



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 13 January 2017

Country: Republic of Moldova

Description of the assignment: National Consultant/Assistant 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 contract 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 main objective of this consultancy is to provide assistance and logistic support to the International Consultant whose tasks will be focused on providing strategic advice 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. The National Consultant/Assistant will ensure the necessary administrative and analytical support, facilitating the communication and interaction with different stakeholders, including minority and vulnerable groups, on Police reform related issues.

Scope of work and expected output:

In order to achieve the above mentioned objectives it is expected that the Consultant will:

- Provide analytical support (provide the relevant Moldovan legislation and policies, collect the data relevant for the assignment, suggest inputs on specific issues related to the tasks performed by the International Consultant, etc.);
- Contribute to the drafting of policy and legal texts and recommendations for policy changes or legal amendments;
- Act as liaison and facilitate communication between the International Consultant, MIA and GPI, as well as other relevant institutions/stakeholders, including women, minority and vulnerable groups, including women, minority and vulnerable groups;
- Provide relevant inputs for the reports and other documents prepared by the International Consultant;
- Provide translations of relevant documents and analytical products from Romanian into English and vice versa;
- Assist and translate (if necessary) in meetings with local counterparts;
- Participate together with the International Consultant in regular and ad hoc working meetings with MIA, GPI and/or other counterparts, including women, minority and vulnerable groups;
- Take notes and draft minutes or reports of events (meetings, trainings, conferences, seminars, round-tables, etc.), organized as part of the assignment;

- Provide daily assistance to the International Consultant on his/her other tasks related activities (see below);
- Produce monthly activity reports.

Please refer to the Terms of Reference for the full list of activities of the International Consultant to which the National consultant shall provide support and assistance.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University Degree in Law, Public Administration, Social Sciences, International Relations or other relevant field;

II. Years of experience and sphere of experience:

- At least 3 years of continuous professional experience in the area of internal/home affairs, police administration/management, law enforcement or criminal justice;
- Experience in law enforcement or public administration is an asset;
- Experience in cooperation/consultation with civil society, especially women, minority and vulnerable groups, is an asset;
- Experience in international assistance projects is an asset.

III. Competencies:

- Good organization and drafting skills, ability to work under tight deadlines;
- Solid understanding of and ability to apply communications tools and techniques, including the ability to analyse and use research data;
- Demonstrated knowledge of the Internal Affairs/Police reform processes in the Republic of Moldova;
- Knowledge of Romanian and English languages for the purposes of the assignment;
- Knowledge of one or more other languages 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.

No travel costs are envisaged under this assignment.

6. EVALUATION

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

- University Degree in Law, Public Administration, Social Sciences, International Relations or other relevant field;
- Minimum 3 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
Technical		
University Degree in Law, Public Administration, Social Sciences, International Relations or other relevant field;	(Bachelor – 15 pts, Master – 30 pts.)	30
Proven experience (at least 3 years) in the area of internal/home affairs, police administration/management, law enforcement or criminal justice	(3 years of experience – 35 pts., more than 3 years of experience – 5 pts. for each additional year of experience up to a maximum of 15 additional points)	50
Proven experience in law enforcement or public administration is an asset	(up to 3 yrs of experience – 25 pts, more than 3 years – 5 pts for each additional year up to a maximum of 15 additional pts)	40
Proven experience in cooperation/consultation with civil society, especially women, minority and vulnerable groups	(no – 0, yes – 15 pts)	15
Proven experience in international assistance projects is an asset.	(no – 0, yes – 15 pts)	15
Interview	<ul style="list-style-type: none"> • Good organization and drafting skills, ability to work under tight deadlines (up to 45 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) • Knowledge of the Internal Affairs/Police reform processes in the Republic of Moldova (up to 40 pts) • Fluency in Romanian – 10 pts; • Fluency in English – 10 pts; • Knowledge of Russian and/or other languages relevant for the Republic of Moldova – 5 pts. 	150
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 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