



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **29 October 2014**

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**Country:** Republic of Moldova

**Description of the assignment:** National Consultant on the elaboration of the NIC's Strategic Development Program and its Action Plan

**Project name:** "Strengthening Capacity of the National Integrity Commission of Republic of Moldova"

**Period of assignment/services:** 45 working days, November 2014– April 2015

Proposals should be submitted online by pressing the "**Apply Online**" link not later than **5<sup>th</sup> November 2014**

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

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### 1. BACKGROUND

In 2011 in order to create an effective mechanism of monitoring and control of income and property of high officials, judges, prosecutors, public servants and other persons with management functions from public sector and investigation of conflict of interests within the public sector, the Parliament established the National Integrity Commission (NIC) of the Republic of Moldova. The NIC started working in March 2012 and it represents an independent and autonomous central public authority, which is part of the overall state anticorruption framework. As a recently established institution, NIC faces many challenges, including strategic planning and evaluation of needs, which have a negative impact on its effectiveness and credibility.

The "Strengthening Capacity of the National Integrity Commission of Republic of Moldova" Project aims to enhance the capacity of the NIC so that this institution becomes able to ensure integrity, transparency and objectivity in the context of the national corruption prevention efforts in the Republic of Moldova. As a result, the NIC will evolve into an effective corruption prevention institution as a strong part of the national anti-corruption system in the Republic of Moldova contributing to establishing a modernized public administration system characterized by increased transparency, accountability and efficiency.

As a relatively new institution, the NIC had not elaborated yet a Strategic Development Program (SDP), while this task is set forth as a priority under the National Anticorruption Strategy Action Plan for 2014-2015.

The SDP and its Action Plan shall be elaborated through an inclusive process, thorough assessment of the strengths and opportunities ahead as well as the weaknesses and challenges to advance further the development of the NIC as an effective corruption prevention institution. A needs assessment is a basic and indispensable step in the preparation of a SDP and its Action Plan, as well as a deep and honest institutional analysis of the NIC. This step must include a comprehensive evaluation of the internal and external factors that may have an impact on the activity of the NIC.

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED TASKS**

The objective of the assignment is to provide the necessary support for the development of the NIC's SDP and its Action Plan. In this sense, the Project intends to contract a National Consultant that will provide to the NIC the high level support in strategic planning, leading directly to the strengthening of its capacity.

The task of the National Consultant will consist of providing the NIC's management and staff the necessary guidance, advice and support in the elaboration of a comprehensive SDP and its Action Plan.

In order to achieve the stated objectives, the National Consultant will have the following responsibilities: study the relevant positive experience of other central public institutions in the elaboration of SDP's, including in strategic planning and needs assessment; suggest a methodology for the process of the SDP's elaboration; in collaboration with the NIC design a detailed work plan; in consultations with the NIC draft the initial version of the SDP and its Action Plan; organise a participative and inclusive process of discussions of the draft with NIC; revise the SDP and its Action Plan based on received comments and proposals; support the NIC in the final review of the SDP and its Action Plan based on comments and proposals received from the State Chancellery.

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Academic Qualifications:**

- A Master Degree in Public Administration, Law, Political Science, Business Administration, Economics or other related field. A Bachelor's Degree in the same areas combined with 6 years of relevant experience will serve in lieu of a Master's Degree.

### **II. Experience:**

- At least 5 years of professional experience in strategic planning and design of public policies, institutional development of public sector;
- Proven professional experience, including substantial participation, in analytical works aiming at strategic planning at sector level, public administration development, evidence-based elaboration and monitoring in Moldova;
- Proven professional experience of working with international organizations (successful experience in working with UN agencies *is an asset*).

### **III. Competencies and knowledge:**

- Knowledge of the functioning of NIC and the processes of strategic planning of public institutions;
- Strong analytical and drafting skills;
- Availability to work with UNDP and NIC during the indicated/approved period;
- Knowledge of Romanian, Russian and English languages.

#### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

Proposal:

- (i) Cover Letter;
- (ii) Financial proposal;
- (iii) Personal CV/P11 including past experience in similar projects and at least 3 referees.

#### 5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposal, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems and number of anticipated working days).

##### 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 other 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.

During the contract period no travel is required.

#### 5. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- A Master Degree in Public Administration, Law, Political Science, Business Administration, Economics or other related field. A Bachelor's Degree in the same areas combined with 6 years of relevant experience will serve in lieu of a Master's Degree;
- At least 5 years of professional experience in strategic planning and design of public policies, institutional development of public sector.

The short-listed individual consultants will be evaluated further 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>		
A Master Degree in Public Administration, Law, Political Science, Business Administration, Economics or other related field. A Bachelor's Degree in the same areas combined with 6 years of relevant experience will serve in lieu of a Master's Degree	(Master's or equivalent– 40 pts)	40
At least 5 years of professional experience in strategic planning and design of public policies, institutional development of public sector	(5 years – 40 pts, >5 years – 50 pts; one point for each additional year-max. 60 pts)	60
Proven professional experience, including substantial participation, in analytical works aiming at strategic planning at sector level, public administration development, evidence-based elaboration and monitoring in Moldova;	(limited-<30; satisfactory -<40; extensive -<50)	50
Proven professional experience of working with international organizations(successful experience in working with UN agencies <i>is an asset</i> )	(limited-<10; satisfactory -<20; extensive -<30)	30
Knowledge of the functioning of NIC and the processes of strategic planning of public institutions	(limited-<10; satisfactory -<20; extensive -<30)	30
Strong analytical and drafting skills	(limited-<10; satisfactory -<20; extensive -<30)	30
Availability to work with UNDP and NIC during the indicated/approved period	(limited-<10; satisfactory -<20; extensive -<30)	30
Knowledge of Romanian, Russian and English languages	(limited-<10; satisfactory -<20; extensive -<30)	30
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<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> 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.		<b>200</b>
<b>Maximum Total Scoring</b>		<b>500</b>

#### 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**