



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **25 May 2015**

Country: Republic of Moldova

Description of the assignment: International consultant on anti-corruption

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

Period of assignment/services: 35 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. 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 Corruption Perception Index (CPI), in 2014 Moldova was ranking 105th out of 175 countries. Therefore, the public authorities, socially active groups and NGOs shall support the processes and mechanisms aimed at preventing and fighting the phenomenon of corruption. The importance that has been given to the topic is reflected by statements and reports of European Union, as well as by the documents that set out the cooperation framework with the Council of Europe, UN and other international organizations.

The Global Organization of Parliamentarians against Corruption (GOPAC) and UNDP recognize that parliamentarians play a critical role in the first global legally binding international anti-corruption instrument, The United Nations Convention against Corruption (UNCAC) implementation and fighting corruption, both in enacting appropriate laws to counter corruption and in seeing, through its committees, that these laws are enforced.

Moldova has signed the United Nations Convention against Corruption on 28 September 2004 and it has been ratified by the Parliament of the Republic of Moldova on the 01 October 2007. Being party to UNCAC, Republic of Moldova is required to align its anti-corruption policies, procedures and legislation with the measures prescribed in UNCAC articles.

In this context UNDP and GOPAC produced an Anti-corruption Assessment Tool for parliamentarians that focuses on their role in ensuring effective UNCAC implementation. In the light of the responsibilities undertaken by the Republic of Moldova under UNCAC and the EU – Republic of Moldova Association Agreement, the results of the expected expertise will strengthen the capacity of the Parliament in

conducting the Anti-corruption Self-Assessment process thus evaluating its own effectiveness in combating corruption in the Republic of Moldova and in developing a plan addressing the gaps identified.

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

The expected output for the international consultant's assignment is to guide the anti-corruption Self-Assessment process in the Parliament of the Republic of Moldova and evaluate the effectiveness of the Parliament in combating corruption in the Republic of Moldova.

Subsequently, the international consultant, on the basis of best international practices, shall develop a Report that identifies the gaps in Parliament's internal procedures from anti-corruption perspective.

The consultant, in collaboration with the Parliament's designated focal point, will also elaborate an Action Plan to strengthen Parliament's own capacity to prevent corruption, with targeted improvements in legislation, executive oversight and budgetary control.

To assure the capitalization of the recommendations, the international consultant will also develop a draft Code of Conduct for the Members of the Parliament, based on best international practices and experience of national Parliaments in Europe.

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 5 years of established experience in designing and implementing anti-corruption assessments;
- At least 3 years of proven experience in organizing, facilitating and conducting seminars, trainings and workshops with state institutions/agencies/organizations, on anti-corruption issue;
- Previous experience in conducting anticorruption assessments in Parliaments is a strong asset;
- In-depth knowledge and understanding of the United Nations Convention against Corruption and the GOPAC anticorruption assessment tool for parliamentarians;
- Experience of advisory work on parliamentary development or practical experience as Member of Parliament or parliamentary staffer is a strong advantage;
- Experience in comparative analysis, research, assessment on the implementation of the international legislation and policies.

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);
- 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;
- Excellent writing and speaking skills in English. Knowledge of Romanian or Russian languages will be an asset.

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 5 years of established 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
1. Master's Degree in Law	(Master's – 20 pts., PhD – 25 pts)	25
2. At least 7 years of relevant professional experience in the field of governance and anti-corruption	(7 years - < 20 pts; > 7 years – two points for each additional year - max. 30)	30
3. At least 5 years of established experience in designing and implementing anti-corruption assessments	(5 years - < 25 pts; >5 years – two points for each additional year - max. 35)	35
4. At least 3 years of proven experience in organizing, facilitating and conducting seminars, trainings and workshops with state institutions/agencies/organizations, on anti-corruption issue	(<3 years - < 20 pts; >3 years – two points for each additional year - max. 30)	30
<u>Interview</u>		
5. Previous experience in conducting anticorruption assessments in Parliaments is a strong asset	(limited – <15 pts, satisfactory – <20 pts, extensive – <25 pts.)	25
6. In-depth knowledge and understanding of the United Nations Convention against Corruption and the GOPAC anticorruption assessment tool for parliamentarians	(limited – <15 pts, satisfactory – <20 pts, extensive – <25 pts.)	25
7. Experience of advisory work on parliamentary development or practical experience as Member of Parliament or parliamentary staffer is a strong advantage	(limited – <15 pts, satisfactory – <20 pts, extensive – <25 pts.)	25
8. Experience in comparative analysis, research, assessment on the implementation of the international legislation and policies	(limited – <10 pts, satisfactory – <15 pts, extensive – <20pts.)	20
9. Strong analytical and drafting skills	(limited – <7 pts, satisfactory – <10 pts, extensive – <15pts.)	15
10. 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)	(limited – <10 pts, satisfactory – <15 pts, extensive – <20pts.)	20
11. 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	(limited – <10 pts, satisfactory – <15 pts, extensive – <20pts.)	20
12. Excellent writing and speaking skills in English. Knowledge of Romanian or Russian languages will be an asset	(English – <5 pts, Romanian – <5 pts, Russian – <5 pts. max. - < 15pts)	15
13. Computer literacy and ability to effectively use office technology equipment, IT tools	(limited – <7 pts, satisfactory – <10 pts, extensive – <15pts.)	15

Maximum Total Technical Scoring	300
<u>Financial</u>	
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ 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