



TERMS OF REFERENCE

- A. Job Title:** Team of 10 National consultants to support the National Anticorruption Centre and sector institutions in drafting **Anticorruption Sector Plans for the implementation of** the National Integrity and Anticorruption Strategy 2017-2020, in the following sectors:
1. Customs area
 2. Fiscal area
 3. Public procurement
 4. Public property
 5. Health protection and health insurance
 6. Education
 7. Agro-food area (subsidies in agriculture, food safety, and other)
 8. Public order
 9. Environment protection
 10. Local public administration
- B. Duty Station:** Chisinau, Republic of Moldova
- C. Project reference:** Strengthening the corruption prevention and analysis functions of the National Anticorruption Center (NAC)
- D. Contract type:** Individual Contract (IC)
- E. Duration and workload:** June – September 2017; up to 18 working days (for each consultant)

F. Background:

The National Integrity and Anticorruption Strategy (NIAS) for 2017-2020 was adopted by the Parliament on March 30, 2017. It is based on the internationally acknowledged concept of the national integrity system. This approach is built on the principle of ensuring the accountability of key actors representing seven integrity pillars of the Strategy: Parliament; Government, Public Sector and Local Public Authorities; Justice and Anti-Corruption Agencies; Central Electoral Commission and Political Parties; Ombudsman; Court of Accounts; Private Sector. Addressing local and international concerns over decreased public trust in national administration, the Strategy aims at strengthening integrity principles within the institutions and among civil servants at all organizational levels, but also, for the first time, it will seek to promote integrity standards in the private sector. New policy document focuses on the effective enforcement of the legal and institutional frameworks in the area, rather than legislative modifications and institutional restructuring prioritized in the previous years.

Pillar II of the Strategy *Government, Public Sector and Local Public Authorities* has the most complex structure due to the large number of sectors and authorities – both at the central and local levels it comprises. According to the NIAS, the areas of the public sector which are most vulnerable to corruption are those with the frequent contacts with the population, or those dealing with the management of considerable economic interests, such as local public administration, customs, fiscal service, education, health, roads, subsidizing in agriculture, environment, public procurement, administration and privatization of public property, management of foreign assistance. The vulnerabilities in these areas are signalled in the majority of national and international assessments, attesting conflicts of interest, favoritism, corruption, reduced transparency, use of resources for political and/or private interest, plundering the enterprises with full or major state/municipal share, limitation of competition in the

activity areas of state enterprises or with the participation of the state, etc. There are no special approaches towards specific corruption problems in the mentioned vulnerable areas or, even if they exist, frequently these approaches are fragmented and often are not linked to the strategic anticorruption documents, and to the real corruption-related problems in the sectors.

To address the problem described above, the Action Plan for the NIAS implementation requires adopting and implementing anticorruption sector plans in the named 10 vulnerable sectors in the third quarter of 2017.

To support NAC and the responsible sectoral institutions in drafting the Anticorruption sector plans insuring participative process of the elaboration, the Project intends to contract a team of 10 national consultants, each with a specialisation in a particular sector, to provide technical expertise, advice and guidance to the staff of the NAC and to the responsible sector institutions, and to provide inputs in the process of drafting Anticorruption sector plans for the following sectors:

1. Customs area
2. Fiscal area
3. Public procurement
4. Public property
5. Health protection and health insurance
6. Education
7. Agro-food area (subsidies in agriculture, food safety, and other)
8. Public order
9. Environment protection
10. Local public administration

G. Objective:

The main objective of the assignment is to provide high quality technical expertise, including a diagnosis of the existent problems, and inputs to the sector action plans in the assigned NIAS sector areas and to ensure that the process of drafting the sector action plans is participatory and inclusive.

