



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **August 24, 2015**

Country: Republic of Moldova

Description of the assignment: Team of 7 National consultants to support the National Anticorruption Centre in the elaboration of the National Anticorruption Strategy 2016 – 2020 and the Action Plan in the assigned subject areas.

Project name: Strengthening the corruption prevention and analysis functions of the National Anticorruption Center (NAC)

Period of assignment/services: September – October 2015; up to 30 days for the Team Leader (and also consultant in area 1); up to 16 days for each of the consultants in areas 2 and 3; and up to 11 days for each of consultants in the rest of subject areas.

Proposals should be submitted by pressing the "Apply Now" button no later than [September 3, 2015](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail olga.crivoliubic@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 Anticorruption Strategy (NAS) is the main anticorruption policy document currently applied at the national level. The NAS elements are aiming at improving the legal framework and ensuring the enforcement of legislation in view of effectively eliminating factors that contribute to the occurrence of the corruption phenomenon, as well as enforcing the importance of corruption prevention in public institutions and in political process. To this end, NAS has two general objectives: 1) Zero tolerance to corruption; and 2) Transforming corruption from the high-pay and low-risk activity into a low-pay and high-risk activity. 2015 is the last year of the current Strategy implementation, and though it has been not fully implemented, the Government took the decision to develop a new Strategy for the following five years.

The implementation of NAS is overseen by a Monitoring Group, made of representatives of ministries, Parliament, judiciary and civil society, which convenes on a quarterly basis. NAC exercises the role of Secretariat for the Monitoring Group, calling its meetings, compiling progress reports on the implementation submitted by the public authorities into the annual reports on NAS implementation and coordinating the development of subsequent action plans for its implementation. Yearly, The Secretariat organizes the National Anticorruption Conference on the International Anticorruption Day – December 9 – where the progress towards NAS goals' and objectives' achievement is being presented. Progress reports on the NAS Action Plans' implementation are submitted to the Parliamentary Commission for Security and Public Order.

An intermediary assessment of the progress achieved in the implementation of NAS 2011 – 2015

was carried out. NAC will coordinate and oversee the process of the elaboration of the new Strategy based on the findings and recommendations of the assessment process. Elaboration of the new Strategy and its Action Plan will be based on the wide consultations with the stakeholders, including public institutions, local public administration, Civil Society, private sector, development partners, etc. Special consideration will be paid to the process of developing local action plans for the implementation of NAS, and to ensuring their sustainable reflection in the new Strategy. NAC will establish subject working groups comprising representatives of the relevant public institutions for the purpose of the elaboration of the 2016 – 2020 national Anticorruption Strategy and the Action Plan.

To support the participative process of the elaboration of the high quality new National Anticorruption Strategy the project intends to contract a team of national consultants each with a specialisation in a particular area to provide technical expertise, advice and guidance to the NAC's staff and area-specific working groups comprising representatives of relevant public institutions, to provide inputs in the process of the NAS elaboration and to facilitate the consultation process on the draft Strategy and the Action Plan. The subject areas will include:

1. Judiciary, Law Enforcement Agencies and Anti-Corruption Agencies
2. Government and Public Sector
3. Central Electoral Commission and Political Parties
4. Parliament
5. Ombudsman
6. Court of Accounts
7. Private Sector

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

The team of Consultants will work in close collaboration in order to provide high quality technical expertise in the assigned subject areas to the staff of the NAC responsible for the elaboration of the National Anticorruption Strategy 2016 – 2020 and the Action Plan and to the members of the subject working group and to ensure that the process is participatory and inclusive.

For detailed information, please refer to Annex 1 – Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

For the Team Leader - consultant in area 1.

Academic Qualifications:

- Master's Degree or equivalent in Law.

Years and sphere of experience:

- At least 5 years of proven professional experience in policy drafting and analysis, strategic planning and monitoring;
- At least one year of proven experience in drafting anti-corruption legislation and policies

Competencies:

- Proven extensive knowledge of the corruption phenomenon in the area of judiciary, law enforcement agencies and anti-corruption agencies, efficient mechanisms for its prevention, as well as policy drafting, monitoring and evaluation skills;
- Strong analytical and report writing skills;
- Strong communication, teamwork/coordination and presentation skills;
- Previous successful experience in development assistance or related work for a donor organization, in particular UNDP, governmental institutions, NGO/think-tank or consulting firm is a strong advantage;
- Knowledge of English, Romanian, Russian languages for the purposes of the assignment;

- Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset;

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;
- Flexibility;
- Punctuality.

For consultants in areas 2, 3, 4, 5, 6 and 7

Academic Qualifications:

- Bachelor's Degree or equivalent in Law, Public Administration, Human Rights, International Public Law, Economics, International Relations or other relevant field;
Master's Degree in one of this fields will be an asset.

