



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **May 17, 2017**

Country: Republic of Moldova

Description of the assignment: Team of 10 National consultants to support the National Anticorruption Centre and sector institutions in the drafting Anticorruption Sector Plans for vulnerable sectors, according to the National Integrity and Anticorruption Strategy 2017-2020.

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

Period of assignment/services: June – September 2017; up to 18 working days.

Proposals should be submitted by pressing the "Apply Now" button no later than [June 4, 2017](#)

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

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

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

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.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

3.1. 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;

3.2. 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;

3.3. 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;

3.4. 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 Romanian and Russian languages; knowledge of English is an advantage;

3.5. 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;

3.6. 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;

3.7. 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;

3.8. 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;

3.9. 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;

3.10. 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;

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.

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 publications demonstrating policy drafting and analysis abilities in the assigned subject area/s.

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.

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**:

- Bachelor's Degree or equivalent *in the assigned sector (as specified under P.3)*, Law, Public Administration, Economics, or other relevant field
- At least 3 years of proven professional experience in, or consultancy for *the assigned sector area/ administration (as specified under P.3)*;
- At least 3 years of experience in policy drafting and analysis, strategic planning and monitoring;

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).

Criteria	Scoring	Max. Points Obtainable
Technical Evaluation		
Bachelor's Degree <i>in the assigned sector (as specified under P.3)</i> , Law, Public Administration, Economics, or other relevant field; Master's Degree in one of this fields will be an asset	(Bachelor degree –35; Master degree –50 pts)	50

At least 3 years of proven professional experience in, or consultancy <i>for the assigned sector area/ administration (as specified under P.3)</i>	(3 years –30 pts, more than 3 years – up to 65 pts, 5 pts – for each additional year)	65
At least 3 years of experience in policy drafting and analysis, strategic planning and monitoring	(3 years –30 pts, more than 3 years – up to 60 pts, 5 pts – for each additional year)	60
Experience in drafting policies and analytical studies in the area of anticorruption	(no – 0 pts., 1-3 assignments - 20 pts., more than 3 assignments – up to 40 pts., 10 pts for each additional assignment)	40
Previous 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., each assignment – 5 pts., up to 30 pts.)	30
Strong analytical and report writing skills (to be evaluated based on presented reports/publications)	(no – 0 pts., to some extent – up to 20 pts., yes – up to 40 pts.)	40
Knowledge of Romanian and Russian languages; knowledge of English is an advantage;	(Romanian –5 pts; Russian –5 pts; English – additional 5 pts)	15
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 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