



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29 April 2015

Country: Republic of Moldova

Description of the assignment: National Consultant for drafting the Guide on documenting the conflicts of interest on prevention and resolution of the conflicts of interest in the framework of European funds absorption

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

Period of assignment/services: 25 working days, May– July 2015

Proposals should be submitted online by pressing the **"Apply Online"** link not later than 15 May 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

The National Integrity Commission (hereinafter called - NIC) represents an independent and autonomous central public authority, 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, as a part of the overall state anti-corruption framework. Being a relatively 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 well as to strengthen its analytical capacity. As a 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 whole public sector.

In order to support the effective role of the NIC in prevention of the conflict of interest, as well as to ensure the implementation of the tasks assigned to the NIC in the EU-Republic of Moldova Association Agreement Action Plan, the Project will support the elaboration of a Guide on the mechanisms for the prevention and resolution of the

conflict of interest in the framework of the absorption of European funds (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 senior 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 analytical capacity and the capacity to implement effectively 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; organize a participative and inclusive process of discussions of the initial draft with NIC; revise the Guide based on received comments and proposals and 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:

- A master degree or equivalent (5-year university education) in law, economics, public administration, international relations, political science or related area. A Bachelor's Degree in the same areas combined with 6 years of experience in the sector will serve in lieu of a Master's Degree.

II. Experience:

- At least 5 years of professional experience, including substantial participation, in analytical works, research, guides or studies (participation in analytical works, research, guides or studies in anti-corruption or EU procurement fields *is an asset*);
- Proven professional experience in carrying out policy/strategy development, programmes/projects elaboration and implementation, including 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, national and EU procurement legal framework;
- Strong analytical and drafting skills;
- Fluency in Romanian is compulsory. Knowledge of Russian and English languages will be an advantage.

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:

- (i) Proposal: explaining why they are the most suitable for the work including past experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
- (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:

- A master degree or equivalent (5-year university education) in law, economics, public administration, international relations, political science or related area. A Bachelor's Degree in the same areas combined with 6 years of experience in the sector will serve in lieu of a Master's Degree.
- At least 5 years of professional experience, including substantial participation, in analytical works, research, guides 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		
A master degree or equivalent (5-year university education) in law, economics, public administration, international relations, political science or related area. A Bachelor's Degree in the same areas combined with 6 years of experience in the sector will serve in lieu of a Master's Degree	Master's degree or Bachelor's degree combined with 6 years of experience– 30 pts, PhD degree– 40 pts.	40
At least 5 years of professional experience, including substantial participation, in analytical works, research, guides or studies (participation in analytical works, research, guides or studies in anti-corruption or EU procurement fields <i>is an asset</i>)	5 years – 40 pts; each additional year – 5 pts, up to max up to maximum 90 pts Specific experience in anticorruption field – additional 10 pts.	100
Proven professional experience in carrying out policy/strategy development, programmes/projects elaboration and implementation, including in anti-corruption field	1 to 3 years – 5 pts; each additional year – 5 pts, up to max up to maximum 60 pts	60
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 25 pts. Successful experience in working with UN agencies – additional 10 pts.	35
Demonstrated familiarity with the conflict of interest notions, procedures for prevention, documentation and resolution of thereof, national and EU procurement legal framework (professional experience and the subjects of the 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
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 30 pts.	30
Linguistic skills (Romanian, Russian, English)	Romanian – 5 pts.; Russian – 5 pts.; English – 5 pts.	15
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