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TERMS OF REFERENCE

- A. Job Title:** International Consultant on forensic issues for the Police forces from Moldova
- B. Duty Station:** Chisinau, Republic of Moldova
- C. Project reference:** Support to Police Reform in Moldova
- D. Contract type:** Individual Contract (IC)
- E. Duration of assignment:** Up to 250 working days during May 2015 – April 2016 (with a possible extension)

F. Background:

The Concept Paper on the Reform of the Ministry of Internal Affairs and its Subordinated and Decentralized Units, in particular, states the need to reform the Ministry of Internal Affairs and its units in a comprehensive manner to bring them closer to the community they serve. While the demands of the population for public services are constantly increasing, the Ministry of Internal Affairs' units are not always meeting these expectations.

The overall objective of the Police Reform Project is to strengthen and support the comprehensive efforts to reform the police forces in the Republic of Moldova. The project seeks to further strengthen the capacities of national stakeholders in specific areas with the focus on the tangible and visible results both for the target groups involved and the broader public. The project will also address activities that are equally important for a steady progress in the implementation of the police reform, but which have not received the relevant attention yet. The proposed overall objective will be achieved by implementing the following project components:

1. Enhancing the capacities of the General Police Inspectorate staff in the area of crime scene management and evidence collection;
2. Strengthening the linkages between the police and community in the framework of the overall police reform;
3. Strengthening the capacities of the General Police Inspectorate to comprehensively implement the police reform agenda.

The current consultancy is sought under the third Project component. Police reform is one of the major goals of the Moldovan Government to increase the efficiency of Police and increase the level of the population's trust in Police.

General Police Inspectorate (GPI) is one of the main actors of the reform process. This body was established in 2013 and its main purpose is to modernize police activity and improve its performance. The institutional component of reform, reflected through the structural changes within police bodies, needs to be supplemented by support and assistance in developing the capacities of the General Police Inspectorate to address, in a comprehensive manner, a number of policy areas. The support under this Project component aims at enhancing the ability of General Police Inspectorate to design and implement reform activities, as well as at enhancing and increasing GPI's visibility and capacity to have a results oriented communication.

One of the activities of the project is the Embedded Advisors Program. The main goal of this activity is to provide the Ministry of Internal Affairs and the General Police Inspectorate, and where applicable other criminal investigation bodies, with assistance in strengthening the capacities to design and implement activities primarily focused on legislative reform, organizational efficiency, anti-corruption, case management, etc. Embedded advisors will have the advantage of working side by side with beneficiaries, understanding problems first hand and offering practical advice and expertise.

Forensics is one of the strategic areas where the capacities of Police needs to be improved in order to strengthen its role in the democratic society, raise the quality of performed work, increase public trust, enhance cooperation with national and international partners and achieve the standards and requirement of international accreditation for forensic laboratories.

The international accreditation of forensic laboratories in line with ISO/IEC 17025:2005 (General requirements for the competence of testing and calibration laboratories) is a continuous priority for the Police authorities from Moldova. Initial preparatory work towards this goal have been undertaken with the support of development partners, including institutionalization of quality management system, adjustment of internal regulations, drafting institutional policies and procedures concerning the process of accreditation, capacity developing activities. The measures undertaken so far need to be further supported and capacities strengthened. The work to be conducted by the Forensics Consultant shall capitalize on the existing achievements and assist the advancement of Police forensic laboratories towards international accreditation.

The General Police Inspectorate shall be the main partner for this activity and will provide the necessary conditions of work and information for the embedded forensic consultant.

G. Objective:

The main objective is to assist and enhance the institutional capacities of the General Police Inspectorate in order to achieve the international accreditation of forensic laboratories in line with ISO/IEC 17025:2005. The main focus of the assignment shall be on implementing and ensuring the functionality of the quality assurance mechanism.

The Consultant will also coach a number of Police staff members on quality assurance mechanism and will provide daily transfer of knowledge towards strengthening the Beneficiary's capacities to engage in international accreditation processes.

The Consultant will ensure analytical support, facilitating the communication and cooperation with different stakeholders on forensics related issues. The assignment shall be carried out in close cooperation with the Forensic Centre of the General Police Inspectorate.

H. Scope of work and expected outputs:

In order to achieve the objective it is foreseen that the Consultant will:

- Conduct an assessment of the GPI's progress towards international accreditation of forensic laboratories, including identify gaps and propose solutions;
- Conduct a review of regulations relevant for the international accreditation in line with ISO/IEC 17025:2005, propose and justify amendments, where necessary;
- Assess the Police's policy documents in connection to international accreditation, propose and justify amendments, where necessary;

