



European Union High Level Policy Advice Mission to the Republic of Moldova

Terms of Reference Short term local expert

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 Liberalisation 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.

The project is seeking to engage the services of a short term local expert to develop the **Internal Security System (including the Polygraph testing system) in the Prosecutor's service.**

Position Title: Local Expert to the Prosecutor General's Office (PGO)
Duty Station: Chisinau, Republic of Moldova
Type of Contract: Individual Contract
Duration of the Contract: 60 working days over the period: 29 September- 31 December, 2014

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

Description of Responsibilities:

The local expert is expected to perform following activities:

- conduct a research on the existing Internal security system of the Prosecutor's service in order to assess the current situation;
- submit proposals for the reformation of current Internal security system of the Prosecutor's service;
- draft/prepare the necessary legislation, procedures, methodologies and other documents for further implementation of proposals for the reformation of current Internal security system of the Prosecutor's service;
- support implementation of changes related to Internal security system of the Prosecutor's service, through delivering consultations, expert opinions and training personnel;
- contribute to public dissemination of information about the remade Internal security system of the Prosecutor's service.

General scope of 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





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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). This task thus requires specialized knowledge.

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

Key Responsibilities:

The local expert shall work under coordination of the EUHLPAM in order to develop the Internal security system (including the Polygraph testing system) of Prosecutor's service, as outlined in the General scope of work section. In particular, the local expert shall:

- conduct a research on the existing Internal security system of the Prosecutor's service in order to assess the current situation. The research would also include analysis of relevant national legislation and policies;
- submit proposals for the reformation of current Internal security system of the Prosecutor's service;
- draft/prepare the necessary legislation, procedures, methodologies and other documents for further implementation of proposals for the reformation of current Internal security system of the Prosecutor's service;
- prepare legislation, amending the regulatory framework with the view to establishing the polygraph testing for Prosecutor's service necessities;
- support implementation of changes related to Internal security system of the Prosecutor's service, through delivering consultations, expert opinions and training personnel, in particular employees of the units in charge of ensuring internal security;
- contribute to public dissemination of information about the remade Internal security system of the Prosecutor's service;
- perform other tasks as assigned by the EUHLPAM and project management.

The above responsibilities will be carried out through but not limited to: *researches, notes, methodologies, draft relevant documentation*).

Deliverables, activities and milestones shall follow this tentative schedule:

Deliverable/milestone	Indicative timeframe
1. Conduct a research on the existing Internal security system (ISS)	October 2014
2. Proposals (notes) for the reformation of current ISS	October-November 2014
3. Draft/prepare the necessary legislation, procedures, methodologies and other documents for further implementation of proposals for the reformation of current ISS	November 2014
4. Prepare legislation, amending the regulatory framework with the view to establishing the polygraph testing	November 2014
5. Support implementation of changes related to ISS	November - December 2014
6. Contribute to public dissemination of information about the remade ISS	December 2014
7. Final Report	December 2014





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The local expert is required to operate according to the Mission's Code of Conduct, which constitutes an integral part of the contract, and a prioritised work plan agreed with the adviser to the Prosecutor General's Office and the project manager.

Qualifications and skills

(these are minimum requirements; can be specified/clarified/fitted to the envisaged job):

I. Academic Qualifications:

- Master's degree in Law. A Bachelor's Degree in the same areas combined with 6 years of relevant experience is considered as equivalent.

II. Years of experience:

- Preferably 7 years of relevant professional experience;
- At least 5 years of professional experience linked to policy advice and/or capacity building on integrity in the Justice sector ;
- 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.

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 and providing a brief methodology on how they will approach and conduct the work;
2. Financial proposal;
3. Personal CV including past experience in similar assignments, the duly filled Personal History Form (P11) and at least 3 names for a reference check.

