

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **September 2, 2015**

**Country:** Republic of Moldova

**Description of the assignment:** **International consultant** on capacity and training needs assessment of corruption prevention and analysis functions of the National Anticorruption Center

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

**Period of assignment/services:** up to 32 working days during September – December 2015

Proposals should be submitted by pressing the "Apply Now" button no later than [September 17 2015](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail [olga.crivoliubic@undp.org](mailto: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 Centre of the Republic of Moldova is a central public administration institution. The Centre has the following responsibilities: prevention, investigation and counteraction of corruption and corruption related offences and crimes, as well as acts of corruptive behavior; carrying out anticorruption expertise of draft normative acts and other legislative initiatives presented in the Parliament, ensuring the assessment of corruption risks within public authorities through training and consultation, monitoring and analysis of data on corruption risks assessment and coordinating the development and implementation of integrity plans, integrity testing activities and establishing bi- and multilateral relations with similar agencies abroad.

NAC has a well-defined mandate for the prevention of corruption and is the institution responsible for the coordination of the implementation of the National Anticorruption Strategy (2011 - 2015). The Centre has the organizational, functional and operational independence granted by law and is independent in developing its work plan and in fulfilling its duties. The NAC is organizationally and institutionally qualified to lead on corruption prevention measures across the public sector and beyond.

Though the improvements in the corruption prevention activity of NAC are visible and recognized and corruption prevention and analysis are priorities for NAC according to its Strategic Plan, the capacities of the institution in these areas are still underdeveloped for the effective implementation of the function as highlighted also in the 2014 NAC Annual Report. The Institutional development of the NAC has suffered from a series of re-organizations that have not allowed sufficient time to

consolidate certain processes and operating procedures.

Strengthening the corruption prevention and analysis functions of the National Anticorruption Center (NAC) project implemented by UNDP in partnership with the NAC and funded by the Government of Norway aiming at enhancing the corruption prevention and analysis functions of the NAC, intends to engage an international consultant that working in a team with a national consultant will carry out the capacity and training needs assessment of the General Division for Preventing Corruption (GDPC) and Corruption Analysis Unit (CAU) of the NAC using the **UNDP Methodology for Assessing the Capacities of Anti-Corruption Agencies to Perform Preventive Functions<sup>1</sup>** and based on the conducted analysis of the capacity assets and gaps, will design a comprehensive capacity building programme.

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

The main objective of the assignment is to develop an effective and comprehensive Capacity Development and Training Plan for the NAC corruption prevention and analysis units.

The consultant will apply UNDP Methodology for Assessing the Capacities of Anti-Corruption Agencies to Perform Preventive Functions. The assignment will consist of two missions. The first mission (tentatively scheduled to take place on 5 – 16 October 2015) will involve the review of relevant background documents, materials, and reports prior to and during the mission, focus group discussions involving officials and staff members, and in-depth interview with key officials and heads of units. It may also include interviews and/or focus group discussions with key external partners to discuss possible solutions based on their familiarity and knowledge of the NAC. A functional and skills assessment questionnaire will also be rolled out to identify critical success factors as well as learning needs for various positions in the units. The second mission, which will be undertaken at least two weeks after the first mission, will involve the presentation of the capacity assessment report, its validation, and discussion of the recommendations for the capacity development/ training plan. The capacity development/training plan will be submitted to the NAC after the second mission. The international consultant will work in a team with a national consultant.

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

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

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

- Master's Degree in Law, International Public Law, International Relations or other relevant field or Bachelor's Degree in Law, International Public Law, International Relations or other relevant field combined with minimum 7 years of experience;

### **II. Years and sphere of experience:**

- At least 5 years of professional experience in consultancy in the area of capacity development and proven experience in the anticorruption field;

### **III. Competencies:**

Proven extensive knowledge on the phenomenon of corruption, efficient mechanisms for its combating and prevention; Past experience in working with anticorruption agencies will be an asset;

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<sup>1</sup> The methodology can be downloaded at:

[http://europeandcis.undp.org/uploads/public1/files/Methodology\\_for\\_Assessing\\_the\\_Capacities\\_of\\_Anti\\_Corruption\\_Agencies\\_to\\_Perform\\_Preventive\\_Functions.pdf](http://europeandcis.undp.org/uploads/public1/files/Methodology_for_Assessing_the_Capacities_of_Anti_Corruption_Agencies_to_Perform_Preventive_Functions.pdf)

- Practical experience in conducting capacity development and training needs assessment; knowledge of the UNDP Methodology for Assessing the Capacities of Anti-Corruption Agencies to Perform Preventive Functions is a strong advantage;
- Extensive demonstrated experience in drafting capacity development/training plans for civil servants, including related performance indicators; experience in implementing similar assignments in the newer EU Member or Candidate States will be an asset ;
- Effective communication and strong analytical skills;
- Previous successful experience of working with UN agencies is an advantage;
- Knowledge of English; knowledge of Romanian or Russian languages will be an asset;

IV. 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 for each of the qualification requirements (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);
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.

#### **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 assessment report. 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.

Two trips to Moldova are envisaged under this assignment.

## 6. EVALUATION

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

- Master's Degree in Law, International Public Law, International Relations or other relevant field or Bachelor's Degree in Law, International Public Law, International Relations or other relevant field combined with minimum 7 years of experience;
- At least 5 years of professional experience in consultancy in the area of capacity development and proven experience in the anticorruption field;

The long-listed individual consultants will be further evaluated by a Selection Committee based on the following short-listing criteria:

Short-listing Criteria	Scoring	Max. Points Obtainable
Master's Degree in Law, International Public Law, International Relations or other relevant field or Bachelor's Degree in Law, International Public Law, International Relations or other relevant field combined with minimum 7 years of experience;	(Master or Bachelor combined with 7 years of experience – 30 pts., PhD – 40 pts.)	40
At least 5 years of professional experience in consultancy in the area of capacity development and proven experience in the anticorruption field;	(5 years – max. 40 pts, more than 5 years – up to 50 pts, 5 pts – for each additional year)	50
Practical experience in conducting capacity development and training needs assessment	(no – 0 pts., to some extent – up to 15 pts., yes – up to 30 pts.)	40
Past experience in working with anticorruption agencies will be an asset;	(no – 0 pts., to some extent – up to 15 pts., yes – up to 20 pts.)	20
TOTAL		150

The first five candidates who passed short-listing evaluation criteria with the best score shall be invited for interview and pass cumulative analysis.

### 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.

1. Technical evaluation (max 300 points) – 60%;
2. Financial evaluation (max 200 points) – 40%.

Only candidates obtaining a minimum of 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

Technical Criteria	Scoring	Max. Points Obtainable
<b>Interview</b>		
Proven extensive knowledge on the phenomenon of corruption, efficient mechanisms for its combating and prevention;	(no – 0 pts., to some extent – up to 35 pts., yes – up to 70 pts.)	70
Knowledge and practical experience with the UNDP Methodology for Assessing the Capacities of Anti-Corruption Agencies to Perform Preventive Functions is a strong advantage	(no – 0 pts., to some extent – up to 20 pts., yes – up to 30 pts.)	30
Extensive demonstrated experience in drafting capacity development/training plans for civil servants, including related performance indicators;	(no – 0 pts., to some extent – up to 30 pts., yes – up to 60 pts.)	60
Experience in implementing similar assignments in the newer EU Member or Candidate States will be an asset	(no – 0 pts., to some extent – up to 20 pts., yes – up to 40 pts.)	40
Previous successful experience of working with UN agencies is an advantage	(no – 0 pts., to some extent – up to 15 pts., yes – up to 30 pts.)	30
Knowledge of English; knowledge of Romanian or Russian languages will be an asset	(English – up to 10 pts; Romanian – additional 10 pts; Russian – additional 10 pts;)	30
Effective communication and strong analytical skills, Initiative, creativity/resourcefulness	(no – 0 pts., to some extent – up to 20 pts., yes – up to 40 pts.)	40
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></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.		<b>200</b>

#### 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**