

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **September 7, 2015**

Country: Republic of Moldova

Description of the assignment: **National consultant** on capacity and training needs assessment

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

Period of assignment/services: up to 29 working days during October – December 2015

Proposals should be submitted by pressing the "Apply Now" button no later than [September 18, 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 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 is 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. The project intends to engage an international consultant and a national consultant, which will work as a team to 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***¹ 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 national consultant will work in a team with an international consultant and will support him or her in the process of developing and delivering the capacity assessment report. The consultants will apply UNDP Methodology for Assessing the Capacities of Anti-Corruption Agencies to Perform Preventive Functions. The assignment will consist of two stages. The first stage related to the first mission of the international consultant (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 stage related to the second mission of the international consultant, 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.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's Degree or equivalent (5-year university education) in Law, International Public Law, International Relations or other relevant field;

II. Years and sphere of experience:

- At least 3 years of professional experience in consultancy in the area of capacity development;

III. Competencies:

- Proven experience in the anticorruption field;
- 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;

¹ 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

- 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;
- Demonstrated experience in drafting capacity development/training plans for civil servants;
- Effective communication and strong analytical 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 and Russian;
- Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is 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.

The UNDP in 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.

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;
2. Financial proposal: in (USD, specifying a **total lump sum** amount and the number of anticipated working days);
3. Personal CV/P11 Form 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.

No travel costs are envisaged under this assignment.

6. 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, International Public Law, International Relations or other relevant field;
- At least 3 years of professional experience in consultancy in the area of capacity development.

The short-listed individual consultants will be further evaluated based on the following methodology:

Cumulative analysis

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.

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	Max. Points Obtainable
Technical Evaluation		
Master's Degree or equivalent (5-year university education) in Law, International Public Law, International Relations or other relevant field	(Master – 20 pts., PhD – 30 pts.)	30
At least 3 years of professional experience in consultancy in the area of capacity development	(3 years – 25 pts, more than 3 years – up to 40 pts: 5 pts – for each additional year)	40
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;	(no – 0 pts., to some extent – up to 15 pts., yes – up to 30 pts.)	30
Demonstrated experience in drafting capacity development/training plans for civil servants	(no – 0 pts., to some extent – up to 15 pts., yes – up to 30 pts.)	30
Previous successful experience in development assistance or related work for a donor organization, in	(no – 0 pts., to some extent – up to 15 pts., yes – up to 30	30

particular UNDP, governmental institutions, NGO/think-tank or consulting firm is a strong advantage;	pts.)	
Knowledge of English, Romanian, Russian and additional languages relevant for Moldova	(English, Romanian, Russian – 5 pts each, other language(s) relevant for Moldova - additional 5 pts)	20
Interview <ul style="list-style-type: none"> • demonstrated technical knowledge and experience; • effective communication and strong analytical skills; • initiative; • creativity/resourcefulness 	<ul style="list-style-type: none"> • (up to 75 pts) • (up to 15 pts) • (up to 15 pts) • (up to 15 pts) 	120
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 candidates

The winning candidates will be the candidates, who has accumulated the highest aggregated score (technical scoring + financial scoring).

Important notice

The applicant who has the statute of Government Official / Public Servant, prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the government, and;
- the applicant is certified in writing by the government to be on official leave without pay for the entire duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted.

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS