



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **17 July 2014**

**Country:** Republic of Moldova

**Description of the assignment:** Local Expert to the Prosecutor General's Office (PGO)

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

**Period of assignment/services:** September 2014 – December 2014

Proposals should be submitted online by pressing the "Apply now" button no later than **27 July 2014**.

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

Through the EUHLPAM, an international high-level adviser (EUHLPA) has been attached to the Prosecutor General's Office. The main objective of this assignment is to support EUHLPA in providing policy advice on aligning the PGOs legal framework and practices to European standards and the practical implementation thereof in the areas of consolidation of the internal security system of the PGO and realization in practice of the legal provisions of the Polygraph testing of the prosecutors, which need a specific knowledge, qualification and skills.

The process of reform of Prosecutor's service is advancing. The activity of "Improving the capacity of units in charge of ensuring internal security" of Prosecution and/or law enforcement bodies is regarded as part of the complex reform process and is required to be performed according to Action Plan for Implementation of the Justice Sector Reform Strategy for 2011-2016 (Pillar No. IV, activities under specific

intervention area 4.1.6).

The local expert will report primarily to the High Level Adviser to the Prosecutor General's Office and the EUHLPAM project manager.

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- Master Law degree or equivalent. A bachelor degree in the same area combined with 5 years of relevant experience is considered equivalent

#### II. Years of experience:

- Preferably 7 years of relevant professional experience;
- At least 5 years of professional experience linked to the Internal security system area in Prosecution and/or law enforcement bodies;
- At least 3 years of experience working in relevant international assistance projects.

#### III. Competencies:

- Sound knowledge of the legal framework regarding criminal investigation and prosecution, the co-operation between prosecutors and investigating officers and criminal procedure;
- Good knowledge of the Prosecutor General's Office, law enforcement and judiciary;
- Practical experience related to criminal investigation/prosecution (e.g. as a prosecutor) would be a significant asset;
- Good knowledge of international and European human rights standards applicable to criminal investigations and criminal procedures;
- Excellent communication skills;
- Proven report writing skills;
- Computer literacy;
- Fluency in written and spoken English;
- Fluency in Romanian and Russian languages.

### 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

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 Law degree or equivalent. A bachelor degree in the same area combined with 5 years of relevant experience is considered equivalent
- At least 5 years of professional experience linked to the Internal security system area in Prosecution and/or law enforcement bodies;

The short - listed individual consultants will be further evaluated by a Selection Committee 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
<b>Technical</b>		
1. Master Law degree or equivalent. A bachelor degree in the same area combined with 5 years of relevant experience is considered equivalent	(Master's or equivalent)	25
2. Preferably 7 years of professional experience	(<7 years – 15 pts, 7 years – 20 pts, each additional year – 1 pt, up to max. 5 additional pts)	25
3. At least 5 years of professional experience linked to the Internal security system area in Prosecution and/or law enforcement bodies	(< 5 years – < 15 pts, 5 years - < 20 pts, each additional year – 1 pt, max. 25 pts)	25
4. At least 3 years of experience working in relevant international assistance projects.	(< 3 years – < 10 pts, 3 years - < 15 pts, each additional year – 1 pt, max. 20 pts)	20
<b>Interview:</b>		
Sound knowledge of the legal framework regarding criminal investigation and prosecution, the co-operation between prosecutors and investigating officers and criminal procedure	(limited – <20 pts, satisfactory – <25 pts, extensive – <30pts.)	30

Good knowledge of the Prosecutor General's Office, law enforcement and judiciary	(limited – <20 pts, satisfactory – <25 pts, extensive – <30pts.)	30
Practical experience related to criminal investigation/prosecution (e.g. as a prosecutor) would be a significant asset	(limited – <20 pts, satisfactory – <25 pts, extensive – <30pts.)	30
Good knowledge of international and European human rights standards applicable to criminal investigations and criminal procedures.	(limited – <15 pts, satisfactory – <20 pts, extensive – <25 pts.)	25
Excellent communication skills	(limited – <15 pts, satisfactory – <20 pts, extensive – <25 pts.)	25
Proven report writing skills	(limited – <15 pts, satisfactory – <20 pts, extensive – <25 pts.)	25
Fluency in written and spoken English	(limited – <10 pts, satisfactory – <15 pts, extensive – <20pts.)	20
Fluency in Romanian and Russian languages	(limited – <10 pts, satisfactory – <15 pts, extensive – <20pts.)	20
Maximum Total Technical Scoring		300
<b>Financial</b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> <b>S</b> – score received on financial evaluation; <b>F<sub>min</sub></b> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; <b>F</b> – 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**