



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **17 April, 2019**

Country: Republic of Moldova

Description of the assignment: International consultant to conduct the review of the draft Methodological guidelines on the evaluation and mitigation of corruption and fraud risks within public entities of the Republic of Moldova

Project name: Curbing corruption by building sustainable integrity in the Republic of Moldova

Period of assignment/services: May 2019 – July 2019

Proposals should be submitted online by pressing the "Apply Online" button, no later than **2 May, 2019**.

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

Curbing corruption by building sustainable integrity in the Republic of Moldova Project will contribute to achieving a sustainable integrity and anticorruption system in the Republic of Moldova through the strengthened capacities of the public and private sector entities and the civil society for the efficient application and monitoring of national integrity instruments and standards.

Although an important progress has been made to put in place efficient anticorruption policies and mechanisms in the Republic of Moldova in the recent years, national and international opinion polls still attest a low trust in public institutions, while corruption persistently remains among three major issues to be solved during the last four years.

The National Integrity and Anticorruption Strategy 2017-2020 (NIAS) adopted by the Parliament on 30 March 2017, identifies among the main causes of systemic corruption in public sector the tolerance of the lack of integrity within public institutions, impunity of civil servants, violation of the public procurement rules and regulations, embezzlement through public-private partnerships, etc.

To tackle the mentioned above problems and to enhance corruption prevention efforts, NIAS sets as the objective for its Pillar II "Government, Public Sector and Local Public Administration"

strengthening the integrity, accountability, transparency, and resistance to corruption risks of the public agents, Government members, and locally elected officials. Specific instruments to ensure the institutional integrity are regulated by the Integrity Law no. 82/2017¹. One of the effective instruments of corruption prevention is the management of corruption risks, regulated by the art.27 of the Integrity Law. This instrument derives from the provisions of the UN Convention against Corruption, ratified by the Parliament of the Republic of Moldova in July 2007. The Convention provides that Each State Party shall, in accordance with the fundamental principles of its legal system, take appropriate measures to promote transparency and accountability in the management of public finances, including through Effective and efficient systems of risk management and internal control.²

The National Anticorruption Center (NAC) has a defined mandate for the prevention and investigation of corruption and is entitled to participate at the development and improving of the legal and normative anti-corruption framework, as well as to offer the methodological support to public entities in strengthening the institutional integrity. NAC is also responsible for the coordination of the implementation, monitoring, evaluation and reporting of the NIAS. The 2017 NIAS Monitoring and Evaluation report released by NAC³ mentions the lack of capacities of public entities to perform the analysis of corruption risks and vulnerabilities and to identify the appropriate mitigation measures, particularly, at local level.

In this context, the UNDP Project "Curbing corruption by building sustainable integrity in the Republic of Moldova" (further "the Project") seeks to hire an international consultant to support NAC in developing methodological guidelines on the evaluation and mitigation of corruption and fraud risks within public entities.

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

The main objective of the assignment is to support NAC in developing the **Methodological guidelines on the evaluation and mitigation of corruption and fraud risks within public entities**, aligned to the national and international anti-corruption standards and best practice.

Scope of work and expected outputs:

The consultancy will have one major output: **The Review Report of the draft Methodological guidelines on the evaluation and mitigation of corruption and fraud risks within public entities** with clear and specific recommendations on it improving accompanied by the amended Guidelines in the track changes format.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- I. Academic Qualifications
 - Master's Degree or equivalent (5 years of university studies) in Law, Political Science, Public Policies, Finance, or other relevant field;

¹ <http://lex.justice.md/md/370852/>

² https://www.unodc.org/documents/treaties/UNCAC/Publications/Convention/08-50026_E.pdf

³ https://www.cna.md/public/files/parts/Raport_de_monitorizare_i_evaluare_a_implementrii_SNIA_2017.pdf

II. Years and sphere of experience

- At least five years of proven experience in anti-corruption related consultancy, audit and/or anticorruption agencies or other relevant international institutions.
- At least three assignments related to (corruption) risk assessment in public sector and/or in the management of public funds and assets in the new EU Member or candidate states or CIS region.

III. Competencies

- Knowledge of the UNCAC and international anti-corruption instruments;
- Knowledge and understanding of the methodological approaches to corruption and fraud risk assessment in public sector;
- Extensive demonstrated experience in developing methodologies and/or reports related to corruption risks in public sector;
- Previous successful experience of working with UN agencies is an advantage;
- Effective communication and strong analytical skills;
- Knowledge of English; knowledge of Romanian or Russian would be an advantage.

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
- Capacity of collaboration and teamwork

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. Offeror's Letter confirming Interest and Availability;
2. Proposal: explaining why they are the most suitable for the work including previous experience in similar Projects (please provide brief information on each of the above qualifications, item by item)
3. Personal CV including past experience in similar projects and at least 3 references.
4. At least two sample reports/methodological guidelines developed by the consultant in the recent 5 years;
4. Financial proposal (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, 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. Payment will be made upon the successful completion of the tasks assigned and submission of the assessment report. 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.

6. EVALUATION

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

- Master's Degree or equivalent (5 years of university studies) in Law, Political Science, Public Policies, Finance, or other relevant field;
- At least five years of proven experience in anti-corruption related consultancy, audit and/or anticorruption agencies or other relevant international institutions;
- At least three assignments related to (corruption) risk assessment in public sector and/or in the management of public funds and assets in the new EU Member or candidate states or CIS region.

Individuals who passed the minimum qualification criteria will be long-listed based on the following criteria:

Technical Criteria	Scoring	Max. Points Obtainable
Long-listing criteria		
Master's Degree or equivalent (5 years of university studies) in Law, Political Science, Public Policies, Finance, or other relevant field	(University degree – 10 pts., Master – 20pts.)	20
At least five years of proven experience in anti-corruption related consultancy, audit and/or anticorruption agencies or other relevant international institutions	(5 years – max. 25 pts, each additional year – 5 pts, up to max. 50 pts)	50
At least three assignments related to (corruption) risk assessment in public sector and/or in the management of public funds and assets in the new	(3 assignments – 30 pts., each additional assignment – 10 points; up to max. 50 pts.)	50

EU Member or candidate states or CIS region		
Previous successful experience of working with UN agencies is an advantage	(each assignments – 5 pts., up to max. 25 pts.)	25
Maximum Total Technical Scoring		145

The first three candidates who passed long-listing evaluation criteria with the best score shall be invited for a SKYPE interview and pass cumulative analysis.

Short-listed consultants will pass Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- responsive/compliant/acceptable, and
- 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% (max 300 pts);

* Financial Criteria weight – 40% (max 200 pts).

Only candidates obtaining a minimum of 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

Technical Criteria	Scoring	Max. Points Obtainable
Master's Degree or equivalent (5 years of university studies) in Law, Political Science, Public Policies, Finance, or other relevant field	(University degree – 10 pts., Master – 20pts.)	20
At least five years of proven experience in anti-corruption related consultancy, audit and/or anticorruption agencies or other relevant international institutions	(5 years – max. 25 pts, each additional year – 5 pts, up to max. 50 pts)	50
At least three assignments related to (corruption) risk assessment in public sector and/or in the management of public funds and assets in the new EU Member or candidate states or CIS region	(3 assignments – 30 pts., each additional assignment – 10 points; up to max. 50 pts.)	50
Previous successful experience of working with UN agencies is an advantage	(each assignment – 5 pts., up to max. 25 pts.)	25
Subtotal		145
Interview		
Knowledge of the UNCAC and international anti-corruption instruments	(no – 0 pts., to some extent – up to 10 pts., yes – up to 20 pts.; if demonstrated through relevant assignments – up to 30 pts.)	30
Knowledge and understanding of the methodological approaches to corruption and	(no – 0 pts., to some extent – up to 10 pts., yes – up to 20	30

fraud risk assessment in public sector	pts.; if demonstrated through relevant assignments – up to 30 pts.)	
Extensive demonstrated experience in developing methodologies and/or reports related to corruption risks in public sector	(each assignments – 10 pts., up to max. 30 pts.)	30
Effective communication and strong analytical skills	(no – 0 pts., to some extent – up to 10 pts., yes – up to 20 pts.)	20
Knowledge of English; knowledge of Romanian or Russian would be an advantage	(5 pts. each language – up to 15 pts.)	15
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	(no – 0 pts., to some extent – up to 10 pts., yes – up to 15 pts.)	15
Responsibility, Flexibility, Punctuality, Capacity of collaboration and teamwork	(no – 0 pts., to some extent – up to 10 pts., yes – up to 15 pts.)	15
Total interview score		155
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: <u>$S = F_{min} / F * 200$</u> 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