



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **October 23, 2019**

---

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant/Assistant on strategic development for the Police and Ministry of Internal Affairs from Moldova (II)

**Project name:** Support to Law Enforcement Reform in Moldova

**Period of assignment/services:** November 2019 – August 2021 (up to 400 working days)

Proposals should be submitted online **only** by pressing the "**Apply Online**" button **by October 30, 2019, 15:00**.

Requests for **clarification** must be sent by standard electronic communication to the following **email [liuba.livadari@undp.org](mailto:liuba.livadari@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

Efficient, transparent and reliable justice and law enforcement systems are very important for the sustainable development. Bearing this in mind, the Government of Moldova engaged since 2010<sup>1</sup> in a complex reform of internal affairs and law enforcement systems. The reform aimed at strengthening professional, efficient, and politically neutral institutions that exercise their functions in the interest of people – both men and women, including those belonging to vulnerable, minority and marginalized groups, ensuring the respect of rule of law, equality and protection of human rights.

During the last years, the Ministry of Internal Affairs (MIA) and its sub-divisions engaged in a number of structural changes and reforms to comply with best EU practices in this field (e.g., new pieces of legislation, internal restructuring, demilitarization of MIA, reform of carabineer troops, developing a dual public order system, delimitation of Police from MIA and creation of a new police structure – General Police Inspectorate) and to improve the quality of services delivered to men and women from Moldova. Despite a certain positive progress, there is room for more decisive and profound actions.

The comprehensive character of Police reform involves systemic changes and interventions at different levels and in various areas: legislative, institutional, operational, professional, community, individual, etc. This approach requires specific knowledge, capacities and experience the national

---

<sup>1</sup> *Concept Paper on the Reform of the Ministry of Internal Affairs and its Subordinated and Decentralized Units (06 December 2010)*, <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=337008>

stakeholders are lacking. Thus, targeted assistance is needed to assist the national stakeholders to strengthen institutional capacities, reengineer internal business processes, improve strategy coordination capacities and put in place modern operation instruments and tools, which will help achieving sustainable results of Police reform for the benefit of men and women from the Republic of Moldova.

The current individual consultancy is part of the Embedded Advisors Program, included into the fifth Project component. The support under this program aims at enhancing the ability of MIA and GPI to design and implement reform activities in line with strategic reform directions defined, primarily focusing on structural and institutional changes, legislative reform, organizational efficiency, hiring and selection of internal affairs staff, etc. Embedded advisors will have the advantage of working side by side with beneficiaries, understanding problems first hand and offering practical advice and expertise. Other areas of interest may be targeted by this activity upon necessity, identified during Project implementation.

Strategic advice and assistance will be provided to the Ministry of Internal Affairs and the General Police Inspectorate in the actual implementation of reforms in line with 2016-2020 Police Development Strategy. The emphasis will be put on strengthening of the Joint Law Enforcement Training Centre and designing and institutionalization of a new inclusive MIA's recruiting and evaluation system. Consultancy will be also provided to define a new merit-based recruiting and hiring mechanism for police staff, paying due attention to gender equality and diversity, and addressing gender disparities of access to senior management posts.

The International Consultant will ensure analytical and advisory support, facilitating the communication and cooperation with different stakeholders, including minority and vulnerable groups, on Police reform related issues. The consultant will also coach and support the staff of the project implementation units, established within MIA and GPI for Police Development Strategy implementation, and will ensure a constant knowledge transfer strengthening the Beneficiaries' capacities to engage in strategic reform processes.

The Ministry of Internal Affairs and the General Police Inspectorate shall be the main partners for this activity and will provide the necessary conditions of work and information for the embedded consultant.

## **2. OBJECTIVE:**

The Consultant will provide strategic advice and assistance to the Ministry of Internal Affairs and the General Police Inspectorate for the implementation of reforms in line with Police Development Strategy with a particular emphasis on the institutionalization of a new inclusive Police/MIA human resources management system and establishing the MIA's Recruiting and Evaluation Centre. This support will contribute to achieving enhanced institutional capacities of MIA and GPI to design, develop and implement reform activities. The Consultant will ensure analytical and advisory support, facilitating the communication and cooperation with different stakeholders, including minority and vulnerable groups, on Police reform related issues.

The Consultant will also coach and support the staff of the Program Management Unit, established with the purpose of implementation of the police reform agenda, and will provide daily transfer of knowledge towards strengthening the Beneficiaries' capacities to engage in strategic reform processes.