H. Scope of work and expected outputs:

- Conduct a comprehensive desk review of the available strategic policy documents, reports and other relevant documents for the assigned sector area;
- Consult with the NAC representatives, the representatives of the responsible public authorities, relevant CSOs and private sector, as relevant, to collect information, views and needs for drafting the assigned Anticorruption sector plan;
- Develop a diagnosis of the existent corruption risks and anticorruption priorities in the assigned sector;
- In collaboration with the assigned NAC staff and staff of the responsible sector institutions draft the assigned anticorruption sector plan, including recommendations for the specific and concrete corruption prevention actions and indicators to measure progress in the sector area;
Note: The general Structure/template for the anticorruption action plan will be provided by NAC.
- Present the draft sector plan to the key stakeholders in a validation meeting(s) with the participation of public institutions, private sector representatives, as relevant, and the civil society; collect and record the recommendations and feedback received;
- Factor the feedback collected during the validation meeting(s) into the final version of the Anticorruption sector plan;

I. Deliverables and expected timeline (for each consultant):

#	Deliverable	Deadline
1.	Detailed activity plan and time line for the assignment submitted	0,5 day By June 10, 2017
2.	Desk review of the relevant documents and inception meetings with	6 days

	the NAC representatives, representatives of the relevant public authorities, CSOs and the private sector conducted (at least 3 meetings with key stakeholders per sector)	By July 10, 2017
3.	A diagnosis of the existent corruption risks and anticorruption priorities in the assigned sector developed	3 days, By July 20, 2017
4.	Draft sector anticorruption plan including recommendations for the specific and concrete corruption prevention actions and indicators to measure the progress in the sector area, submitted	4 days By August 30, 2017
5.	Draft sector plan presented to the key stakeholders from public, private and non-governmental sectors in a validation meeting(s); relevant feedback collected	2 days To be determined
6.	Final version of the Anticorruption sector plan based on the factored feed-back submitted	2 days By September 10, 2017
7.	Report on the execution of the assignment as per the contract submitted	0,5 day By September 11, 2017

Note: Deliverables shall be submitted in Romanian language. Deliverables and the final timeline can be amended or specified for the purpose of the assignment.

Payment will be made upon the successful completion of the tasks assigned.

J. Organizational Setting:

This is a part-time consultancy. The experts will work in a close coordination with the management and the assigned staff of the National Anticorruption Centre and responsible sector public authorities for substantive aspects of the assignment, and under the direct supervision of the UNDP Project Manager – for administrative aspects. The consultants will submit the Report on the execution of the assignment as per the contract to UNDP Project Manager.

K. Inputs:

The National Anticorruption Centre will provide the experts with the necessary information and materials for the fulfilment of tasks. UNDP will provide administrative and logistical support in organisation of the meetings, public consultations, as necessary.

Important note: National consultants shall clearly indicate the position/SECTOR AREA they are applying for. Candidates can apply for more than one of the assigned sectors if possessing demonstrated competence. However, in case of cumulating several sectors the overall deadline for the assignment shall be respected.

L. Qualifications and skills required:

L.1. For the consultant in the Customs area

- I. Academic Qualifications:
 - Bachelor's Degree in Law, Public Administration, Finance, Economics, or other relevant field; Master's Degree in one of this fields will be an asset.
- II. Years and sphere of experience:
 - At least 3 years of proven professional experience in, or consultancy for the customs sector/administration;
 - At least 3 years of experience in policy drafting and analysis, strategic planning and monitoring;
- III. Competencies:
 - Experience in drafting policies and analytical studies in the area of anticorruption 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 Romanian and Russian languages; knowledge of English is an advantage;

L.2. For the consultant in the Fiscal area

I. Academic Qualifications:

- Bachelor's Degree in Law, Public Administration, Finance, Economics, or other relevant field; Master's Degree in one of this fields will be an asset.

II. Years and sphere of experience:

- At least 3 years of proven professional experience in, or consultancy for the fiscal sector/administration;
- At least 3 years of experience in policy drafting and analysis, strategic planning and monitoring;

III. Competencies:

- Experience in drafting policies and analytical studies in the area of anticorruption 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 Romanian and Russian languages; knowledge of English is an advantage;

L.3. For the consultant in the sector of Public Procurement

I. Academic Qualifications:

- Bachelor's Degree in Law, Public Administration, Finance, Economics, or other relevant field; Master's Degree in one of this fields will be an asset.

II. Years and sphere of experience:

- At least 3 years of proven professional experience in, or consultancy for the public procurement sector/administration;
- At least 3 years of experience in policy drafting and analysis, strategic planning and monitoring;

III. Competencies:

- Experience in drafting policies and analytical studies in the area of anticorruption 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 Romanian and Russian languages; knowledge of English is an advantage;

L.4. For the consultant in the area of Public property

I. Academic Qualifications:

- Bachelor's Degree in Law, Public Administration, Finance, Economics, or other relevant field; Master's Degree in one of this fields will be an asset.

