



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 13 January 2017

Country: Republic of Moldova

Description of the assignment: International Consultant on strategic development for the Police and Ministry of Internal Affairs from Moldova

Project name: Support to Police Reform in Moldova

Period of assignment/services: February – December 2017 (up to 200 working days)

Application instructions: Proposals should be submitted online by pressing the "Apply Now" button no later than **29 January 2017**.

Requests **for clarification only** must be sent by standard electronic communication to the following e-mail: alexandru.cocirta@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 Concept Paper on the Reform of the Ministry of Internal Affairs and its Subordinated and Decentralized Units (2010), stated, in particular, the need to reform the Ministry of Internal Affairs and its units in a comprehensive manner to bring them closer to the community they serve. While the demands of the population for public services are constantly increasing, the Ministry of Internal Affairs' units are not always meeting these expectations.

The reform of Police became one of the major goals of the Moldovan Government which pursues to increase the efficiency of Police and the level of the population's trust in Police. The Police Development Strategy 2016-2020¹ aims at establishing a Police force serving the interests of citizens and community. This document sets the reform direction the Police should follow during the upcoming years with a focus on modernization of Police operation, increasing efficiency, accountability and transparency, strengthening the crime response capacities and mainstreaming the respect for human rights in Police activity.

The Ministry of Internal Affairs (MIA) and the General Police Inspectorate (GPI) are the main actors of this reform process. The institutional component of reform, reflected through the ongoing structural changes within Police bodies, needs to be supplemented by advice and support in developing the capacities of main actors to address the priority policy areas in a comprehensive manner.

Thus, the overall objective of the *Support to Police Reform* Project is to strengthen and assist the comprehensive efforts the national stakeholders are undertaking to reform the Police forces in the Republic of Moldova. The proposed overall objective will be achieved by implementing the following project components:

¹ <http://lex.justice.md/viewdoc.php?action=view&view=doc&id=364882&lang=1>

1. Enhancing the capacities of the General Police Inspectorate staff in the area of crime scene management, evidence collection and primary crime response;
2. Strengthening the linkages between the police and community in the framework of the overall police reform;
3. Strengthening the capacities of the General Police Inspectorate to comprehensively implement and report/communicate on police reform agenda.

The current individual consultancy is part of the Embedded Advisors Program, included into the third Project component. The support under this program aims at enhancing the ability of MIA and GPI to design and implement reform activities in line with strategic reform directions defined, primarily focusing on structural and institutional changes, legislative reform, organizational efficiency, human rights, anti-corruption, etc. Embedded advisors will have the advantage of working side by side with beneficiaries, understanding problems first hand and offering practical advice and expertise.

An International Consultant will be contracted by UNDP to provide strategic advice and support to MIA and GPI aimed at achieving the Police reform goals and strengthening its role in the democratic society, raising the quality of performed work, increasing public trust, and enhancing cooperation with national and international partners. To support the activities of the International Consultant, UNDP will hire a National Consultant/Assistant with whom they will work together to accomplish the set tasks.

The Ministry of Internal Affairs and the General Police Inspectorate shall be the main partners for this activity and will provide the necessary conditions of work and information for the National Consultant/Assistant.

2. OBJECTIVE

The Consultant will provide strategic advice and assistance to the Ministry of Internal Affairs and the General Police Inspectorate for the implementation of reforms in line with Police Development Strategy with a particular emphasis on the institutionalization of a new inclusive Police human resources system and establishing the joint law enforcement training centre. This will contribute to achieving enhanced institutional capacities of MIA and GPI to design, develop and implement reform activities. The Consultant will ensure analytical and advisory support, facilitating the communication and cooperation with different stakeholders, including minority and vulnerable groups, on Police reform related issues.

The Consultant will also coach and support the staff of the project implementation units, established within MIA and GPI for the purpose of implementation of the Police Development Strategy, and will provide daily transfer of knowledge towards strengthening the Beneficiaries' capacities to engage in strategic reform processes.

The assignment shall be carried out in close cooperation with the EU High Level Advisers deployed at MIA and GPI.

Scope of work and expected output:

In order to achieve the objective, it is foreseen that the Consultant will:

- Conduct a desk review on the current situation concerning the progress of Police reform and the implementation of the Police Development Strategy;
- Prepare a detailed working plan for the assignment, including baselines, targets and indicators;
- Conduct the review of the Police human resources system (including institutional and regulatory frameworks) currently in force;
- Develop the concept of the new human resources system of Police (including recruiting, promotion, career development, individual and collective performance indicators, mainstreaming of gender, diversity, equality and non-discrimination, collection of staff related disaggregated data) in line with Police Development Strategy and other applicable policy documents;
- Conduct extensive consultations with the MIA/Police management, police officers, civil society and other relevant stakeholders, including women, minority and vulnerable groups, to set a clear

common understanding of the new Police's human resources system and get a stronger buy-in on behalf of those who will implement it;

