



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **2 March 2015**

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**Country:** Republic of Moldova

**Description of the assignment:** National Consultant for drafting the Concept on the prevention of the conflicts of interest and un-justified income

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

**Period of assignment/services:** 35 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](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

The National Integrity Commission of the Republic of Moldova (hereinafter called - NIC) was established in 2011 to ensure an effective control over the incomes and properties of holders of public office and the compliance of the latter with the legal regime of conflicts of interest and incompatibilities. NIC started working in March 2012 and 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 that 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 public sector. As a result, the NIC will evolve into a genuine corruption prevention institution as a strong part of the national system of monitoring and control of income and property of high officials and public servants, and the investigation of conflict of interests within the public sector. Moreover, it will be able to support anti-corruption efforts undertaken by Republic of Moldova in various strategic policy documents and international agreements.

The necessity to increase the efficiency of the system of declarations of assets, personal interests and conflict of interest for holders of public office and ensure effective functioning of the National Integrity Commission

was set forth as a priority under the National Anticorruption Strategy for 2011-2015 and its Action Plan. Furthermore, the latter clearly regards the elaboration of a Concept on prevention of conflicts of interest and un-justified incomes (hereinafter called - Concept) as a way to increase the efficiency of both NIC's activity and the existing system of the declaration of assets and of personal interests of public office holders. The above mentioned Concept shall later on serve as a basis for the elaboration of internal rules and regulations and should be elaborated through an inclusive process, thorough assessment of the NIC's role in the process of prevention of the conflict of interest and of un-justified incomes, and to advance further the development of the NIC as an effective corruption prevention institution.

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

The objective of the assignment is to provide the necessary technical support for the development of the Concept. In this way, the Project intends to contract a National Consultant that will provide NIC the high level support in strengthening its capacity in implementation of the conflict of interest standards across the public sector.

The task of the National Consultant will consist of providing the NIC's management and staff with the necessary guidance, advice and support in the elaboration of the Concept. In order to achieve the stated objectives, the National Consultant will have the following responsibilities: analyse international recommendations and relevant positive experience in other countries in regard to the prevention of conflict of interests and un-justified incomes; suggest a methodology for the process of Concept's elaboration; in collaboration with the NIC design a detailed work plan; draft the initial version of Concept; organise a participative and inclusive process of discussions of the draft with NIC; revise the Concept based on received comments and proposals; present final version of the Concept.

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

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

- A 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 anti-corruption 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 knowledge of the functioning of NIC, mechanism of monitoring and control of assets of high officials and public servants and of the legal regime applicable to the conflict of interests within the public sector;
- 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

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

Proposal:

- (i) Cover Letter explaining why the candidate is the most suitable for this assignment;
- (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.

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

#### 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 – 30% (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>		
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
<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**