II. Years and sphere of experience:

- At least 3 years of proven professional experience in, or consultancy for the public property sector/administration (administration and change of ownership of public property);
- At least 3 years of experience in policy drafting and analysis, strategic planning and monitoring;

III. Competencies:

- Experience in drafting policies and analytical studies in the area of anticorruption 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;

L.5. For the consultant in the area of Health protection and health insurance

- I. Academic Qualifications:
 - Bachelor's Degree in Public health, Law, Public Administration, Economics, or other relevant field; Master's Degree in one of this fields will be an asset.
- II. Years and sphere of experience:
 - At least 3 years of proven professional experience in, or consultancy for Health protection and health insurance sector/administration;
 - At least 3 years of experience in policy drafting and analysis, strategic planning and monitoring;
- III. Competencies:
 - Experience in drafting policies and analytical studies in the area of anticorruption 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 Romanian and Russian languages; knowledge of English is an advantage;

L.6. For the consultant in the area of Education

- I. Academic Qualifications:
 - Bachelor's Degree in Education, Law, Public Administration, Economics, or other relevant field; Master's Degree in one of this fields will be an asset.
- II. Years and sphere of experience:
 - At least 3 years of proven professional experience in, or consultancy for public education sector/administration;
 - At least 3 years of experience in policy drafting and analysis, strategic planning and monitoring;
- III. Competencies:
 - Experience in drafting policies and analytical studies in the area of anticorruption 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 Romanian and Russian languages; knowledge of English is an advantage;

L.7. For the consultant in the area of Agro-food area (subsidies in agriculture, food safety, etc.)

- I. Academic Qualifications:
 - Bachelor's Degree in Agriculture, Law, Public Administration, Economics, or other relevant field; Master's Degree in one of this fields will be an asset.
- II. Years and sphere of experience:
 - At least 3 years of proven professional experience in, or consultancy for the Agro-food area (subsidies in agriculture, food safety, etc.) sector/administration;
 - At least 3 years of experience in policy drafting and analysis, strategic planning and monitoring;
- III. Competencies:
 - Experience in drafting policies and analytical studies in the area of anticorruption 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 Romanian and Russian languages; knowledge of English is an advantage;

L.8. For the consultant in the sector of Public order

- I. Academic Qualifications:
 - Bachelor's Degree in Law, Public Administration, Economics, or other relevant field; Master's Degree in one of this fields will be an asset.
- II. Years and sphere of experience:
 - At least 3 years of proven professional experience in, or consultancy for the Ensuring public order sector/administration;
 - At least 3 years of experience in policy drafting and analysis, strategic planning and monitoring;
- III. Competencies:
 - Experience in drafting policies and analytical studies in the area of anticorruption 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 Romanian and Russian languages; knowledge of English is an advantage;

L.9. For the consultant in the sector of Environment protection

- I. Academic Qualifications:
 - Bachelor's Degree in Environmental studies, Law, Public Administration, Economics, or other relevant field; Master's Degree in one of this fields will be an asset.
- II. Years and sphere of experience:
 - At least 3 years of proven professional experience in, or consultancy for the Environment protection sector/administration;
 - At least 3 years of experience in policy drafting and analysis, strategic planning and monitoring;
- III. Competencies:
 - Experience in drafting policies and analytical studies in the area of anticorruption 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 Romanian and Russian languages; knowledge of English is an advantage;

L.10. For the consultant in the sector of Local public administration

- I. Academic Qualifications:
 - Bachelor's Degree in Law, Public Administration, Economics, or other relevant field; Master's Degree in one of this fields will be an asset.
- II. Years and sphere of experience:
 - At least 3 years of proven professional experience in, or consultancy for the Local public administration sector;
 - At least 3 years of experience in policy drafting and analysis, strategic planning and monitoring;
- III. Competencies:
 - Experience in drafting policies and analytical studies in the area of anticorruption 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 Romanian and Russian languages; knowledge of English is an advantage;

Important Note: All candidates will submit together with the CV a list/samples of relevant publications.

IV. Personal qualities (for all candidates):

- 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.