- Provide assistance in drafting human resources related rules/regulations/protocols/manuals/standard operating procedures required for the operationalization of the new human resources system of Police (mainstreaming gender, diversity, equality and non-discrimination, collection of disaggregated data);
- Conduct an assessment on the Code of Ethics of Police Officer, including the practice of its application, propose and justify amendments, where necessary;
- Draft a concept/roadmap on the operationalization of the joint law enforcement training center (steps to be taken, relevant actors to be involved, good practices, etc.) and consult it with relevant stakeholders;
- Review the coordination mechanism(s) established for the implementation, monitoring, evaluation and reporting on the progress of the Police Development Strategy, propose and justify amendments, where necessary;
- Conduct the needs assessment of MIA/Police's project implementation units, draft capacity development plans with a focus on identified needs;
- Provide in-service training and knowledge transfer, guidance and expert input to the staff of the project implementation units on daily operations;
- Provide strategic advice to MIA/Police management on issues related to the implementation of Police Development Strategy;
- Conduct periodic internal assessment of the progress towards set targets, highlighting any bottlenecks and potential solutions (to be reflected in monthly progress reports and final report);
- Coordinate with other assistance initiatives supporting or assisting the Police reform efforts;
- Act as the subject matter expert for the donor organization supporting the project;
- Assist the donor organization supporting the project in designing specific institutional development programs based on identified needs and existing capacities;
- Collaborate with all relevant stakeholders and partners throughout the entire period of the assignment;
- Submit required reports;
- Perform any other assignment related tasks.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's Degree or equivalent (5-year university education) in Law, Police Studies, Public Administration, Criminal Justice or other relevant field. A Bachelor's Degree in the same areas combined with 15 years of relevant experience in internal/home affairs, police administration/management, criminal justice or other relevant field is considered as equivalent;

II. Years of experience and sphere of experience:

- At least 10 years of continuous professional experience in the area of internal/home affairs, police administration/management, law enforcement or criminal justice;
- At least 5 years of professional experience at a command level in internal/home affairs, police administration/management or law enforcement;
- Professional experience in Central and Eastern Europe on similar assignments in internal/home affairs, police administration/management or law enforcement areas. Successful experience in working with UN agencies is an asset;
- Proven record of providing advice at senior level on reforming the human resources system of Police with gender and diversity mainstreaming in police staff (or other law enforcement agency) or establishing specialized training centre for law enforcement bodies is an asset.

III. Competencies:

- Proven competencies in carrying out needs and capacity assessments, elaborating relevant recommendations and solutions, designing and/or providing professional trainings for police and/or other law enforcement agencies staff mainstreaming human rights and gender there is an asset;
- Solid understanding of and ability to apply communications tools and techniques, including the ability to analyse and use research data;
- Demonstrated skills in knowledge transfer techniques, such as coaching and mentoring, design and delivery of presentations and training programs;
- Proficiency in English language;
- Knowledge of Romanian language and/or other language relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language, is an asset.

IV. Personal qualities:

- Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status
- Responsibility, creativity, flexibility and punctuality.

The UNDP 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. Technical Proposal:
 - a. explaining how applicant responds to each of the qualification requirements (particularly providing details on the previously implemented similar projects) and why he/she is the most suitable for the work;
 - b. describing a short vision on achievement of tasks;
2. Personal information (as a detailed CV or as a Personal History Form /P11) with three references;
3. Financial proposal (LUMP SUM) in USD, specifying requested amount per day (fee) and all related costs (e.g. phone calls etc.)

5. FINANCIAL PROPOSAL

The financial proposal shall specify a total **lump sum** amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). 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 will include a breakdown of this lump sum amount (including fees and taxes, 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.

This is a full-time (Chisinau-based) consultancy assignment.

6. EVALUATION

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

- Master Degree in Law, Police Studies, Public Administration, Criminal Justice or other relevant field;
- Minimum 10 years of continuous professional experience in the area of internal/home affairs, police administration/management, law enforcement or criminal justice.

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

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	Maximum Points Obtainable
<u>Technical</u>		
Master Degree or equivalent (5-year university education) in Law, Police Studies, Public Administration, Criminal Justice or other relevant field;	(Master – 10 pts., PhD – 20 pts.)	20
Proven experience (at least 10 years) experience in the area of internal/home affairs, police administration/ management, law enforcement or criminal justice	(10 years of experience – 35 pts., more than 10 years of experience – 5 pts. for each additional year up to a maximum of 15 additional pts)	50
Proven experience (at least 5 years) at a command level in internal/home affairs, police administration/management or law enforcement	(5 years of experience – 25 pts, more than 5 years – 5 pts for each additional year up to a maximum of 15 additional pts)	40
Proven experience in Central and Eastern Europe on similar assignments in internal/home affairs, police administration/management or law enforcement areas.	(no – 0, yes – 15 pts)	15

Successful experience in working with UN agencies	(no – 0, yes – 10 pts)	10
Proven record of providing advice at senior level on reforming the human resources system of Police with gender and diversity mainstreaming in police staff (or other law enforcement agency) or establishing specialized training centre for law enforcement bodies	(no – 0, yes – 15 pts)	15
Interview	<ul style="list-style-type: none"> • Proven competencies in carrying out needs and capacity assessments, elaborating relevant recommendations and solutions, designing and/or providing professional trainings for police and/or other law enforcement agencies staff mainstreaming human rights and gender there is an asset (up to 50 pts) • Solid understanding of and ability to apply communications tools and techniques, including the ability to analyse and use research data (up to 40 pts) • Demonstrated skills in knowledge transfer techniques, such as coaching and mentoring, design and delivery of presentations and training programs (up to 40 pts) • Fluency in English – 10 pts; • Knowledge of Romanian and/or other languages relevant for the Republic of Moldova – 10 pts. 	150
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 candidate

The winning candidate will be the candidate, 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