

TERMS OF REFERENCE

BACKGROUND INFORMATION	1
Beneficiary	1
Relevant country background	1
Related programmes and other donor activities:	2
OBJECTIVE, PURPOSE & EXPECTED RESULTS	2
Overall objective	2
Results to be achieved by the Contractor	3
ASSUMPTIONS & RISKS.....	3
Assumptions underlying the project intervention	3
Risks 3	
SCOPE OF THE WORK	3
4.1 General.....	3
4.2.1 Responsible body	3
4.2.2 Management structure.....	3
4.2.3 Facilities to be provided by the Contracting Authority and/or other parties.....	4
LOGISTICS AND TIMING.....	4
Location for training sessions.....	4
Commencement date & Period of execution	4
REQUIREMENTS	4
Personnel	4
Specific requirements for individual experts.....	4
Office accommodation.....	5
Equipment	5
Transportation	5
Incidental expenditure	6
REPORTS.....	6
Reporting requirements.....	6
Submission and approval of progress reports.....	6
MONITORING AND EVALUATION	6
Definition of indicators	6
Special requirements.....	6
ACRONYMS	6

Terms of reference

BACKGROUND INFORMATION

Beneficiary

Centre for Combating Economic Crimes and Corruption (CCECC) of the Republic of Moldova.

Contracting Authority

United Nations Development Programme (UNDP)

Relevant country background

The Moldova-Ukraine State Border is 1,222 km long, consisting of 955 km of green border and 267 km of blue border. There are 67 official border crossing points along this border, including international, inter-state and local ones. At the Moldova-Ukraine border, a section of 472 km is under control of the so-called Transnistrian authorities, including 25 official crossing points (5 international, 8 inter-state and 12 local). There is an internal / administrative “boundary” between the so-called Transnistria and Moldova (which is basically the Dniester River) where 14 Internal Customs Control Posts have been established. The Moldavian border guards do not control this “internal boundary”.

In June 2005 the Presidents of Moldova and Ukraine sent a joint letter to the EU requesting assistance to enhance border management capacities, including the introduction of best practices in border and customs control at the Moldova/Ukraine State Border. The EU responded positively to this request and the EU Border Assistance Mission to Moldova and Ukraine was set-up on the bases of a Memorandum of Understanding dated 7 October 2005 and signed between the European Commission, the Republic of Moldova and Ukraine. UNDP is the European Commission’s implementing partner in this endeavor. The initial duration of the EUBAM was 2 years but its mandate has been extended until the end of November 2011.

EUBAM’s Mandate covers, amongst others, helping to enhance the capacities of Moldavian and Ukrainian services to adequately ensure customs and border controls and border surveillance along their common border. The Mandate includes the provision of assistance in combating corruption as well.

One of the EUBAM objectives is to help enhance the professional capacities of the partner services at operational level with the following expected results: enhanced professional capacity of border services, improved risk analysis capacity, cross-border cooperation increased, improved analytical overview on border security, increased awareness at local level of the Missions activities and partner services efforts, public relations capabilities of partner services enhanced and decreased corruption.

One of the activities of EUBAM Action Plan Phase VII to decrease corruption is activity 5.1.3 – “To support and assist state institutions in developing their effectiveness in areas relevant to addressing corruption” with action 5.1.3.3 – “*To conduct an undercover agent training course for the leading anticorruption agency of Moldova*”.

