



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **17 August 2012**

Country: Republic of Moldova

Description of the assignment: Assistant to the Advisor to the Prosecutor General's Office

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

Period of assignment/services: September 01, 2012 – January 31, 2013 (with possibility of extension)

Proposals should be submitted online by email to vacancies-moldova@undp.org, no later than **31 August 2012**.

Any request for clarification 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. The Mission is supported by nine local experts/assistants.

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

Through the EUHLPAM, an international high-level adviser has been attached to the Prosecutor General's Office (PGO). Main objective in the period worked is to support the PGO in aligning its legal framework and its practices with European standards. The task of the incumbent will be to assist the high-level policy adviser in his day-to-day activities.

Key Responsibilities:

The assistant will work under direct supervision of the EUHLPAM high-level policy adviser in the areas outlined in the Background section. In particular, he/she will:

- Contribute to the drafting of policy and legal texts and recommendations for policy changes or legal amendments;
- Provide input and assistance on the development of projects, activities and initiatives relevant to the work of the PGO;
- Prepare debriefing and policy papers together with the EUHLPAM and edit them in the Romanian / Russian language;
- Provide translations of relevant documents and legal texts from Romanian/Russian into English and vice versa
- Facilitate contacts with counterparts
- Assist and translate in meetings with local counterparts
- Take notes/draft minutes of conferences, seminars and round-tables
- Advance the work of the project during the senior high-level adviser's absence in Chisinau and make sure all emerging issues are dealt with promptly and accurately
- Participate together with the EUHLPAM in regular meetings with the PG and in ad hoc meetings;
- Produce monthly activities and deliverables reports;
- Perform other tasks as assigned by the EUHLPAM.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Qualifications:

- Practical experience related to criminal investigation/prosecution is a significant asset
- Good organization and drafting skills
- Ability to work under tight deadlines and communicate effectively at all levels
- PC literacy

Education:

- University Degree in Administration, Law, or relevant degree with related experience

Experience:

- At least 3 years working experience in the area of development, prosecution, justice or home affairs
- Experience in international assistance projects will be an asset
- Experience in law enforcement or public administration will be an asset
- Knowledge of the EU-Moldova relations and of Moldovan state institutions is a strong advantage

Language:

- Fluency in Romanian and Russian
- Excellent command of the English language, including legal terminology

The work plans for the assistant will contain specific objectives, a detailed description of the activities, expected outputs and results, supported by objectively verifiable indicators of achievement.

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 daily lump-sum fee in US Dollars (USD). Payments are based upon submission and approval of monthly time-sheets and reports. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must include a single all-inclusive daily fee. For this assignment, an effort of 15 working days per month is envisaged.

6. EVALUATION

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

- University Degree in Administration, Law, or relevant degree with related experience;
- At least 3 years working experience in the area of development, prosecution, justice or home affairs;
- Fluency in English, Romanian and Russian

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% (70 pts);

* Financial Criteria weight – 30% (30 pts).

Only candidates obtaining a minimum of 49 technical points would be considered for the Financial Evaluation.

	Criteria	Scoring	Maximum Points Obtainable
1.	University Degree in Administration, Law, or relevant degree with related experience	(fully compliant – 7 pts; other – 4 pts)	7
2.	At least 3 years working experience in the area of development, prosecution, justice or home affairs	(3 years - 15 pts, >3 years – 18 pts)	18
3.	Experience related to criminal investigation/prosecution	(yes – 3 pts; no -0)	3
4.	Good organization and interpersonal skills		7
5.	Proven experience in working with international assistance projects	(each year of such work – 5 pts)	15
6.	Knowledge of the EU-Moldova relations and of Moldovan state institutions	(high – 6 pts; medium – 3 pts; no – 0)	6
7.	Fluency in Romanian and Russian Excellent command of the English language, including legal terminology	(EN/RO/RU + legal = 14 pts; EN/RO = 10 pts; EN/RU = 5 pts)	14

	Maximum Total Technical Scoring	70
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: S = Fmin / F * 30 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.		30

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