



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **13 February 2015**

**Country:** Republic of Moldova

**Description of the assignment:** Local short term expert to the Ministry of Internal Affairs on territorial re-organization of the institution.

**Project name:** EU High Level Policy Advice Mission to the Republic of Moldova

**Period of assignment/services:** 5 March -30 June 2015

Proposals should be submitted online by pressing the "Apply Now" button no later than [22 February 2015](#).

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

### 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. As one of the project beneficiaries, the Ministry of Internal Affairs (MIA) is receiving support and policy advice from the EUHLPAM on implementation of institutional and legislative framework for the sector reform, support consolidation of qualitative police services including by promoting modern analytical and operational tools and solutions, building the capacities for other services within the internal affairs system, implementation of upgrading MIA capacity to ensure its role in the rule of law enforcement and implementation of Moldova's Association Agenda with EU.

Ensuring public order, consolidating the rule of law and strengthening the human rights protection in accordance with EU standards are key objectives of MIA. Alignment and harmonization with the EU standards and best practices is ensured within the framework of the EU-Moldova Association Agreement, signed on 27 June 2014 and ratified by the Parliament on 2 July 2014. A "National Action Plan for the implementation of the EU-Moldova Association Agreement" was approved by the Government on 25 June 2014.

Also a Strategic Development Plan (SDP) of the MIA for 2014-2016 was approved in March 2014 and is currently under implementation. The SDP includes concrete objectives and tasks such as: independent and effective HR and training system, modern and efficient standard operating procedures, preventing and combating corruption, protection of personal data, attraction of European funds, reducing the time

for response to the complaints of citizens, ensuring qualitative police services offered to citizens, enhancing interoperability, development of an efficient management of migration flows, strengthening integrated border management. Every subordinated department (General Police Inspectorate/GPI, Border Police, the Bureau for Migration and Asylum etc.) developed their own strategic plan derived from the ministerial SDP.

In this framework, one of the issues to be addressed by EUHLPAM is whether the present organization of MIA and GPI at central, but more important at territorial level, is suitable for high performance, ensuring equally qualitative services all over the country.

Therefore, the project is seeking to engage a local short-term expert who will work, in coordination with high level advisers, to identify and propose the most efficient approach to this reform required in order to increase efficiency of MIA and GPI management, regionalisation of service and improve the transparency and exchange of communication (according to bottom-up and top-down approach).

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

The local short-term expert will provide support to the MIA in the development of report assessment of the functionality of MIA and GPI in their present central and territorial organization/structures, and elaboration of a proposal for re-organization options at regional and local level.

Key Responsibilities include the assessment of the local, territorial layout of the MIA and GPI from the point of view of functionality, efficiency and effectiveness, including a SWOT analyse; identification and sharing of EU good practices and models pertaining to the issue; a report with concrete findings and recommendations, including a concrete proposal for the re-organization options of the local structures of MIA and GPI and establishment of regional structures and units; and its delivery

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 Public Administration, International Relations, European Integration, Law or similar. A bachelor degree in the same areas combined with 7 years of experience in the sector will serve in lieu of a Master's Degree

### **II. Years of experience:**

- Preferably 7 years of professional experience
- At least 5 years of professional experience linked to the provision of policy advice on law enforcement reforms
- At least 5 years of proven experience working with the public administration in Moldova. Working experience related to international agreements in the home affairs sector is an advantage
- At least 2 years of relevant experience in analysis and implementation of EU acquis on home affairs

### **III. Competencies:**

- Very good overall understanding of development trends in the internal affairs reforms;
- Good networking skills are an advantage;
- Good drafting and analytical skills
- Good communication skills; Ability to present related issues clearly both to a general and a specialist audience;
- Fluency in written and spoken English.
- Fluency in Romanian or Russian;
- Familiarity with relevant IT software tools

## **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 (if applicable);

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 Public Administration, International Relations, European Integration, Law or similar. A bachelor degree in the same areas combined with 7 years of experience in the sector will serve in lieu of a Master's Degree
- At least 5 years of professional experience linked to the provision of policy advice on law enforcement reforms

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
<b><u>Technical</u></b>		

A Master's Degree in Public Administration, International Relations, European Integration, Law or similar. A bachelor degree in the same areas combined with 7 years of experience in the sector will serve in lieu of a Master's Degree	(Master's or equivalent– 30 pts)	30
Preferably 7 years of 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 the provision of policy advice on law enforcement reforms	(5 years – < 30 pts, one point for each additional year – max. 35)	35
At least 5 years of proven experience working with the public administration in Moldova. Working experience related to international agreements in the home affairs sector is an advantage	(<5 years – < 20 pts, 5 years - <25 pts, one point for each additional year – max. 30)	30
At least 2 years of relevant experience in analysis and implementation of EU acquis on home affairs	(<2 years – < 20 pts, 2 years - <25 pts, one point for each additional year – max. 30)	30
Very good overall understanding of development trends in the internal affairs reforms	(limited –<10 pts, satisfactory – <15 pts, extensive – <20 pts.)	20
Good networking skills are an advantage	(limited –<10 pts, satisfactory – <15 pts, extensive – <20 pts.)	20
Good drafting and analytical skills	(limited –<10 pts, satisfactory – <15 pts, extensive – <20 pts.)	20
Good communication skills; Ability to present related issues clearly both to a general and a specialist audience	(limited –<15 pts, satisfactory – <20 pts, extensive – <25 pts.)	25
Fluency in written and spoken English.	(limited –<10 pts, satisfactory – <15 pts, extensive – <20 pts.)	20
Fluency in Romanian or Russian	(limited –<10 pts, satisfactory – <15 pts, extensive – <20 pts.)	20
Familiarity with relevant IT software tools	(limited –<10 pts, satisfactory – <15 pts, extensive – <20 pts.)	20
<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>

#### 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**