In relation with CCECC the training programme can be justified as follows: 1) The National Strategy for Corruption Prevention and Fighting of the Republic of Moldova reads that “corruption counteraction is a long-term process. This phenomenon cannot be thoroughly eradicated, but it can and must be diminished through strict control, both by applying precautionary measures, which will regard criminal elements and removal of vulnerable parts of corruption, and by unbiased detection of corruption acts, with obligation of the guilty to take legal-criminal, civil, or other kind of responsibility, based on the legislation.” 2) General conclusions of the *2009 National Report on Progress and Perspectives in Repressing Corruption* define the main priorities in anticorruption field including “*building the capacity of law enforcement bodies to detect and instrument corruption offences in order to reduce suspension or closure of criminal cases.*” 3) The leading Moldavian law enforcement body in the field of detection of corruption offences and corruption – related crimes is the Centre for Combating Economic Crimes and Corruption (CCECC)

Current state of affairs in the relevant sector

There are certain results in EUBAM anticorruption assistance and in the Partner Services’ activities in combating corruption in the period of December 2009 and May 2010. The key results can be summarized as follows:

1) EUBAM Anticorruption Action Plan – 2010 developed with the following activities: - Assistance in implementation of regional anticorruption action plans of Partner Services; - Support to investigative authorities in investigation of corruption-related crimes; - Capacity building of state institutions in combating corruption; - “Best Border Crossing Point” pilot project.

2) Anticorruption Planning System of Partner Services improved: - Strategic documents on the main priorities in activities of Partner Services in 2010 were developed and forwarded to EUBAM; - Special Anticorruption Programme was developed by UA SBGS for 2010; - Similar common action plan is in process of finalization by Moldavian Partner Services; - Five Border

Terms of reference

Guard Detachment and Custom House level anticorruption action plans were developed and forwarded to EUBAM by Partner Services.

3) Successful anticorruption awareness raising campaign conducted in EUBAM area of responsibility with the aim of supporting the implementation of regional anticorruption action plans: - 18 anticorruption seminars were held for 350 members of Partner Services mainly at Border Crossing Points (60 members were trained in 2009); 7 of them were conducted upon the special request of the MD BGS.

4) Integrity and individual corruption risk testing of 304 members of Partner Services implemented.

Related programmes and other donor activities:

Projects and programmes in this sector are:

	Title of the Project	Implementing agency	Area of Responsibility
1.	Millennium, Ukraine	US contracted experts	Capacity building of Partner Services' Internal Security branches
2.	Training Program on Ethics and Integrity Ukraine/Moldova	EUBAM	Development of a Manual on Professional Ethics and Integrity training of Partner Services Capacity building of Centre for Combating Economic Crimes and Corruption of the Republic of Moldova
3.	USAID/BIZTAR	USAID Moldova	Facilitation of enhancing integrity within the Customs Service of the Republic of Moldova (ongoing)
4.	UPAC "Support of the independent administration: the project of resistance to corruption in Ukraine"	EC funded	Facilitation of enhancing integrity, prevention of corruption within Ukraine; Identification of strategy for improvement of institutional structure for combating corruption, reduction of corruption risks among the officials, within courts, prosecutors' offices and Ministry of Interior
5.	Capacity Assessment of Corruption Prevention Functions of the Centre for Combating Economic Crime and Corruption of the Republic of Moldova	UNDP Moldova	Needs assessment (5- 9 July, 2010)

OBJECTIVE, PURPOSE & EXPECTED RESULTS

Overall objective

The main objective of the training is to assist the Centre for Combating Economic Crimes and Corruption (CCECC) of the Republic of Moldova to improve its intelligence gathering capacity with introduction of more effective special techniques. A **Team of minimum four trainers** will conduct a training programme for the members of the CCECC's relevant unit that will be focused on the training and use of undercover officers for combating corruption.

Specific objectives of Expert 1 (Psychologist)

- 1) to develop and deliver (5 training days) lectures and conduct practical exercises on the following topics: basic knowledge on communication, psychology of influencing and manipulating, recognition of lying, recognition and management of stress, recognition of assault intention, psychological aspects of conducting negotiations and operations.

Terms of reference

- 2) to assist the implementation of operations.

