



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **February 11, 2013**

Country: Republic of Moldova

Description of the assignment: National Consultant to organize local activities within the project "Improving criminal justice responses to trafficking in persons in south Eastern Europe with a focus on Moldova" (UNODC Vienna)

Project name: ROA - 152-7 Revised UNDA Project: "1011N Improving Criminal Justice responses to Trafficking in Persons in South Eastern Europe with a Special Focus on Moldova"

Period of assignment/services: 25 February – 25 August 2013

Proposals should be submitted only online, no later than **15 February 2013**.

Any request for clarification must be sent by standard electronic communication to the following e-mail: ina.tcaci@unodc.org. UNDP/UNODC 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

Over the past several years, there has been increasing awareness and recognition amongst Member States on the need for an effective and coordinated response to trafficking in persons. The crime of trafficking is often transnational and virtually affects every country in the world, either as a country of origin, transit or destination or a combination of the three. Victims from at least one hundred twenty-seven countries have been found to be exploited in one hundred thirty-seven States. Moreover, suspects, victims and evidence can be located in two or more countries, further complicating the investigation and prosecution of already complex crimes. In contrast, criminal justice responses to trafficking in persons (criminal laws, law enforcement agencies, prosecution services and the courts) are typically structured and generally only operate within the confines of national borders. The disjuncture between the reality of transnational crime and the limits of national systems presents a significant challenge to the ability of countries to effectively respond to trafficking in persons.

The regular monitoring of the implementation of the United Nations Convention against Transnational Organized Crime (UNTOC)¹ and its supplementing Protocols, in particular the Protocol to Prevent, Suppress and Punish Trafficking in Persons, especially Women and Children (Trafficking in Persons Protocol), indicate that the criminal justice systems in South Eastern Europe (SEE) are still not sufficient

¹GA resolution 55/25 of 15 November 2000

enough to provide effective responses to human trafficking, despite the existence of relevant national legislation, action plans and respective structures.

Among SEE countries Moldova was identified as a major source country, and, to a lesser extent, a transit and destination country for women and girls trafficked for sexual exploitation, and for men, women, and children trafficked for forced labour exploitation. Moldovan women are subjected to forced prostitution in Turkey, Russia, Cyprus, the United Arab Emirates, Austria, Bulgaria, Germany, Kosovo, Israel, Indonesia, Malaysia, Lebanon, Italy, Greece, Ukraine, the Czech Republic, Romania, Poland, Slovenia, Spain, Tajikistan, and Ukraine. Men, women, and children are subjected to conditions of forced labour in Russia, Ukraine, Turkey, UAE, Israel, Greece, and the United States in the construction, agriculture, and service sectors. Men, women, and children are also subjected to conditions of forced labour and sexual exploitation in Slovenia, Spain, the Netherlands, and Ukraine. According to the 2012 Trafficking in Persons Report of the U.S. Department of State, though the Government of Moldova is making significant efforts to do so, it does not fully comply with the minimum standards for the elimination of trafficking.

In this context, with the aim to strengthen criminal justice responses to trafficking in persons in Moldova, through national capacity building based on a needs assessment and enhancement of regional cooperation among justice and home affairs institutions of Moldova and targeted countries in the SEE region, UNODC issues this call for applications for a national consultant to undertake operational management and oversee all aspect of the Project in 2013.

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

Under the guidance and direct supervision of the UNODC HTMSS, the National Consultant contributes to an effective and efficient assistance for implementation of the trafficking in persons project component, through a range of actions/activities contributing to the design, planning, and management and monitoring of consultancy work plan activities, and shall:

1. Provide assistance to the UNODC HTMSS team in implementing local activities within the project;
2. Develop, update and regularly revise the consultancy project workplan in close co-operation with UNODC HTMSS;
3. Ensure an efficient monitoring of the activities carried out in the consultancy project work plan, coordinated previously with HTMSS;
4. Local arrangements and logistic support to the HTMSS team, including providing assistance to consultants, as required;
5. Organization and follow-up of workshops and written materials;
6. Facilitate all arrangements for assessment, training sessions, conference and other events to be conducted under the project;
7. Arrange to evaluate effectiveness of training sessions, group meetings and the subsequent use by staff of the skills developed;
8. Support in assembling briefing materials and documentation for their use in official meetings and missions, and manage routine communication;
9. Collect statistical information as required;
10. Prepare and ensure timely submission of the Consultancy Activity Project Progress Reports ;
11. Provide substantive input to the development of assessment, training and other relevant workshop materials;

Monitoring and reporting requirements

The national consultant will report directly to UNODC HQ.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- At least a Master's Degree or equivalent in law, preferably with a specialization in international law and criminal law, international relations, Public Administration or related field connected with criminal justice;

II. Years of experience:

- A minimum of seven years of progressively responsible professional experience in project or programme management in an area related to crime prevention and criminal justice, preferably with a focus on human trafficking or closely related issues, is required;

III. Competencies:

- Deep understanding and knowledge of national and regional institutional and legal framework in the area of criminal justice;
- Ability to work independently and take initiative;
- Good knowledge of English, Romanian and Russian is required.
- Computer literacy and ability to effectively use office technology equipment, IT tools.
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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. Fully filled Personal History Form (P11) and 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 (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 travel, per diems, and number of anticipated working days).

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:

- At least a Master's Degree or equivalent in law, preferably with a specialization in international law and criminal law, international relations, Public Administration or related field connected with criminal justice;

- A minimum of seven years of progressively responsible professional experience in project or programme management in an area related to crime prevention and criminal justice, preferably with a focus on human trafficking or closely related issues, is required;
- Deep understanding and knowledge of national and regional institutional and legal framework in the area of criminal justice, with a special focus on human trafficking.

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:

- 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% (300 pts);

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

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

	Criteria	Scoring	Maximum Points Obtainable
1.	At least a Master's Degree or equivalent in law, preferably with a specialization in international law and criminal law, international relations, Public Administration or related field connected with criminal justice;	(Master degree – 10, PhD - 20)	20
2.	A minimum of seven years of progressively responsible professional experience in project or programme management in an area related to crime prevention and criminal justice, preferably with a focus on human trafficking or closely related issues, is required;	(up to 40 pts)	40
3.	Progressive professional experience in project or programme management in an area related to crime prevention and criminal justice, preferably with a focus on human trafficking or closely related issues;	(up to 30 pts)	30
4.	Experience in organizing national and regional trainings and other project events, such as conferences, round tables etc;	(up to 30 pts.)	30
5.	Deep understanding and knowledge of national and regional institutional and legal framework in the area of criminal justice, preferably with a focus on human trafficking or closely related issues;	(up to 40 pts.)	40
6.	Computer literacy and ability to effectively use office technology equipment, IT tools;	(up to 10 pts.)	10
7.	Good knowledge of English, Romanian and Russian is required.	(English – 10 pts, Romanian – 10 pts, Russian - 10 pts)	30
8.	Interview (demonstrated technical knowledge and experience; communication/interpersonal skills; initiative; creativity/resourcefulness)	(60 – demonstrated technical knowledge and experience; 15 - communication/interpers	100

		onal skills; 20 – initiative; 5–creativity/resourcefulness)	
	Maximum Total Technical Scoring		300

Financial

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.

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