### 3. SCOPE OF WORK, AND EXPECTED OUTPUTS:

The support provided by the **National Consultant/Assistant** will consist of performing the following tasks:

- Provide analytical support (provide the relevant Moldovan legislation and policies, collect the data relevant for the assignment, suggest inputs on specific issues related to the tasks performed by the International Consultant, etc.);
- Contribute to the drafting of policy and legal texts and recommendations for policy changes or legal amendments;
- Act as liaison and facilitate communication between the International Consultant, MIA and GPI, as well as other relevant institutions/stakeholders, including women, minority and vulnerable groups;
- Provide relevant inputs for the reports and other documents prepared by the International Consultant;
- Provide translations of relevant documents and analytical products from Romanian into English and vice versa;
- Assist and translate (if necessary) in meetings with local counterparts;
- Participate together with the International Consultant in regular and ad hoc working meetings with MIA, GPI and/or other counterparts, including women, minority and vulnerable groups;
- Take notes and draft minutes or reports of events (meetings, trainings, conferences, seminars, round-tables, etc.), organized or attended as part of the assignment;
- Provide daily assistance to the International Consultant on his/her other tasks related activities (see below);
- Produce monthly activity reports.

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

### 4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- University Degree in Law, Public Administration, Social Sciences, International Relations or another relevant field;

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

- At least 3 years of continuous professional experience in the area of internal/home affairs, police administration/management, law enforcement or criminal justice;
- Experience in law enforcement or public administration is an asset;
- Experience in cooperation/consultation with civil society, especially women, minority and vulnerable groups, is an asset;
- Experience in international assistance projects is an asset.

#### III. Competencies:

- Good organization and drafting skills, ability to work under tight deadlines;
- Solid understanding of and ability to apply communications tools and techniques, including the ability to analyze and use research data;
- Demonstrated knowledge of the Internal Affairs/Police reform processes in the Republic of Moldova;

- Knowledge of Romanian and English languages for the purposes of the assignment;
- Knowledge of one or more other languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language, is an asset.

#### 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.

### 5. 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. Technical Proposal: explaining why they are the most suitable for this position and providing examples reflecting the competencies for each of the qualification requirements (particularly providing details on the previously implemented similar projects and assignments and previous experience in the fields related to this consultancy as described in the terms of reference);
3. Financial proposal: LUMP SUM in USD, specifying the requested amount per day (fee), the total number of anticipated working days, and all related costs (e.g. phone calls etc.);
4. Detailed CV, including past experience in similar projects and 3 references.

### 6. FINANCIAL PROPOSAL

The financial proposal shall specify a total **lump sum** amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). 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 will include a breakdown of this lump sum amount (including the daily fee, taxes, and number of anticipated working days).

*This is a full-time Chisinau-based consultancy assignment.*

#### 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.

*This is a Chisinau-based consultancy assignment.*

## 7. EVALUATION

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

- University Degree in Law, Public Administration, Social Sciences, International Relations or another relevant field;
- At least 3 years of continuous professional experience in the area of internal/home affairs, police administration/management, law enforcement or criminal justice;

The short-listed individual consultants will be further evaluated based on the following methodology:

A two-stage procedure will be used in evaluating the candidates:

1. Technical evaluation (max 300 points) – 60%;
2. Financial evaluation (max 200 points) – 40%.

Technical evaluation will be based on a thorough desk review of applications.

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

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

- 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.

Criteria	Scoring	Maximum Points Obtainable
<b><u>Technical</u></b>		<b>150</b>
University Degree in Law, Public Administration, Social Sciences, International Relations or another relevant field	(Bachelor – 15 pts, Master – 30 pts.)	30
At least 3 years of continuous professional experience in the area of internal/home affairs, police administration/management, law enforcement or criminal justice;	(3 years of experience – 40 pts., more than 3 years of experience – 5 pts. for each additional year of experience up to a maximum of 15 additional points)	55
Experience in law enforcement or public administration is an asset;	(up to 3 years of experience – 30 pts, more than 3 years – 5 pts for each additional year up to a maximum of 15 additional pts)	45
Experience in international assistance projects is an asset	(no – 0, yes – 20 pts)	20
<b><u>Interview (Only the first 5 highest ranked applicants shall be invited for the interview)</u></b>		<b>150</b>
Good organization and drafting skills,	(up to 45 pts)	45

ability to work under tight deadlines		
Solid understanding of and ability to apply communications tools and techniques, including the ability to analyze and use research data	(up to 40 pts)	40
Demonstrated knowledge of the Internal Affairs/Police reform processes in the Republic of Moldova	(up to 40 pts)	40
Knowledge of Romanian and English languages for the purposes of the assignment	(Romanian - 10 pts; English – up to 10 pts)	20
Knowledge of one or more other languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language, is an asset	(5 pts)	5
<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><math>S = F_{min} / F * 200</math></b> 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.		<b>200</b>

### 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**