Specific objectives of Expert 2 (Trainer with knowledge of Moldavian language)

- 1) to develop and deliver (5 training days) lecturers, conduct role plays, practical exercises and present case studies in Moldavian language on the following topics: legend building, conducting negotiations, planning and implementing operations, establishing and running covert institutions for operations, roles and responsibilities of undercover investigators, operation leaders and commanding officers, risks and threats in operative work, international experiences and lessons learnt in planning and implementing operations.
- 2) to assist the implementation of operations.

Specific objectives of Expert 3 (Trainer)

- 1) to develop and organize and supervise the implementation of two operations (5 training days).

Specific objectives of Expert 4 (Interpreter)

- 1) to translate training papers of Expert 1 and Expert 3
- 2) to provide translation for Expert 1 (5 training days).

Results to be achieved by the Contractor

To contribute to development and implementation of a 10 days training programme for training of future under – cover officers of CCECC to be deployed for detecting and investigation of corruption - related crimes on the use of special techniques in line with the EU best practices.

ASSUMPTIONS & RISKS

Assumptions underlying the project intervention

- 1) Partner services will remain prepared to approximate their services towards EU standards and will provide sufficient logistic support to the Team.
- 2) Partners will allow appropriate access to the Team to premises, systems and personnel.
- 3) Legal and other regulatory frameworks are in place to support and enable the work in hand.

Risks

1. Failure to adequately staff and resource the partners to develop and sustain anti-corruption initiatives;
2. Loss of political support for the implementation of anti-corruption and service improvement measures in border and customs management.

SCOPE OF THE WORK

4.1 General

4.1.1 Beneficiaries

Centre for Combating Economic Crimes and Corruption of the Republic of Moldova

4.2 Project management

4.2.1 Responsible body

The United Nations Development Programme (UNDP) will be responsible for managing the contract.

4.2.2 Management structure

On the Contracting Authority's side, the project will be managed by UNDP.

Terms of reference

4.2.3 Facilities to be provided by the Contracting Authority and/or other parties

Contracting Authority:

- Administrative and logistical support for the Team if necessary.

Beneficiary Agency:

- Beneficiary agencies will provide staff to be trained – these staff will be released from their normal duties and enabled to attend the training event;

LOGISTICS AND TIMING

Location for training sessions

At the premises identified and selected by UNDP in tight coordination with Beneficiary.

Commencement date & Period of execution

The projected duration of the training is 10 working days (this training period does not include preparatory work).

5.2.1. Commencement date

The intended commencement date is 20 October, 2010.

5.2.2. Period of execution

The execution of the contract shall be completed by 10 November, 2010.

REQUIREMENTS

Personnel

General requirements to the team of experts:

- Previous under-cover training in different countries conducted by the team;
- The same nationality and the same national experience of team members.

General:

- The ability to work independently, but also in a multicultural environment is an asset;
- Experience in the design and delivery of training.

Specific requirements for individual experts

Key expert: Member of Under – cover agent trainers' team – Expert 1 (Psychologist)

a) Qualifications and skills

- Law enforcement /Police / intelligence related background
- Strong presentational and inter personal skills
- A minimum of 5 years of appropriate experience with undercover agent work or training
- Exposure to law enforcement practices pertaining to anti-corruption, particularly those related to detection, investigation or prosecution.

b) General professional experience

- Previous experience in the design and delivery of training;
- Ability to write reports and to draft clear and concise documentation;
- Ability to establish priorities and to plan, coordinate and monitor own work plan.

c) Specific professional experience

- Expert 1 should be a recognized psychologist on national level with experience in operative work.



