



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **29 June 2012**

Country: Republic of Moldova

Description of the assignment: National consultant to review the legislation regulating the Parliament of Moldova oversight mechanisms of the security sector

Project name: Support to Parliamentary Development in Moldova

Period of assignment/services: August – October 2012

Proposals should be submitted by email to vacancies-moldova@undp.org, no later than **20 July 2012**.

Any request for clarification must be sent by standard electronic communication to the following e-mail: sergiu.galitchi@undp.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 “Support to Parliamentary Development in Moldova” Project aims to enhance parliamentary capacity in carrying out its core functions, thus contributing to viable democracy and open society in Moldova. The project adopts a comprehensive, long-term approach to parliamentary development including strengthening of the legislatures law-making, representation and oversight roles.

In accordance with constitutional rules Parliament is the highest representative body of the people and is the sole legislative authority in the state. The parliamentary oversight function is one of the cornerstones of democracy. Oversight is a means for holding the executive accountable for its actions and for ensuring that it implements policies in an effective manner. However, to enable parliament to effectively and efficiently exercise its oversight and legislative functions, it is important that the legal framework is offering enough tools and mechanisms to do that.

The Parliamentary Rules of Procedure and other regulations defining functions and competencies of parliamentary committees are outdated and do not reflect the reality anymore. In order to identify gaps and deficiencies within the current legal framework regulating the parliamentary oversight function over security sector, there is a need to make a thorough assessment of its correspondence to international and European regulations. Within the Parliament of the Republic of Moldova a special standing committee is primarily responsible for systematically overseeing the government in the areas of national security, defense and public order. The results of the expected expertise will help the Committee on national security, defense and public order to better define its activities, plans and adjust the legal framework regulating the security sector.

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

The expected output for the national consultant’s assignment is to review the legislation regulating the Parliament of Moldova oversight mechanisms of the security sector.

In order to achieve the stated objective, the Consultant will have the following responsibilities:

- Undertake a comprehensive desk review of the relevant national legal framework, relevant studies, researches, reports, EU/international best practices regarding parliament's oversight of the security sector;
- Analyze similar regulations, experiences in other national European Parliaments, look for recommendations developed by international organizations (i.e. IPU/DCAF)
- Prepare a detailed work plan to be applied for respective assignment;
- Undertake and facilitate interviews with the key stakeholders, Members of the Parliament and with parliamentary staff;
- Review the legislation regulating the Parliament of Moldova oversight mechanisms of the security sector. Support the international consultant in developing of a Report containing findings and specific recommendations for follow-up activities;
- Overview the current capacities and practices of the parliamentary oversight and identify key challenges and recommendations for an efficient and reliable comprehensive oversight of the security sector;
- Organize a Roundtable discussion with MPs, parliamentary staff;
- Actively participate in the discussion of the delivered results (developed documents) with Parliament and advocate for them;
- Support the international consultant in organizing a one day training on parliamentary oversight mechanisms over security sector;
- Coordinating with the Parliamentary Committee on national security, defense and public order during the process of drafting.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University / Master degree in Law.

II. Experience:

- At least 5 years of relevant professional experience related to security sector and oversight mechanisms;
- In-depth knowledge and understanding of the security sector in general and in Moldova specifically;
- Experience in comparative analysis, research, assessment on the implementation of the international legislation and policies;
- Experience in working with government institutions, international organizations (successful experience in working with UN agencies is an asset);
- Knowledge of the parliament or government institutions.

III. Competencies:

- Strong analytical and drafting skills;
- Ability to analyze, plan, communicate effectively orally and in writing, draft report, organize and meet expected results, adapt to different environments (cultural, economic, political and social);
- Availability to work with UNDP and Parliament during the indicated /approved period;
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Fluency in English and Romanian. Knowledge of Russian will be an asset;
- Computer literacy and ability to effectively use office technology equipment, IT tools.

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 and at least 3 references or the duly filled Personal History Form (P11).

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:

- University / Master degree in Law;
- At least 5 years of relevant professional experience related to security sector and oversight mechanisms.

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
1.	Relevant University Degree	(under-Master's – 20 pts, Master's – 30 pts)	30
2.	At least 5 years of relevant professional experience related to security sector and oversight mechanisms;	(5 years - 40 pts, >5 years – 50 pts)	50
3.	In-depth knowledge and understanding of the security sector in general and in Moldova specifically	(no - 0, yes - 40 pts.)	40
4.	Experience in comparative analysis, research, assessment on the implementation of the international legislation and policies	(no - 0, yes - 40 pts.)	40

5.	Experience in working with international organizations (successful experience in working with UN agencies is an asset)	(each year of such work – 10 pts)	30
6.	Strong analytical and drafting skills		30
7.	Fluency in English and Romanian. Knowledge of Russian will be an asset.	(English and Romanian – 25 pts, + Russian + 5 pts)	30
8.	Interview (demonstrated technical knowledge and experience; communication/interpersonal skills; initiative; creativity/resourcefulness)	(60 – demonstrated technical knowledge and experience; 15 – communication/interpersonal skills; 15 – initiative; 10 – creativity/resourcefulness)	100
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.

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