- Provide guidance and expert input to the implementation and ensuring functionality of the quality assurance mechanism within the laboratory environment;
- Provide assistance in drafting quality assurance manuals, standard operating procedures and/or other protocols required for the forensic laboratories in line with ISO/IEC 17025:2005;
- Conduct the internal audit in order to further initiate the process of international accreditation of forensic laboratories;
- Conduct a training needs assessment and develop and implement a plan for capacity building activities with a focus on international accreditation of forensic laboratories;
- Provide in-house training and knowledge transfer to the staff assigned on quality assurance mechanisms;
- Assess the Police's forensic infrastructure and provide comprehensive recommendations regarding the necessary improvements in compliance with ISO/IEC 17025:2005, including in terms of staff qualification and performance, equipment, regulations, standard operating procedures, etc.;
- Provide assistance in developing technical specification for the forensic technologies to be implemented in line with ISO/IEC 17025:2005;
- Conduct periodic internal assessment of the progress towards international accreditation, highlighting any bottlenecks and potential solutions (to be reflected in monthly progress reports and final report);
- Coordinate with other assistance initiatives supporting the forensic capacity of Project beneficiary;
- Act as the forensic subject matter expert for the donor organization supporting the project;
- Assist the donor organization supporting the project in designing specific forensic development programs based on identified needs and existing capacities;
- Collaborate with all relevant stakeholders throughout the entire period of the assignment;
- Submit required reports;
- Perform any other assignment related tasks.

I. Deliverables:

#	Deliverable	Deadline
1.	Assessment of the GPI's progress towards international accreditation of forensic laboratories conducted, gaps identified and potential solutions proposed	May 2015
2.	Review of regulations and policy documents relevant for the international accreditation in line with ISO/IEC 17025:2005 conducted, amendments proposed	June 2015
3.	Police's forensic infrastructure assessed and comprehensive recommendations regarding the necessary improvements in compliance with ISO/IEC 17025:2005, including in terms of staff qualification and performance, equipment, regulations, standard operating procedures, etc. provided	June 2015
4.	Training needs assessment conducted; plan for capacity building activities with a focus on international accreditation of forensic laboratories developed	July 2015

5.	Capacity building plan activities with a focus on international accreditation of forensic laboratories implemented	November 2015
6.	Assistance in developing technical specification for the forensic technologies to be implemented in line with ISO/IEC 17025:2005 provided	Throughout the assignment period
7.	Assistance in drafting quality assurance manuals, standard operating procedures and/or other protocols required for the forensic laboratories in line with ISO/IEC 17025:2005 provided	Throughout the assignment period
8.	Guidance and expert input to the implementation and ensuring functionality of the quality assurance mechanism within the laboratory environment	Throughout the assignment period
9.	In-house and transfer of knowledge and coaching of staff assigned ensured	Throughout the assignment period
10.	Monthly progress reports submitted	By the 5 th day of each month
11.	Intermediary narrative report submitted	By 10 December 2015
12.	Final narrative report submitted	By 30 April 2016

Deliverables can be amended or specified for the purpose of the assignment.

Payment will be made monthly upon the submission and approval of the progress report by the UNDP Project Manager and the representative appointed by the beneficiary institution.

J. Organizational Setting:

This is a full-time consultancy. General Police Inspectorate is the main beneficiary of this consultancy. The Consultant will be based within the premises of GPI's Forensic Centre and will work under the general guidance of the GPI senior management and high level advisers and in collaboration with the GPI's Forensic Centre staff – for substantive aspects of the assignment, and under the direct supervision of the UNDP Moldova Justice and Human Rights Project Manager – for the administrative aspects of the assignment. In addition, it is expected that the Consultant will provide his/her expert input to assist the donor organization (US Embassy to Moldova) in designing and implementing forensic development programs.

K. Inputs:

The GPI will provide the Consultant with working space, access to Internet, printer and telephone landline. The GPI and the Project staff will provide the Consultant with the information and materials available for the fulfilment of tasks, facilitate meetings and provide other reasonable logistic support where necessary.

L. Confidentiality

Materials provided to the consultant and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

M. Qualifications and skills required:

I. Academic Qualifications:

- Master's Degree or equivalent (5-year university education) in Forensics, Criminal Investigation, Police Studies, Law or any other relevant field. A Bachelor's Degree in the same areas combined with 15 years of relevant experience is considered as equivalent;

II. Years and sphere of experience:

- At least 10 years of continuous professional experience in forensics issues;
- At least 7 years of professional experience linked to the provision of policy advice in international accreditation of forensic laboratories in line with ISO/IEC 17025:2005.

III. Competencies:

- Proven experience in designing and implementation of quality assurance mechanism within a laboratory environment. Experience in working with Police forensic laboratories shall be an advantage;
- Proven qualifications (certificates, diplomas, etc.) in implementation of ISO/IEC 17025:2005 shall be an advantage;
- Professional experience in Central and Eastern Europe on similar assignments shall be an advantage;
- Proven experience in designing and delivering presentations and training programs;
- Demonstrated skills in knowledge transfer techniques, such as coaching and mentoring;
- Proficiency in Romanian and/or Russian language(s);
- Knowledge of English would be a strong advantage.

IV. Personal qualities:

- Proven commitment to the core values of the United Nations; in particular, is respectful of differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status;
- Responsibility, creativity, flexibility and punctuality.

The UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.