



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **25 May 2015**

**Country:** Republic of Moldova

**Description of the assignment:** National consultant on anti-corruption

**Project name:** "Improving the quality of Moldovan democracy through parliamentary and electoral support"

**Period of assignment/services:** 40 days within a 4 months assignment

Proposals should be submitted online by pressing the "[Apply Now](#)" button no later than **8 June 2015**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [victoria.muntean@undp.org](mailto:victoria.muntean@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 UNDP Programme "Improving the quality of Moldovan democracy through parliamentary and electoral support" aims to enhance parliamentary capacity in carrying out its core functions, thus contributing to viable democracy and open society in Moldova. The project adopts a comprehensive, long-term approach to parliamentary development including strengthening of the legislatures law-making, representation and oversight roles.

The issue of corruption constitutes a permanent concern in the Republic of Moldova. According to the Transparency International Corruption Perception Index (CPI), in 2014 Moldova was ranking 105<sup>th</sup> out of 175 countries. The Republic of Moldova's commitments to curb corruption are explicitly stated in the EU – Republic of Moldova Association Agreement with the European Union, as well as in the documents that set out the cooperation framework with the Council of Europe, UN and other international organizations.

Moldova has signed the United Nations Convention against Corruption (UNCAC) on 28 September 2004, being required to align its anti-corruption policies, procedures and legislation with the measures prescribed in UNCAC articles. UNDP and Global Organization Parliamentarians Against Corruption (GOPAC) produced an Anti-corruption Assessment Tool for Parliamentarians that focuses on their role in ensuring effective UNCAC implementation. The results of the assessment will enhance parliament's legislative and oversight functions in anti-corruption area.

The Parliament's decision no. 154 on implementation of the National Anti-corruption Strategy 2011-2015 contains actions to be undertaken by public authorities in fighting corruption. The implementation of the Strategy and its Action Plan shall be finalized in 2015 and the Parliamentary Committee on National Security, Defence and Public Order (CNSDPO) is responsible for reviewing the results of implementation and follow-up on existing backlogs. In this context, Committee shall assess the progress made by the Executive to improve the anti-corruption legislation, so that it complies with the increased need for

efficient anti-corruption activities of the law enforcement and control bodies (i.e. the National Anticorruption Centre, the Ministry of Internal Affairs, the Intelligence and Security Service of the Republic of Moldova).

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

UNDP is looking to hire a national consultant who will support the international consultant to carry out the Anti-corruption Self-Assessment and develop a draft Code of Conduct for MPs. He/she will also enhance the CNSDPO oversight on the implementation of National Anti-corruption Strategy, in line with the GRECO and UNCAC country recommendations.

The expected output for the national consultant's assignment is to support the international consultant to carry out the Anti-corruption Self-Assessment and develop a draft Code of Conduct for MPs. He/She will also conduct a thorough analysis of the current status of implementation of the National Anti-corruption Strategy, assigned to the institutions with responsibilities in fighting corruption. The consultant will assess the progress in the implementation of the National Anti-corruption Strategy.<sup>1</sup>

Following the assessment, the national consultant will identify the backlogs in the all the components of the Strategy and provide recommendations for improvement.

The analysis will provide an overview of the available mechanisms to exercise the parliamentary oversight function and recommendations to strengthen this function

For detailed information on assignment, deliverables, activities, milestones, management and financial arrangements, please refer to Annex 1 - Terms of Reference.

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

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

- Master's degree in Law.

### **II. Experience and Knowledge:**

- At least 7 years of relevant professional experience in the field of governance and anti-corruption;
- At least 2 years of working experience in designing and implementing anti-corruption assessments;
- In-depth knowledge of national policies and legislation on anti-corruption;
- Experience in comparative analysis, research, assessment on the implementation of the anti-corruption legislation and policies;
- Experience in organizing public hearings at the Parliament or Government level will be strong asset.

### **III. Abilities:**

- Strong analytical and drafting skills;
- Ability to analyze, plan, communicate effectively orally and in writing, draft report, organize and meet expected results, adapt to different environments (cultural, economic, political and social).

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<sup>1</sup> Based on the priorities listed in the Strategy: improvement of anti-corruption legislation and its operating mechanisms, including by means of parliamentary control; adjusting the legal framework in the light of the need to increase the efficiency of law enforcement and control bodies.

- Ability to engage stakeholders in anti-corruption efforts, including knowledge of informal and emerging actors as well as knowledge of cross-cutting governance and anti-corruption issues;
- Fluency in Romanian and English.

IV. Skills:

- Computer literacy and ability to effectively use office technology equipment, IT tools.

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

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

1. Proposal:
  - i. Explaining why they are the most suitable for the work including past experience in similar assignments;
  - ii. Providing a brief information on each of the above qualifications, item by item and a brief methodology on how they will approach and conduct the work (if applicable);
2. Financial proposal (in USD), specifying a fee per day and total requested amount including all related costs, e.g. fees, per diems, travel costs, phone calls etc.;
3. Duly filled in and signed Personal History Form (P11) and at least 3 names for a reference check.

Failure to submit all the requested documents will lead to application disqualification and the exclusion of the candidate from the evaluation process.

#### 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 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 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:

- Master's degree in Law;
- At least 7 years of relevant professional experience in the field of governance and anti-corruption;
- At least 2 years of working experience in designing and implementing anti-corruption assessments.

The short-listed individual consultants will be further evaluated 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 points);

\* Financial Criteria weight – 40% (200 points).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<b><u>Technical</u></b>		
Master's degree in Law	<i>(Master's – 20 pts, PhD – 30 pts)</i>	30
At least 7 years of relevant professional experience in the field of governance and anti-corruption	<i>(7 years –30 pts, 5 point for each additional year - max. 50)</i>	50
At least 2 years of working experience in designing and implementing anti-corruption assessments	<i>(2 years –20 pts, 5 point for each additional year - max. 40)</i>	40
Experience in comparative analysis, research, assessment on the implementation of the anti-corruption legislation and policies	<i>(limited – 10 pts, satisfactory – 20 pts, extensive – 30 pts. – max. 30 pts.)</i>	30
Experience in organizing public hearings at the Parliament or Government level will be a strong asset	<i>(limited – 10 pts, satisfactory – 20 pts, extensive – 30 pts. – max. 30 pts.)</i>	30
<b><u>Interview</u></b>		
In-depth knowledge of national policies and legislation on anti-corruption	<i>(limited – 10 pts, satisfactory – 15 pts, extensive – 20 pts. – max. 20 pts.)</i>	20
Strong analytical and drafting skills	<i>(limited – 10 pts, satisfactory – 15 pts, extensive – 20 pts. – max. 20 pts.)</i>	20
Ability to analyze, plan, communicate effectively orally and in writing, draft report, organize and meet expected results, adapt to different environments (cultural, <i>economic</i> , political and social)	<i>(limited – 10 pts, satisfactory – 15 pts, extensive – 20 pts. – max. 20 pts.)</i>	20
Ability to engage stakeholders in anti-corruption efforts, including knowledge of informal and emerging actors as well as knowledge of cross-cutting governance and anti-corruption issues	<i>(limited – 10 pts, satisfactory – 15 pts, extensive – 20 pts. – max. 20 pts.)</i>	20
Fluency in Romanian and English.	<i>(Romanian– 10 pts., English – 10 pts., – max. 20 pts.)</i>	20
Computer literacy and ability to effectively use office technology equipment, IT tools	<i>(limited – 10 pts, satisfactory – 15 pts, extensive – 20 pts. – max. 20 pts.)</i>	20

Maximum Total Technical Scoring	300
<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.	200

#### 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**