Years and sphere of experience:

- At least 3 years of proven professional experience in policy drafting and analysis, strategic planning and monitoring;

Competencies:

- Proven extensive knowledge of the corruption phenomenon in the assigned subject areas, efficient mechanisms for its prevention, as well as policy drafting, monitoring and evaluation skills;
- Experience in drafting policies and analytical studies in the area of anticorruption;
- Strong analytical and report writing skills;
- Strong communication and presentation skills;
- Previous successful experience in development assistance or related work for a donor organization, in particular UNDP, governmental institutions, NGO/think-tank or consulting firm is a strong advantage;
- Knowledge of English, Romanian, Russian languages for the purposes of the assignment;
- Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset;

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;
- Flexibility;
- Punctuality.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal: explaining why they are the most suitable for this position and providing examples reflecting the competencies required;
2. Financial proposal: in (USD, specifying a total lump sum amount and the number of anticipated working days);

3. Personal CV including past experience in similar projects and the contact details of at least 3 reference persons.
4. A list/samples of relevant publications demonstrating policy drafting and analysis abilities in the assigned subject area/s.

Important note: National consultants shall clearly indicate the position/SUBJECT AREA they are applying for. The combination of related areas as presented in this ToR has to be respected. Candidates applying for one of the single announced areas (Parliament; Ombudsman Institution; Court of Accounts; Private Sector) are encouraged to apply for two positions/areas if possessing demonstrated competence.

5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payment will be made upon the successful completion of the tasks assigned and submission of the new NAS and Action Plan for adoption. 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 shall include a breakdown of this lump sum amount (including fee, taxes, communication costs, 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**:

For the Team Leader - consultant in area 1.

- Master's Degree or equivalent in Law.
- At least 5 years of proven professional experience in policy drafting and analysis, strategic planning and monitoring;
- At least 1 year of proven experience in drafting anti-corruption legislation and policies

For consultants in areas 2, 3, 4, 5, 6 and 7

- Bachelor's Degree or equivalent in Law, Public Administration, Human Rights, International Public Law, Economics, International Relations or other relevant field;
- At least 3 years of proven professional experience in policy drafting and analysis, strategic planning and monitoring;

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 pts);

* Financial Criteria weight – 40% (200 pts).

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

Criteria	Scoring	Max. Points Obtainable
Technical Evaluation Team Leader - consultant in area 1		
Master in Law	(no – 0 pts., yes – 40 pts.)	40
At least 5 years of proven professional experience in policy drafting and analysis, strategic planning and monitoring	(5 years – max. 40 pts, more than 5 years – up to 50pts, 5 pts – for each additional year)	50
At least one year of proven experience in drafting anti-corruption legislation and policies	(1 year - max 35 pts., , more than one year – up to 45 pts, 5 pts – for each additional year)	45
Proven extensive knowledge of the corruption phenomenon in the area of judiciary, law enforcement agencies and anti-corruption agencies, efficient mechanisms for its prevention, as well as policy drafting, monitoring and evaluation skills	(no – 0 pts., to some extent – up to 20 pts., yes – up to 40 pts.)	40
Previous experience in development assistance or related work for a donor organization, in particular UNDP, governmental institutions, NGO/think-tank or consulting firm is a strong advantage	(no – 0 pts., to some extent – up to 15 pts., yes – up to 30 pts.)	30
Strong analytical and report writing skills	(no – 0 pts., to some extent – up to 20 pts., yes – up to 40 pts.)	40
Strong communication, teamwork/coordination and presentation skills	(no – 0 pts., to some extent – up to 20 pts., yes – up to 40 pts.)	40
Fluency in English, Russian and Romanian is mandatory	(Romanian – up to 5 pts; Russian – up to 5 pts; English – additional 5 pts)	15
Maximum Total Technical Scoring		300
<u>Financial</u>		
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;		200

F – financial offer under consideration.	
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Criteria	Scoring	Max. Points Obtainable
Technical Evaluation Consultants in areas 2, 3,4,5,6,7		
Bachelor degree in Law, Public Administration, Human Rights, International Public Law, Economics, International Relations or other relevant field	(Bachelor degree –30; Master degree –40 pts)	40
At least 3 years of proven professional experience in policy drafting and analysis, strategic planning and monitoring	(3 years – max. 40 pts, more than 3 years – up to 50 pts, 5 pts – for each additional year)	50
Proven extensive knowledge of the corruption phenomenon in the assigned subject area/s, efficient mechanisms for its prevention, as well as policy drafting, monitoring and evaluation skills;	(no – 0 pts., to some extent – up to 20 pts., yes – up to 45 pts.)	45
Experience in drafting policies and analytical studies in the area of anticorruption	(no – 0 pts., to some extent – up to 20 pts., yes – up to 40 pts.)	40
Previous experience in development assistance or related work for a donor organization, in particular UNDP, governmental institutions, NGO/think-tank or consulting firm is a strong advantage	(no – 0 pts., to some extent – up to 15 pts., yes – up to 30 pts.)	30
Strong analytical and report writing skills	(no – 0 pts., to some extent – up to 20 pts., yes – up to 40 pts.)	40
Strong communication and presentation skills	(no – 0 pts., to some extent – up to 20 pts., yes – up to 40 pts.)	40
Fluency in English, Russian and Romanian is mandatory	(Romanian – up to 5 pts; Russian – up to 5 pts; English – additional 5 pts)	15
Maximum Total Technical Scoring		300
Financial		
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 candidates

The winning candidates will be the candidates, 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