



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 3 September 2014

Country: Republic of Moldova

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

Project name: EU High Level Policy Advice Mission

Period of assignment/services: 60 working days over the period: 29 September- 31 December, 2014

Proposals should be submitted online by pressing the "Apply Now" button no later than 16 September [2014](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: administrator@euhipam.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.

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 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. EUHLPAM beneficiaries include: the Prime Minister's Office, the Ministry of Foreign Affairs and European Integration; Ministry of Justice, Ministry of Internal Affairs, Bureau for Migration and Asylum, Prosecutor General Office, National Anti-Corruption Centre, Ministry of Agriculture and Food Industry, Ministry of Transport and Road Infrastructure, Ministry of Economy, Ministry of Education, Ministry of Environment, Customs Service, Main State Tax Inspectorate.

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). 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.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- A 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.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

- (i) Explaining why they are the most suitable for the work;
- (ii) Provide a brief methodology on how they will approach and conduct the work;
- (iii) Copies of at least two of the following: a policy note, briefing, monitoring sheets, press releases, scripts for press conferences, briefings and briefing templates

2. Financial proposal;

3. Personal CV including past experience in similar projects and at least 3 references.

5. FINANCIAL PROPOSAL

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

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:

- A Master's degree in Law. A Bachelor's Degree in the same areas combined with 6 years of relevant experience is considered as equivalent.
- At least 5 years of professional experience linked to policy advice and/or capacity building on integrity in the Justice sector;

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:

- 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
<u>Technical</u>		
A Master's degree in Law. A Bachelor's Degree in the same areas combined with 6	(Master's or equivalent– 30 pts)	30

years of relevant experience is considered as equivalent		
Preferably 7 years of relevant professional experience	(<7 years – < 20 pts, 7 years - <25 pts, one point for each additional year – max. 30)	30
At least 5 years of professional experience linked to policy advice and/or capacity building on integrity in the Justice sector	(5 years – <20pts, 5 -7 years – <25 pts, 7-10 years – <30 pts)	30
Experience working in relevant international assistance projects	(up to 1 year –<15pts, 1 to 3 years – <20pts, 3 to 5 years – <25 pts.)	25
Interview (demonstrated technical knowledge and experience, strong analytical and organizational skills)		
Sound knowledge of the legal framework regarding criminal investigation and prosecution, the co-operation between prosecutors and investigating officers and criminal procedure	(limited –<15 pts, satisfactory – <20 pts, extensive – <25 pts.)	25
Good knowledge of the Prosecutor General's Office, law enforcement and judiciary	(limited –<15 pts, satisfactory – <20 pts, extensive – <25 pts.)	25
Practical experience related to criminal investigation/prosecution (e.g. as a prosecutor) would be a significant asset	(limited –<15 pts, satisfactory – <20 pts, extensive – <25 pts.)	25
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
Proven report writing skills	(limited –<15 pts, satisfactory – <20 pts, extensive – <25 pts.)	25
Excellent communication skills	(limited –<10pts, satisfactory – <15 pts, extensive – <20 pts.)	20
Fluency in written and spoken English	(limited –<10pts, satisfactory – <15 pts, extensive – <20 pts.)	20
Fluency in Romanian and Russian languages.	(limited –<10pts, satisfactory – <15 pts, extensive – <20 pts.)	20
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ 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.		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