



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 31 March 2015

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**Country:** Republic of Moldova

**Description of the assignment:** International Consultant on forensic issues for the Police forces from Moldova

**Project name:** Support to Police Reform in Moldova

**Period of assignment/services:** May 2015 – April 2016 (up to 250 working days with a possible extension)

**Application instructions:** Proposals should be submitted online by pressing the "Apply Now" button no later than **19 April 2015**.

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

## **2. 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.

### 3. SCOPE OF WORK AND EXPECTED OUTPUT

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.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### 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 of experience 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.

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

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

1. Technical Proposal:
  - a. explaining how applicant responds to each of the qualification requirements (particularly providing details on the previously implemented similar projects) and why he/she is the most suitable for the work;
  - b. describing a short vision on achievement of tasks;
2. Fully completed P-11 Form with three references
3. Financial proposal (LUMP SUM) in USD, specifying requested amount per day (fee) and all related costs (e.g. DSA, travel, phone calls etc.);

#### 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 proposals, the financial proposal will include a breakdown of this lump sum amount (including fees and taxes, 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 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:

- University degree in Forensics, Criminal Investigation, Police Studies, Law or any other relevant field;
- Minimum 10 years of continuous professional experience in forensics issues;
- Minimum 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.

The short-listed individual consultants will be further evaluated based on the following methodology:

A two-stage procedure will be used in evaluating the candidates:

1. Technical evaluation (max 300 points) – 60%;
2. Financial evaluation (max 200 points) – 40%.

Technical evaluation will be based on a thorough desk review of applications.

Only candidates obtaining a minimum of 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

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.

Criteria	Scoring	Maximum Points Obtainable
<b>Technical</b>		
University degree in Forensics, Criminal Investigation, Police Studies, Law or any other relevant field	(Bachelor – 10 pts., Master – 20 pts., PhD – 30 pts.)	30
Proven experience (at least 10 years) in forensics issues	(10 years of experience – 25 pts., more than 10 years of experience – 5 pts. for each additional year of experience up to a maximum of 15 additional points)	40
Proven experience (at least 7 years) linked to the provision of policy advice in international accreditation of forensic laboratories in line with ISO/IEC 17025:2005	(7 years of experience – 35 pts., more than 7 years of experience – 5 pts. for each additional year of experience up to a maximum of 15 additional points)	50
Proven experience in designing and implementation of quality assurance mechanism within a laboratory environment; working with Police forensic laboratories	(no – 0, yes – 25 pts., experience working with Police forensic laboratories – additional 5 pts. )	30

Proven qualifications (certificates, diplomas, etc.) in implementation of ISO/IEC 17025:2005	(no – 0, yes – 30 pts.)	30
Professional experience in Central and Eastern Europe on similar assignments	(no – 0, yes – 20 pts.)	20
Fluency in Romanian, Russian, English	(Romanian and Russian – 10 pts. each, English – 10 pts.)	30
Interview	(40 – demonstrated technical knowledge and experience; 10 - communication/ interpersonal skills; 10 – initiative; 10 – creativity/resourcefulness)	70
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></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**

