



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18 April, 2019

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**Country:** Republic of Moldova

**Description of the assignment:** Local Consultant to adjust the Anti-Corruption Initiative Assessment (AIA) tool of the Republic of Korea's Anti-Corruption & Civil Rights Commission (ACRC) to the context of Moldova

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

**Period of assignment/services:** April 2019 – February 2020 (up to 32 working days)

Proposals should be submitted **online by pressing the "Apply Online" button**, no later than **3 May, 2019**.

**Requests for clarification** only must be sent by standard electronic communication to the following e-mail: [olga.crivoliubic@undp.org](mailto: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.

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### 1. BACKGROUND

Curbing Corruption through Building Sustainable Integrity in 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.

To enhance the corruption prevention and combating efforts, the Parliament of the Republic of Moldova adopted a new National Integrity and Anti-corruption Strategy (NIAS) for 2017-2020. The Strategy's structure is based on integrity pillars methodology developed by the Transparency International. This innovative approach focuses on a strengthened responsibility and accountability of the institutions representing integrity pillars. The policy document focuses on the effective enforcement of the legal and institutional frameworks, rather than legislative modifications and institutional restructuring prioritized in the previous years.

To embed an incentive for the effective implementation of NIAS and build a genuine integrity system, the Project will support developing a methodology for conferring Integrity Awards to public institutions and private entities based on the Tool elaborated and applied in South Korea as a result of a partnership between the Korea's Anti-Corruption & Civil Rights Commission (ACRC) and UNDP and will assist in its replication in Moldova. Currently, the Tool - Anti-Corruption Initiative Assessment (AIA) is being implemented or piloted in Vietnam, Malaysia and Uzbekistan. Opposing to the traditional anti-corruption initiatives that often focus on identifying and prosecuting those involved in wrong practices, the Tool is based on the understanding that the integrity policies shift from a narrow focus on deterrence and enforcement towards promoting values-based decisions and provides the substantiated evidence for

highlighting success stories to foster greater trust. In line with the AIA, the award would be conferred to the institutions that provide the evidence of the highest integrity commitment and accountability. The Integrity Awards Tool combines qualitative and quantitative assessment with a systematic scoring system through a regularized process, and serves to evaluate how participating organizations apply various institutional mechanisms to prevent corruption and to enhance integrity. The scoring system allows to rank the institutions on an annual basis and to publish the ranking. In this way, the Integrity Award becomes a motivational tool for the heads of public institutions to put in place and improve institutional measures for preventing corruption and ensuring integrity. In this way, a spotlight will be provided for examples of positive action and leadership that boost values and culture.

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

The Curbing Corruption through Sustainable Development Project (further referred the Project) intends to contract a local Individual Consultant (further referred to as "Consultant") to provide support to the NAC, the institution responsible for the coordination of the implementation, monitoring, evaluation and reporting of the NIAS, in adjusting the Anti-Corruption Initiative Assessment (AIA) tool to the context of Moldova.

**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.

### **II. Years and sphere of experience:**

- At least 7 years of experience related to corruption prevention in a public institution/NGO/international organization;
- At least 7 years of proven professional experience in legal drafting and analysis of legal and normative acts;
- At least 2 records of similar assignments of developing methodologies and/or guidelines for the implementation of anti-corruption tools and instruments.

### **III. Competencies:**

- Excellent knowledge of normative and institutional frameworks regulating anticorruption policies and of the framework of the National Integrity and Anticorruption Strategy demonstrated by previous assignments;
- Experience in applying monitoring and evaluation tools demonstrated by previous assignments;
- Strong analytical and report writing skills demonstrated by previous assignments;
- Experience of providing training/coaching to civil servants in the field of anti-corruption policies and law enforcement;
- Strong communication and teamwork/coordination skills demonstrated by previous assignments;
- 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.

### **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, creativity, flexibility and punctuality, ability to meet deadlines and prioritize multiple tasks.

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. 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. Financial proposal (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.);
4. Personal CV including past experience in similar projects and at least 3 references.

#### **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.

**No travel is envisaged under this assignment.**

#### **6. EVALUATION**

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

- At least 7 years of experience related to corruption prevention in a public institution/NGO/international organization;
- At least 7 years of proven professional experience in legal drafting and analysis of legal and normative acts;
- At least 2 records of similar assignments of developing methodologies and/or guidelines for the implementation of anti-corruption tools and instruments.

Individuals who passed the minimum qualification criteria will be short-listed and will pass 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% (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	(no – 0 pts., University degree – 10 pts., Master – 15 pts.)	15
At least 7 years of experience related to corruption prevention in a public institution/NGO/international organization	(7 years – max. 30 pts, each additional year – 5 pts, up to max. 50 pts)	50
At least 7 years of proven professional experience in legal drafting and analysis of legal and normative acts	(7 years – max. 30 pts, each additional year – 5 pts, up to max. 55 pts)	55
At least 2 records of similar assignments of developing methodologies and/or guidelines for the implementation of anti-corruption tools and instruments	(2 assignments – 20 pts., each additional assignment – 5 points; up to max. 35 pts.)	35
Excellent knowledge of normative and institutional frameworks regulating anticorruption policies and of the framework of the National Integrity and Anticorruption Strategy demonstrated by previous assignments	(each assignment – 5 points; up to max. 30 pts.)	30
Experience in applying monitoring and evaluation tools demonstrated by previous assignments	(each assignment – 5 points; up to max. 25 pts.)	25
Strong analytical and report writing skills demonstrated by previous assignments	(each assignments – 5 pts., up to max. 30 pts.)	30
Experience of providing training/coaching to civil servants in the field of anti-corruption policies and law enforcement	(each assignment – 5 points; up to max. 25 pts.)	25
Strong communication and teamwork/coordination skills demonstrated by previous assignments	(each assignment – 5 points; up to max. 20 pts.)	20
Knowledge of English, Romanian, Russian languages for the purposes of the assignment	(5 pts. each language – up to 15 pts.)	15
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><u>S = Fmin / F * 200</u></b> S – score received on financial evaluation;		<b>200</b>

Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.	
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#### 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**