



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **March 17, 2016**

Country: Republic of Moldova

Description of the assignment: Group of local consultants /trainers to conduct a series of training modules for the staff of the Legal and Anti-corruption Expertise Department of the NAC on detection of corruption risks and procedural aspects in the fields of:

- (i) banking;
- (ii) public-private partnership;
- (iii) public procurement;
- (iv) land destination;
- (v) exceptional tax exemption

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

Period of assignment/services: April-June 2016, up to 7 working days (including 3-day training, preparation and evaluation)

Proposals should be submitted by pressing the "Apply Now" button no later than [March 28, 2016](#).

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

Strengthening the corruption prevention and analysis functions of the National Anticorruption Center Project (NAC) is implemented by UNDP in partnership with the NAC and funded by the Government of Norway. The goal of the project is to strengthen the institutional and operational capacities of the National Anticorruption Centre of the Republic of Moldova for ensuring effective implementation of its prevention and analytical functions in line with the strategic policy documents, such as Moldova 2020, National Anticorruption Strategy and the National Action Plan for the implementation of the EU-Moldova Association Agreement (AA), as well as with the international standards. The project will enhance the capacities, independence and empowerment of the NAC to effectively prevent corruption and to develop and implement evidence-based corruption prevention policies. The project will support also the development of accountability and transparency mechanisms and strengthening of integrity of NAC through establishing a platform for cooperation with Civil Society Organizations in order to increase citizens' trust in governance.

Corruption remains a major issue in Moldova. Various international rankings testify the high levels of perceptions of corruption. The Parliament, acknowledging the need to fight corruption, adopted the

National Anticorruption Strategy (NAS) in 2011¹, which is implemented by two action plans². Anticorruption measures strongly feature in other major strategic policy documents, such as Moldova 2020,³ Justice Sector Reform Strategy (2011 – 2016) and its Action Plan⁴ and the National Action Plan for the implementation of the EU-Moldova Association Agreement (AA).⁵

National Anticorruption Center (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). While 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 appropriate implementation of the function.

NAC is facing a number of challenges, including those related to weak institutional and staff capacity to efficiently execute the institutional mandate as a corruption prevention body and implement the activities assigned to it by the main national strategic documents, namely the National Anticorruption Strategy Action Plan and the Action Plan for the implementation of the European Union – Republic of Moldova Association Agreement (AA).

According to the approved Action Plan, *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, will support strengthening NAC's operational and institutional capacity to fulfill its prevention and analytical functions. In this context, the Project seeks to contract a group of local consultants/trainers to conduct a series of training modules on detection of corruption risks and procedural aspects in the fields of banking, public-private partnerships, public procurement, land destination changing and exceptional tax exemption for the staff of the Legal and Anti-corruption Expertise Department of NAC.

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

Strengthen capacities of the staff of the NAC Legal and Anti-corruption Expertise Department in detection of corruption risks and procedural aspects in the fields of banking, public-private partnership, public procurement, land destination and exceptional tax exemption. This should be achieved through the organization of five trainings modules that will serve as a mixture of theoretical and practical aspects. This should be achieved through the organization of five trainings modules that will serve as a mixture of theoretical and practical aspects in the respective subject areas with the particular focus on procedural aspects which can point out to corruption risks.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

1. For consultant/trainer in Detection of corruption risks and procedural aspects in Banking sector.

I. Academic Qualifications:

- Master's Degree or equivalent in Finance and Banking, Economics, or other relevant field

¹ Parliamentary Decision 154, of 21 July 2011, to adopt the National Anti-Corruption Strategy 2011-2015.

http://cna.md/sites/default/files/snadoc/national_anti-corruption_strategy_2011-2015_republic_of_moldova.pdf

² Parliamentary Decision 12, of 17.02.2012 to approve the Action Plan for 2012–2013 to implement the National Anti-Corruption Strategy 2011–2015. http://cna.md/sites/default/files/snadoc/hp_plan_2011-2013_0.pdf and the Parliamentary Decision 76, of 16.05.2014 to approve the Action Plan for 2014–2015 to implement the National Anti-Corruption Strategy 2011–2015. http://cna.md/sites/default/files/snadoc/plan_2014-2015_eng.doc

³ <http://cancelaria.gov.md/lib.php?l=en&idc=435&nod=1&>

⁴ <http://www.justice.gov.md/#idc=420&>

⁵ <http://www.mfa.gov.md/implementarea-aa/>

II. Years and sphere of experience:

- At least 5 years of proven professional experience and/or consultancy in/related to banking sector;
- At least two assignments in conducting training/coaching for public institutions, NGOs in the related field

III. Competencies:

- Proven knowledge of procedural aspects and corruption risks in banking-financial sector;
- Previous work with anti-corruption and law enforcement institutions will be a strong asset;
- Strong communication and presentation skills (to be demonstrated by the examples of previous relevant assignments);
- Previous successful experience of work with UNDP, or other development partners 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;
- Punctuality.

2. For consultant/trainer in Detection of corruption risks and procedural aspects in public-private partnership (PPP).

I. Academic Qualifications:

- Master's Degree or equivalent in Finance, Economics, Law, Public Policies or other relevant field

II. Years and sphere of experience:

- At least 3 years of proven professional experience and/or consultancy in/related to public-private partnership;;
- At least two assignments in conducting training/coaching for public institutions, NGOs in the related field

III. Competencies:

- Proven knowledge of procedural aspects and corruption risks in PPP sector;
- Previous work with anti-corruption and law enforcement institutions will be a strong asset;
- Strong communication and presentation skills (to be demonstrated by the examples of previous relevant assignments);
- Previous successful experience of work with UNDP, or other development partners 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;

- Punctuality.

