



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **September 17, 2015**

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**Country:** Republic of Moldova

**Description of the assignment:** National Consultant to conduct the estimation of the financial costs of the implementation of the draft National Anticorruption Strategy 2016 – 2020 and its Action Plan

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

**Period of assignment/services:** September-October 2015, up to 14 working days

Proposals should be submitted by pressing the "Apply Now" button no later than September 23, 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.

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### 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.

To support the participative process of the elaboration of the high quality new National Anticorruption Strategy the project contracts a team of national consultants to provide technical expertise, advice and guidance to the NAC's staff to provide inputs in the process of the NAS elaboration in the following subject areas: Judiciary, Law Enforcement Agencies and Anti-Corruption Agencies; Government and Public Sector; Central Electoral Commission and Political Parties; Parliament; Ombudsman; Court of Accounts; Private Sector.

To ensure sustainability of the new Strategy, as well as according to the draft Government Decision for the approval of the Regulation on the procedures of drafting, approving, monitoring and evaluating public policies<sup>1</sup> to be mandatory, the projects intends to contract a local consultant to assist NAC to conduct the evaluation of the financial costs required for the successful implementation of the draft National Anti-Corruption Strategy 2016-2020 and Action Plan.

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

The main objective of the assignment is to conduct the estimation of the financial costs required for the successful implementation of the National Anti-Corruption Strategy 2016-2020 and its Action Plan. The National Consultant will work in close contact with the Team Leader that will assist NAC in drafting the Strategy and the Action Plan.

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

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

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

- Bachelor's Degree or equivalent in Economics, Finance, Public Administration or other relevant field.

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

- At least 3 years of proven professional experience in economic and financial assessments, policy analysis, strategic planning or other related field.

### **III. Competencies:**

- Experience in conducting economic and financial assessments of draft legislation, strategic planning, or similar experience;
- Knowledge of the corruption phenomenon, efficient mechanisms for its prevention is a strong asset;
- Strong analytical and report writing 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;

### **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;

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<sup>1</sup> <http://www.particip.gov.md/proiectview.php?l=ro&idd=950>

- 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 assignments demonstrating abilities in financial assessment of draft policies/legislation.

#### 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 estimation of financial costs for the NAS and Action Plan implementation. 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.

Travel is not envisaged under this assignment.

#### 6. EVALUATION

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

- Bachelor's Degree or equivalent in Economics, Finance, Public Administration or other relevant field;
- At least 3 years of proven professional experience in economic and financial assessments, policy analysis, strategic planning or other related field;

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.

- 1. Technical Evaluation (max 300 points) - 60%;
- 2. Financial Evaluation (max 200 points) - 40%;

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

Criteria	Scoring	Max. Points Obtainable
Bachelor's Degree or equivalent in Economics, Finance, Public Administration or other relevant field	(Bachelor degree –40; Master degree –50 pts)	50
At least 3 years of proven professional experience in economic and financial assessments, policy analysis, strategic planning or other related field	(3 years – max. 40 pts, more than 3 years – up to 60 pts, 5 pts – for each additional year)	60
Experience in conducting economic and financial assessments of draft legislation, strategic planning, or similar experience	(no – 0 pts., to some extent – up to 30 pts., yes – up to 60 pts.)	60
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	(no – 0 pts., to some extent – up to 20 pts., yes – up to 40 pts.)	40
Knowledge of the corruption phenomenon, efficient mechanisms for its prevention is a strong asset;	(no – 0 pts., to some extent – up to 20 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
Fluency in English, Russian and Romanian is mandatory; Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.	(Romanian – up to 5 pts; Russian – up to 5 pts; English – up to 5 pts; additional language – up to 5 pts.)	20
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b>Financial</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;		<b>200</b>

F – financial offer under consideration.	
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#### 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**