



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 06 August 2015

Country: Republic of Moldova

Description of the assignment: National consultant on Community Based/Oriented Policing

Project name: Support to Police Reform in the Republic of Moldova

Period of assignment/services: September-November 2015 (up to 50 working days)

Application instructions: Proposals should be submitted online by pressing the "Apply Online" button no later than 23:59, 17 August 2015.

Requests **for clarification only** must be sent by standard electronic communication to the following e-mail: alexei.ghertescu@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

Justice sector reform represents a major objective of the Moldovan Government, reflected prominently in the government programme European Integration: Liberty, Democracy, Welfare 2011–2014, as well as other programmes and strategies, such as: in Moldova 2020, The EU-Moldova Visa Liberalization Action Plan, The National Human Rights Action Plan, 2011–2014, The Justice Sector Reform Strategy for 2011–2016, The Concept Paper on the Reform of the Ministry of Internal Affairs, etc.

The overall objective of the *"Support to Police Reform in the Republic of Moldova"* project is to strengthen and support the comprehensive efforts in police reform 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 police reform, but which have not received a relevant attention yet.

The Concept Paper on the Reform of the Ministry of Internal Affairs (hereinafter: the Concept Paper)¹ is the key document for the purposes of police reform. The Concept Paper was accompanied by the corresponding Action Plan.²

One of the principles of the Ministry of Internal Affairs (MIA) reform enshrined in the Concept Paper is the principle of decentralization, which is aimed at creating feasible conditions for involving local communities and public authorities in the activities on maintaining public order through establishing community policing and implementation of the principles of institutional cooperation (par. 4 of the Concept Paper). The implementation of community policing through its legislative recognition and delimitation of the areas of competence between state and local police authorities is also seen as an objective of the MIA reform.

¹ Approved through *the Government Decision no. 1109 of 06 December 2010*; available in Romanian here: <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=337008>

² Approved through *the Government Decision no. 439 of 16 June 2011*; available in Romanian here: <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=338965>

The Concept Paper recognizes the necessity to focus the attention and efforts of the police to the interests of local communities in the process of the reform. It defines 'community policing' as 'police activities in partnership' and 'police activity with the involvement of communities'. It is supposed to increase police's receptiveness to the needs of community, to contribute to more active involvement of community in identifying and solving the problems of the community's security through partnership activities. These objectives are aimed predominantly at the maintenance of public order and security, ensuring law enforcement, protection of fundamental human rights and liberties, protection of private life, prevention and combating of crime, providing society with quality help and necessary services to reduce the level of public disorder and social decline.

In the area of community policing, besides the delimitation of powers between state and local police mentioned in the Concept Paper, the project aims at strengthening links between the police and community. Community based policing is a concept and a model of institutional modernization of police, wherein the police forces become more responsive to the needs of the community they serve. Within this concept the police and the community form a partnership in order to solve local problems, provide security and safety, prevent and deter crime, and report suspicious activities. They relate to each other as partners, not adversaries. The partnership between the police and community will be the basis for public interaction with the police and restoration of the community's confidence in the police officers' ability to be an effective, professional law enforcement body.

Bringing the police closer to people will also help to increase society's trust in the work of the police and other justice related institutions, thus contributing to the implementation of the Justice Sector Reform Strategy. The goal of this component of the project is to strengthen the police's ability to deter and prevent crime by establishing a partnership with the surrounding community.

The activities under this component will focus on: 1) modelling a police station in line with the concept of community based policing, and 2) strengthening professional capacities in community based policing.

A 'storefront' community police station has been designed and will be equipped by the end of 2015 to provide a proper model for efficient and visible community policing strategy and provide the public and the police with a tangible example of police modernization and reform. It is supposed to be a change that is highly visible and to provide the public with results immediately. The successful implementation of this project component can trigger the replication of the model throughout Chisinau and Moldova.

The other sub-component will focus on capacity building activities. Thus, the first line patrol officers and their supervisors assigned to the police station (approximately 20 people) selected for remodelling in line with the concept of community based policing should be trained in community policing strategies and tactics, patrol techniques, problem solving, and critical thinking. The training should include both theoretical and practical instruction.

For the effective implementation of the objectives of the project it is also necessary to conduct preliminary assessment of the existing state of affairs in community policing in Moldova, to establish the existing problems, evaluate the needs for further measures and provide recommendations to increase the capacity of the Moldovan police to introduce and apply the best practices of community based policing.

One international consultant will be employed to lead the work on the aforementioned tasks. The main task of the National consultant under the present terms of reference is to assist and support the International consultant in his activities.

2. OBJECTIVE:

The main objective of this consultancy is to support and assist the International consultant in fulfilling the following objectives:

- Analyse the current level of implementation of community based policing in the Republic of Moldova;
- Evaluate the existing capacities of Moldovan police (both on state and local levels) and relevant legislative framework to implement community based policing in Moldova;
- Review current activities of Moldovan state and local police to implement the principles of community based policing;
- Produce a set of recommendations on further implementation of community based policing practices,

suggest solutions and actions to meet the objectives and goals of community policing as determined by the Concept Paper and the present project;

- Assess the needs in and outline the basic framework for the development of professional trainings (initial and continuing) on community policing for the Moldovan police forces;
- Conduct basic training on community policing for the selected Moldovan police officers.

3. SCOPE OF WORK AND EXPECTED OUTPUT:

In order to achieve the objectives the National Consultant will perform the following tasks:

- Support the International consultant in conducting research to analyse and review the current status and level of implementation of the principles and practices of community based/oriented policing in the Republic of Moldova;
- Provide inputs and necessary assistance for the analysis of the current structure of Moldovan police (state and local), review of its technical means and existing capacities to follow the principles of community oriented policing and apply the best practices in this field;
- Analyse the relevant provisions of Moldovan legislation and assessment of their adequacy for ensuring the effective implementation of community based policing principles;
- Contribute to the analysis of the existing training programmes on community policing for Moldovan police officers, assessment of their further needs in specialized training in community policing and elaboration of the recommendations on further development of professional trainings (initial and continuing), their general structure and principles;
- Contribute to producing of recommendations on further measures to implement the principles of community based policing, advise the GPI and MIA on the issues of community policing;
The recommendations will include technical (specifying necessary equipment and other technical tools), operational (focusing on processes, management and training) and structural (proposals on organizing and structuring the police units responsible for the implementation of community policing) measures to ensure the effective implementation of community policing in Republic of Moldova;
- Provide support to the International Consultant in his/her contacts and communication with the GPI, MIA and other persons or organizations in the Republic of Moldova;
- Provide support to the International Consultant in conducting trainings on community policing for Moldovan police officers;
- Contribute to preparing a comprehensive report with the analysis of the existing level of implementation of community based policing in Moldova, the adequacy of currently implemented and intended measures to apply the principles and techniques of community policing and overall capacities of the Moldovan police to conduct community based/oriented policing, and the recommendations to increase the capacities of the Moldovan police to apply effective community policing practices, including the recommendations on the general framework for the respective training programmes (initial and continuing) on community policing for the Moldovan police forces;
- Participate together with the International consultant and support him in debriefing meetings with the representatives of GPI and MIA;
- Provide any other support to the International Consultant and liaise between him/her and other persons and organizations for the most effective performance of the International Consultant's tasks.

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's Degree or equivalent (5-year university education) in Law, Public administration, Political or Social sciences, Human Rights, in a field related to police administration, criminal justice or other relevant field;
- Required master's degree may be substituted by a bachelor's degree AND extensive (at least 3 years) relevant professional experience at a command level in police administration, law enforcement, crime prevention, criminal justice or other relevant field.

II. Years of experience and sphere of experience:

- At least 3 years of experience in areas of police administration, law enforcement, crime prevention, community policing or other related field;
- Previous experience of working at the medium or senior level in a community policing-related area is a strong asset;
- Previous experience in carrying out needs and capacity assessments, elaborating relevant recommendations and solutions, designing and providing professional trainings for police and/or other law enforcement agencies staff is a strong asset;
- Proven experience in working with international or local organizations on similar assignments (successful experience in working with UN agencies) is an asset.

III. Competencies:

- Knowledge of the concept of community based/oriented policing, its principles, techniques, tools and practices and of the problems related to the implementation of community oriented policing principles and practices;
- Knowledge of the human rights situation in the Republic of Moldova and a wider regional context is an asset;
- Proficiency in English and Romanian languages;
- Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language is an asset.

IV. Personal qualities:

- Proven commitment to the core values of the United Nations, in particular, respecting 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.

5. 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 and why he/she is the most suitable for the work (particularly providing details on the previously implemented similar projects and assignments and previous experience in the fields related to this consultancy as described in the terms of reference);
 - b. describing a short vision on achievement of tasks;
2. Personal information (Personal History Form /P11) including records of past experience in similar projects/assignments and concrete outputs obtained with three references;
3. Financial proposal (in USD, specifying a total **lump sum** amount)

6. 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 (including the final report submitted to the UNDP Moldova Justice and Human Rights Programme Analyst). Payments will be performed in 2-3 installments upon the delivery of the outputs 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.

No travel costs are envisaged under this assignment.

7. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- Master's Degree or equivalent (5-year university education) in Law, Public administration, Political or Social sciences, Human Rights, in a field related to police administration, criminal justice or other relevant field OR
Bachelor's degree AND extensive (at least 3 years) relevant professional experience at a **command level** in police administration, law enforcement, crime prevention, criminal justice or other relevant field;
- At least 3 years of experience in areas of police administration, law enforcement, crime prevention, community policing or other related field.

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 and interviews with the short-listed candidates.

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
<u>Technical</u>		
Master's Degree or equivalent (5-year university education) in Law, Public administration, Political or Social sciences, Human Rights, in a field related to police administration, criminal justice or other relevant field	(Master – 30 pts., PhD – 40 pts.)	40

OR		
Bachelor's degree AND extensive (at least 3 years) relevant professional experience at a command level in police administration, law enforcement, crime prevention, criminal justice or other relevant field	(3-5 years of experience – up to 30 pts., 5-7 years – up to 35 pts., more than 7 years – up to 40 pts.)	
At least 3 years of experience in areas of police administration, law enforcement, crime prevention, community policing or other related field	(3 years of experience – 50 pts., 3-5 years – up to 60 pts., more than 5 years – up to 70 pts.)	70
Experience in working with international or local organizations on similar assignments (successful experience in working with UN agencies)	(no – 0 pts., to some extent – up to 10 pts., extensive experience – up to 15 pts.)	15
Fluency in English and Romanian languages; knowledge of other languages relevant for Moldova	(English – 10 pts., Romanian – 10 pts., one other language – 5 pts.)	25
Interview	(30 – needs and capacity assessment skills and experience; 20 – experience in designing and providing professional trainings; 60 – knowledge of and experience in community policing; 20 – knowledge of human rights situation; 20 – flexibility and punctuality)	150
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