



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **7 May 2013**

Country: Republic of Moldova

Description of the assignment: Local Expert to the General Prosecutor's Office

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

Period of assignment/services: May 27, 2013 - September 30, 2013

Proposals should be submitted on-line by pressing the "Apply on-line" link, no later than 21 May 2013.

Requests for clarification only 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 provide high level policy advice to the Republic of Moldova in the overall implementation of the Government Programme "European Integration: Freedom, Democracy, Welfare" 2009-2013 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 liberalisation.

EUHLPAM advisers (EUHLPAs) provide support to the Prime Minister's Office, Prosecutor General's Office, the Ministries of Justice, Economy, Interior, Agriculture and Food Industry, Transport and Road Infrastructure the Tax Inspectorate, Customs Service, Bureau for Migration and Asylum, National Anti-Corruption Centre, in their efforts of designing, implementing and monitoring relevant policies and measures. EUHLPAM advisers are assisted by a team of nine local experts.

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

Description of responsibilities:

Through the EUHLPAM, an international high-level adviser (EUHLPA) has been attached to the Prosecutor General's Office (PGO). The main objective of this assignment is to support EUHLPA in providing policy advice on aligning the PGOs legal framework and practices to European standards and the practical implementation thereof. The task of the incumbent will be to assist the high-level policy adviser in his day-to-day activities.

Key responsibilities

The local expert shall work under coordination of the EUHLPA in all of the areas outlined in the General scope of work section. In particular, the local expert shall:

- Conduct research, collect relevant documents and prepare background papers under the direction of the EUHLPA;
- Perform research and analysis of relevant national legislation and policies;
- Provide translations of relevant documents and legal texts from Romanian/Russian into English and vice versa
- Assist and translate in meetings with local counterparts;
- 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 relevant projects, activities and initiatives;
- Prepare debriefing and policy papers together with the EUHLPA and edit them in the Romanian / Russian language;
- Advance the work of the project during the EUHLPA absence in Chisinau and make sure all emerging issues are dealt with promptly and accurately;
- Participate together with the EUHLPA in regular and ad-hoc meetings with beneficiaries and the project;
- Produce monthly activities and deliverable reports;
- Perform other tasks as assigned by the EUHLPA and project management.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University or Master degree in Law;

II. Years of Experience:

- Minimum 5 years of relevant professional experience in prosecution and/or justice policy and/or administration and reform;

III. Competencies:

- Sound knowledge of the legal framework regarding criminal investigation and prosecution, the co-operation between prosecutors and investigating officers and criminal procedure;
- Good knowledge of the PGO, law enforcement and judiciary;
- Good knowledge of international and European human rights standards applicable to criminal investigations and criminal procedures;
- Practical experience related to criminal investigation/prosecution (e.g. as a prosecutor) would be a significant asset;
- Experience with working in international assistance projects;
- Previous experience in government administration or law enforcement of the Republic of Moldova will be an asset;
- Excellent writing and communication skills.

IV. Language:

- Fluency in English, Romanian and Russian.

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 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 14 working days per month is envisaged.

6. EVALUATION

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

- University or Master degree in Law;
- Minimum 5 years of relevant professional experience in prosecution and/or justice policy and/or administration and reform;

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 technical points would be considered for the Financial Evaluation.

	Criteria	Scoring	Maximum Points Obtainable
1.	University or Master degree in Law	(Master degree-40 pts; University degree -<20 pts)	40
2.	Minimum 5 years of relevant professional experience in prosecution and/or justice policy and/or administration and reform	(5 years - 30 pts; > 5 years – <40 pts)	40
3.	Sound knowledge of the legal framework regarding criminal investigation and prosecution, the co-operation between prosecutors and investigating officers and criminal procedure	(limited – <10 pts; satisfactory – <30 pts; extensive – <40 pts)	40
4.	Good knowledge of the PGO, law enforcement and judiciary	(limited – <10 pts, satisfactory – <20 pts, extensive – <30 pts)	30
5.	Good knowledge of international and European human rights standards applicable to criminal investigations and criminal procedures	(limited – <10 pts, satisfactory – <20 pts, extensive – <30 pts)	30
6.	Practical experience related to criminal investigation/prosecution (e.g. as a prosecutor) would be a significant asset	(limited – <10 pts, satisfactory – <20 pts, extensive – <30 pts)	30
7.	Experience with working in international assistance projects	(limited – <10 pts, satisfactory – <20 pts, extensive – <30 pts)	30
8.	Previous experience in government administration or law enforcement of the Republic of Moldova will be an asset	(limited – <10 pts, satisfactory – <20 pts, extensive – <30 pts)	30
9.	Excellent writing and communication skills	(no – 0 pts; limited – <10 pts, extensive – <30 pts)	30

	Maximum Total Technical Scoring		300
<u>Financial</u>			
Evaluation of submitted financial offers will be done based on the following formula: <u>S= Fmin / F * 200</u> 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.			200

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