Terms of reference

Key expert: Member of under – cover agent trainers’ team – Expert 2

a) Qualifications and skills

- Law enforcement/police/ intelligence related background
- Strong presentational and inter personal skills
- A minimum of 5 years of appropriate experience with undercover agent work and/or training
- Exposure to law enforcement practices pertaining to anti-corruption, particularly those related to detection, investigation or prosecution.

b) General professional experience

- Previous experience in the design and delivery of training;
- Ability to write reports and to draft clear and concise documentation;
- Ability to establish priorities and to plan, coordinate and monitor own work plan.

c) Specific professional experience

- **Expert 2 should be an internationally recognized under-cover agent trainer with working experience in the field and with knowledge of Moldavian language**

Key expert: Member of under – cover agent trainers’ team – Expert 3 (Trainer)

a) Qualifications and skills

- Law enforcement/police/ intelligence related background
- Strong presentational and inter personal skills
- A minimum of 5 years of appropriate experience with undercover agent work and/or training;
- Exposure to law enforcement practices pertaining to anti-corruption, particularly those related to detection, investigation or prosecution.

b) General professional experience

- Previous experience in the design and delivery of training;
- Ability to write reports and to draft clear and concise documentation;
- Ability to establish priorities and to plan, coordinate and monitor own work plan.

Key expert: Member of under – cover agent trainers’ team – Expert 4 (Interpreter)

a) Qualifications and skills

- Law enforcement/police/ intelligence related background
- Strong presentational and inter personal skills
- A minimum of 2 years of appropriate experience with undercover agent work and/or training;
- Exposure to law enforcement practices pertaining to anti-corruption, particularly those related to detection, investigation or prosecution.

b) General professional experience

- Previous experience in the design and delivery of training;
- Ability to write reports and to draft clear and concise documentation;
- Ability to establish priorities and to plan, coordinate and monitor own work plan.

c) Specific professional experience

- Knowledge of professional language

Office accommodation

EUBAM shall provide appropriate premises for training sessions. Venue rented by EUBAM with Internet access, for the duration of the trainings.

Equipment

No equipment is to be purchased on behalf of the Contracting Authority as part of this service contract or transferred to the Contracting Authority at the end of this contract. Any equipment related to this contract that is to be acquired by the beneficiary country must be purchased by means of a separate supply tender procedure.

Transportation

The Team members are expected to arrange their transportation independently. EUBAM, whenever possible, will assist them in arranging the transport means.

Terms of reference

Incidental expenditure

The provision for incidental expenditure covers the eligible incidental expenditure incurred under this contract. It cannot be used by the Team members for costs that should be covered by them. The provisions in the General Conditions govern its use.

REPORTS

Reporting requirements

The reports shall be submitted by the Company/Team to the EUBAM's Anticorruption Advisor informing him about progress achieved.

Submission and approval of progress reports

The working language of the project shall be Moldavian. All reports and formal communications relating to the project shall be in the English language.

All reports shall in the first instance be submitted to the Head of Capacity Building Unit of EUBAM designated by the Contracting Authority.

The EUBAM Head of Capacity Building Unit is responsible for approving the project reports.

All reports shall be dated and signed by the Company/Team (at the same time lecturers/ trainers) if requested.

All reports shall be submitted to the EUBAM Head of Capacity Building Unit via the EUBAM Anticorruption Advisor in electronic form (MS Word format) and may be submitted in two hard copies upon request.

No report or document (PIR, PFR, PPR, etc) should be published or distributed to third parties without the approval of the Contracting Authority.

MONITORING AND EVALUATION

Definition of indicators

The Company/Team shall provide regular updates of their implemented and planned activities to the EUBAM's Anticorruption Advisor.

Special requirements

None

ACRONYMS

UA SCS	Ukraine State Customs Service
MD CS	Moldova Customs Service
UA SBGS	State Border Guard Service of Ukraine
MD BGS	Border Guard Service of the republic of Moldova
ACAS	EUBAM Anticorruption Assistance Strategy
CCCEC	Centre for Combating Economic Crimes and Corruption of the Republic of Moldova
BCP	Border Crossing Point
EU	European Union
ICCP	Internal Customs Control Point
UNDP	United Nations Development Programme
EUBAM	European Union Border Assistance Mission to Moldova and Ukraine
TACIS	Technical Assistance to the Commonwealth of Independent States

