



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **2 March 2015**

Country: Republic of Moldova

Description of the assignment: National Consultant for drafting the Guide on documenting the conflicts of interest

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

Period of assignment/services: 27 working days, April – June 2015

Proposals should be submitted online by pressing the "**Apply Online**" link not later than [19 March 2015](#).

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

1. BACKGROUND

In 2002¹ and, respectively, in 2008² the Parliament of Republic of Moldova created new mechanisms for the declaration of the property and assets of high officials and public servants and for the declaration and resolution of the conflicts of interest. Later in 2011, according to the Law no. 180/2011³ and the Law no. 181/2011⁴ the National Integrity Commission (hereinafter called - NIC) was designated responsible for ensuring effective control over the incomes and properties of public office holders and the compliance of the latter with the legal regime of conflicts of interest and incompatibilities. The NIC started working in March 2012, representing an independent and autonomous central public authority, as a part of the overall state anti-corruption framework. Being a relative new institution NIC faces many challenges (e.g., lack of capacities in implementation of the conflict of interest legislation, strategic planning, corruption prevention analysis etc.) which affect directly NIC's effectiveness and ability to cope with the high expectations of the society.

The "Strengthening Capacity of the National Integrity Commission of Republic of Moldova" Project aims to enhance the capacity of the NIC to implement the conflict of interest standards across the public sector. As a

¹ Law no. 1264 of July 19, 2002 on declaration and control of income and property of high officials, judges, prosecutors, civil servants and persons with management functions, <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=342780>;

² Law no. 16 of February 15, 2008 on conflict of interest, <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=342787>;

³ <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=341741>;

⁴ <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=341744>;

result, the NIC will evolve into a genuine corruption preventive institution, as a fundamental part of the national system of investigation and resolution of conflicts of interest within the public sector.

In order to support the effective role of NIC in prevention of conflict of interest, as well as to ensure the implementation of the National Anti-corruption Strategy Action Plan for 2014-2015⁵, the project will assist the elaboration of the Guide on documenting the conflicts of interest and on taking decisions regarding their resolution (hereinafter called -Guide). The Guide is aimed to serve as a methodological support for those responsible for resolution of conflicts of interest within the public institutions and should be elaborated through an inclusive process with the direct implication of NIC's management and staff.

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

The objective of the assignment is to provide NIC the necessary technical support for strengthening its capacity in implementation of the conflict of interest standards across the public sector. In this sense, the Project intends to contract a National Consultant that will provide the NIC's management and staff with the necessary guidance, advice and support in the elaboration of the Guide. In order to achieve the stated objectives, the National Consultant will have the following responsibilities: suggest a methodology for the process of the Guide's elaboration and discuss it with the NIC; in collaboration with the NIC design a detailed work plan and a table of content which will be used as the basic structure; draft the initial version of Guide in consultations with the NIC senior management and staff; organise a participative and inclusive process of discussions of the initial draft with NIC; revise the Guide based on received comments and proposals; present final version of the Guide into a uniform, easy readable style.

For more details, please refer to Attachment 1 – Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Masters' Degree in law, public administration, international relations, political science or related area.

II. Experience:

- At least 5 years of professional experience, including substantial participation, in analytical works, research or studies (participation in analytical works, research or studies in anticorruption field *is an asset*);
- Proven professional experience in policy/strategy development in/for governmental institutions in anti-corruption field;
- Proven professional experience of working with international organizations (successful experience in working with UN agencies *is an asset*).

III. Competencies and knowledge:

- Demonstrated familiarity with the conflict of interest notions, procedures for prevention, documentation and resolution of thereof;
- Strong analytical and drafting skills;
- Demonstrated interpersonal and diplomatic skills, as well as the ability to present ideas clearly and effectively;
- Fluency in Romanian is compulsory. Knowledge of Russian and English languages will be an advantage.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

⁵ <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=353101>.

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

- (i) Proposal: explaining why they are the most suitable for the assignment;
- (ii) Financial proposal;
- (iii) Personal CV and 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. 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.

Please note for the implementation of the assignment, no travel is envisaged.

6. EVALUATION

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

- Masters' Degree in law, public administration, international relations, political science or related area;
- At least 5 years of professional experience, including substantial participation, in analytical works, research or studies;
- Fluency in Romanian language.

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

Technical		
Masters' Degree in law, public administration, international relations, political science or related area	Master's – 10 pts, PhD degree– 25 pts.	25
At least 5 years of professional experience, including substantial participation, in conducting analytical works, research and studies (participation in analytical works, research or studies in anti-corruption field <i>is an asset</i>)	5 years – 10 pts; each additional year – 5 pts, up to max up to maximum 40 pts Specific experience in anticorruption field – additional 10 pts.	50
Proven professional experience in policy/strategy development in/for governmental institutions, including in anti-corruption field	1 to 3 years – 5 pts; each additional year – 5 pts, up to max up to maximum 30 pts	30
Proven professional experience of working with international organizations(successful experience in working with UN agencies <i>is an asset</i>)	no – 0 pts.; 1 to 3 projects – 5 pts; each additional project 5 pts, up to maximum 20 pts. Successful experience in working with UN agencies – additional 5 pts.	25
Strong analytical and drafting skills (demonstrated through drafting of scientific research, studies, policy documents, etc.)	no – 0 pts.; 1 to 3 projects – 5 pts; each additional project 5 pts, up to maximum 20 pts.	20
Interview (demonstrated knowledge and experience; proven familiarity with the conflict of interest notions, procedures for prevention, documentation and resolution of thereof; analytical and drafting skills; interpersonal and diplomatic skills, as well as the ability to present ideas clearly and effectively; Linguistic skills (Romanian, Russian, English)	demonstrated knowledge and experience – up to 45 pts; familiarity with the conflict of interest notions, procedures for prevention, documentation and resolution – up to 30 pts.; analytical, drafting and communication skills – up to 10 pts.; demonstrated interpersonal/ diplomatic skills –up to 30 pts; ability to present ideas clearly and effectively – up to 20 pts; Romanian – 5 pts; Russian – 5 pts; English – 5 pts.	150
Maximum Total Technical Scoring		300
Financial		
Evaluation of submitted financial offers will be done based on the following formula: <u>$S = F_{min} / F * 200$</u> 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
Maximum Total Scoring		500

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