 1 pt, up to max. 15 additional pts)	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.

1. 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 –<20 pts, satisfactory – <35 pts, extensive – <45 pts.)	45
2. A comprehensive knowledge of the EU <i>acquis</i> and policies in justice and home affairs area;	(Limited –<20 pts, satisfactory – <35 pts, extensive – <45 pts.)	45
3. Previous working experience in a high ranking position (e.g. Chief, deputy Chief) in National Police forces is an advantage;	(limited – <20 pts, satisfactory – <30 pts, extensive – <40pts.)	40
4. Excellent communication skills	(limited –<15 pts, satisfactory – < 20 pts, extensive – <30 pts.)	30
5. Proven report writing skills	(limited – <15 pts, satisfactory – <20 pts, extensive – <30pts.)	30
6. Previous work experience in Moldova or with Moldovan Police would be an advantage	(limited – <15 pts, satisfactory – <20 pts, extensive – <30pts.)	30
7. Relevant international experience in the field (international missions and/or organizations)	(limited – <15 pts, satisfactory – <20 pts, extensive – <30pts.)	30
8. Fluency in written and spoken English	(limited – <15 pts, satisfactory – <20 pts, extensive – <25 pts.)	25
9. A working knowledge of the Romanian and/or Russian language would be an advantage	(limited – <15 pts, satisfactory – <20 pts, extensive – <25pts.)	25
Maximum Total Technical Scoring		300
Financial		
Evaluation of submitted financial offers will be done based on the following formula:		200

<p><u>S = Fmin / F * 200</u></p> <p>S – score received on financial evaluation;</p> <p>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;</p> <p>F – financial offer under consideration.</p>	
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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