3. For consultant/trainer in Detection of corruption risks and procedural aspects in Public Procurement.

- I. Academic Qualifications:
 - Master's Degree or equivalent in Finance, Economics, Law, Public Policies or other relevant field
- II. Years and sphere of experience:
 - At least 5 years of proven professional experience and/or consultancy in/related to public procurement;
 - At least two assignments in conducting training/coaching for public institutions, NGOs in the related field
- III. Competencies:
 - Proven knowledge of procedural aspects and corruption risks in public procurement;
 - Previous work with anti-corruption and law enforcement institutions will be a strong asset;
 - Strong communication and presentation skills (to be demonstrated by the examples of previous relevant assignments);
 - Previous successful experience of work with UNDP, or other development partners 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;
 - Punctuality.

4. For consultant/trainer in Detection of corruption risks and procedural aspects in land destination changing.

- I. Academic Qualifications:
 - Master's Degree or equivalent in Law, Public Policies or other relevant field
- II. Years and sphere of experience:
 - At least 3 years of proven professional experience and/or consultancy in/related to land administration sector;
 - At least two assignments in conducting training/coaching for public institutions, NGOs in the related field
- III. Competencies:
 - Proven knowledge of procedural aspects and corruption risks in land administration;
 - Previous work with anti-corruption and law enforcement institutions will be a strong asset;
 - Strong communication and presentation skills (to be demonstrated by the examples of previous relevant assignments);
 - Previous successful experience of work with UNDP, or other development partners 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;
- Punctuality.

5. For consultant/trainer in Detection of corruption risks and procedural aspects in exceptional tax exemptions.

I. Academic Qualifications:

- Master's Degree or equivalent in Finance, Law, Public Policies or other relevant field

II. Years and sphere of experience:

- At least 5 years of proven professional experience and/or consultancy in/related to fiscal sector;
- At least two assignments in conducting training/coaching for public institutions, NGOs in the related field

III. Competencies:

- Proven knowledge of procedural aspects and corruption risks in fiscal sector;
- Previous work with anti-corruption and law enforcement institutions will be a strong asset;
- Strong communication and presentation skills (to be demonstrated by the examples of previous relevant assignments);
- Previous successful experience of work with UNDP, or other development partners 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;
- Punctuality.

The United Nations Country Team in the Republic of 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 and providing examples of the previous relevant assignments 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.

Important note: National consultants/trainers shall clearly indicate training module (subject) they are applying for. Consultants can apply for more than one training subjects 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.

No travel is envisaged under this assignment

6. EVALUATION

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

For consultant/trainer in Detection of corruption risks and procedural aspects in Banking sector.

- Master's Degree or equivalent in Finance and Banking, Economics, or other relevant field;
- At least 5 years of proven professional experience and/or consultancy in/related to banking sector;
- At least two assignments in conducting training/coaching for public institutions, NGOs in the related field

For consultant/trainer in Detection of corruption risks and procedural aspects in public-private partnership (PPP).

- Master's Degree or equivalent in Finance, Economics, Law, Public Policies or other relevant field;
- At least 3 years of proven professional experience and/or consultancy in/related to PPP;
- At least two assignments in conducting training/coaching for public institutions, NGOs in the related field

For consultant/trainer in Detection of corruption risks and procedural aspects in Public Procurement.

- Master's Degree or equivalent in Finance, Economics, Law, Public Policies or other relevant field;
- At least 5 years of proven professional experience and/or consultancy in/related to public procurement;
- At least two assignments in conducting training/coaching for public institutions, NGOs in the related field

For consultant/trainer in Detection of corruption risks and procedural aspects in land destination changing.

- Master's Degree or equivalent in Law, Public Policies or other relevant field;
- At least 3 years of proven professional experience and/or consultancy in/related to land administration sector;
- At least two assignments in conducting training/coaching for public institutions, NGOs in the related field

For consultant/trainer in Detection of corruption risks and procedural aspects in exceptional tax exemptions.

- Master's Degree or equivalent in Finance, Law, Public Policies or other relevant field;
- At least 5 years of proven professional experience and/or consultancy in/related to fiscal sector;
- At least two assignments in conducting training/coaching for public institutions, NGOs in the 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.

* 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		
Master's Degree or equivalent in the required field of expertise as indicated for each assignment	(MA -25., PhD – 30 pts.)	30
At least 5 years of proven professional experience and/or consultancy in/related to banking, public procurement and exceptional tax exemption; At least 3 years of proven professional experience and/or consultancy in/related to public-private partnership and land destination changing (as indicated for each assignment);	(5 years – max. 40 pts, more than 5 years – up to 60 pts, 5 pts – for each additional year) (3 years – max. 30 pts, more than 5 years – up to 60 pts, 5 pts – for each additional year)	60
At least two assignments in conducting training/coaching for public institutions, NGOs in the related field	(2 assignments - max 20 pts., plus 5 points for each additional assignment; up to max. 50 pts.)	50
Proven knowledge of procedural aspects and corruption risks in the required field of expertise as indicated for each assignment ;	(no – 0 pts., to some extent – up to 20 pts., yes – up to 40 pts.)	40
Previous work with anti-corruption and law enforcement institutions will be a strong asset;	(no – 0 pts., to some extent – up to 20 pts., yes – up to 40 pts.)	40
Strong communication and presentation skills (to be	(no – 0 pts., to some extent – up to 15 pts., yes – up to 30	30

demonstrated by the examples of previous relevant assignments);	pts.)	
Previous successful experience of work with UNDP, or other development partners is a strong advantage;	(no – 0 pts., to some extent – up to 15 pts., yes – up to 30 pts.)	30
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	(Romanian – up to 5 pts; Russian – up to 5 pts; English – additional 5 pts; any other additional language – up to 5 pts.)	20
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