



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **16 January 2013**

Country: Republic of Moldova

Description of the assignment: Adviser to the Prosecutor General of the Republic of Moldova

Project name: European Union High Level Policy Advice Mission to the Republic of Moldova (EUHLPAM)

Period of assignment/services: March 1, 2013 – September 30, 2013

Proposals should be submitted online by pressing the “Apply now” button at the link http://jobs.undp.org/cj_view_job.cfm?job_id=35036 no later than 3 February 2013.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: administrator@euhlpam.org. UNDP will respond by standard electronic mail and will send copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The overall objective of the project is to support the Government to implement its wider reform agenda, the Government Activity Programme and the National Development Strategy Moldova 2020, and in particular to assist the Government to develop the capacities required for the preparation, negotiation and implementation of the Association Agreement, including the Deep and Comprehensive Free Trade Area, and visa liberalization.

The specific objectives are to: Strengthen the policy-making, strategic planning and policy management capacities of selected line Ministries and State Agencies involved in the negotiation and implementation of the Association Agreement and visa liberalization; Enhance stakeholders’ knowledge and awareness of EU policies, legislation and regulations in sectors strategic to the conclusion of the Association Agreement including the Deep and Comprehensive Free Trade Area, and to the implementation of visa liberalization.

The EUHLPAM will achieve these objectives through the continued delivery of an optimal mix of policy, legal and institutional advice. The EUHLPAM will ensure that the Moldovan authorities have direct access to EU best practice and reform experience in order to strengthen policy design and implementation.

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

The adviser to the Prosecutor General will act within the institution’s overall framework of the Mission. He/she will provide strategic advice on alignment of the legal framework with that of the EU, improving the administration of justice, transparency and capacity in line with the objectives and activities as foreseen in

the Justice Sector Reform Strategy and the Action Plan. He/she will report to the Prosecutor General with a reporting line to UNDP, and will be the lead sector expert and coordinate short term and local experts' work within the Mission on this particular component. Adviser will cooperate closely with the other Advisers in the team, in particular with the Adviser to the Minister of Justice, Adviser to the Ministry of Interior, and Adviser to the National Anticorruption Centre . All activities performed in the scope of this assignment will be closely coordinated with on-going and planned EU-funded activities, and other Donors' programmes in the sector.

The Adviser will also provide strategic recommendations on ad-hoc basis, participate in policy debates, keep abreast of developments and inform UNDP and EUD on trends, problems and needs, as well as response strategies.

Key Responsibilities:

- Provide strategic advice on: aligning the legal framework on prosecutors function with European standards; adoption and implementation of the legislation on the selection, training, recruitment, appointment and promotion of prosecutors; improvement of administration of the Prosecutor General office; increasing transparency of the work of the prosecutors; internal reform of the General Prosecutor's Office;
- Provide advice on the implementation of the parts of the Justice Sector Reform Strategy and the Action Plan in parts related to the reform of the prosecution system;
- Work closely with the Ministry of Justice and other Advisers to ensure that enforcement of judicial decisions is improved and citizens' confidence in the justice system is strengthened;
- Provide inputs and advice on institutional building;
- Support the Prosecutor General Office in Donor coordination activities;
- Provide general advice in his/her sector in view of negotiations on the EU-Republic of Moldova Association Agreement and the EU-Moldova Visa Dialogue.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's Degree in Law, Public Policy and Management, or related field. A Bachelor's Degree combined with 20 years of experience in the prosecution sector will serve in lieu of a Master's Degree;

II. Years of experience:

- Minimum 15 years of professional experience;
- Minimum 10 years of experience in similar positions of advisory for and/or implementation of reforms (Prosecutor, Justice or similar), in providing advice to policy makers on related reforms issues, or in capacity building in EU or ENP and candidate countries;

III. Competencies:

- High level experience of working within the government on similar issues will be an advantage;
- Experience in national negotiations on EU integration will be an asset;
- Previous knowledge of the EU-Moldova relations and of Moldovan state institutions will be an advantage;
- PC literacy, excellent writing and communication skills;

- Knowledge of EU programs and policies;
- Fluency in English. Knowledge of other EU languages will be an asset;
- Sound knowledge of Romanian or Russian will be an asset.

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 the work;
2. Financial proposal;
3. Personal CV including past experience in similar projects, the duly filled Personal History Form (P11) and **at least 3 references**.

5. FINANCIAL PROPOSAL

The Financial Proposal shall specify a daily lump-sum fee and travel expenses quoted in separate line items. Payments are made monthly to the Individual Consultant based on the submission and approval of the time sheets (monthly) and activity reports (quarterly). The Advisor is required to be present in Moldova at least 60% of the time.

Travel

One time travel to join duty station/repatriation travel must be included in the financial proposal. 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 in Law, Public Policy and Management, or related field. A Bachelor's Degree combined with 20 years of experience in the prosecution sector will serve in lieu of a Master's Degree;
- Minimum 15 years of professional experience;
- Minimum 10 years of experience in similar positions of advisory for and/or implementation of reforms (Prosecutor, Justice or similar), in providing advice to policy makers on related reforms issues, or in capacity building in EU or ENP and candidate countries;

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 – 70% (350 pts);

* Financial Criteria weight – 30% (150 pts);

Only candidates obtaining a minimum of 245 points would be considered for the Financial Evaluation.

| Criteria | Scoring | Maximum Points Obtainable |
|---|---|---------------------------|
| Technical | | |
| 1. Master's Degree in Law, Public Policy and Management, or related field. A Bachelor's Degree combined with 20 years of experience in the prosecution sector will serve in lieu of a Master's Degree | (Bachelor's + 20 years of experience – 15 pts., Master's – 25 pts., PhD – 30 pts.,) | 30 |
| 2. Minimum 15 years of professional experience | (15 years – 20 pts, >15 years – 40pts) | 40 |
| 3. Minimum 10 years of experience in similar positions of advisory for and/or implementation of reforms (Prosecutor, Justice or similar), in providing advice to policy makers on related reforms issues, or in capacity building in EU or ENP and candidate countries | (10 years – 20pts, >10 years – 40pts) | 40 |
| 4. High level experience of working within the government on similar issues | (limited – 10 pts, satisfactory – 20 pts, extensive – 40 pts) | 40 |
| 5. Interview | | |
| • Experience in national negotiations of EU integration | (limited – 10 pts, satisfactory – 30 pts, extensive – 50 pts.) | 50 |
| • Knowledge of the EU-Moldova relations and of Moldovan state institutions | (limited – 10 pts, satisfactory – 30 pts, extensive – 50 pts.) | 50 |
| • Knowledge of EU programmes and policies | (limited – 10 pts, satisfactory – 30 pts, extensive – 50 pts.) | 50 |
| • PC Literacy, excellent writing and communication skills | (limited – 10 pts, satisfactory – 20 pts, extensive – 30pts.) | 30 |
| • Fluency in English, sound knowledge of Romanian or Russian | (English – 10 pts, English plus Romanian or Russian – up to 20 pts.) | 20 |
| Maximum Total Technical Scoring | | 350 |
| Financial | | |
| Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 150$ S – score received on financial evaluation; F_{min} – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration. | | 150 |

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