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Resilient nations.*

TERMS OF REFERENCE

- A. Job Title:** International Consultant to conduct a feasibility study on establishing a Canine Centre for the Ministry of Internal Affairs of the Republic of Moldova
- B. Duty Station:** Home based assignment
- C. Project reference:** Support to Law Enforcement Reform in Moldova
- D. Contract type:** Individual Contract (IC)
- E. Duration of assignment:** Up to 40 working days during May – October 2020

F. Background:

The Canine (Kg) Units play an important role in ensuring public safety and order. These are specialized law enforcement subdivisions, bringing together law enforcement officers and specially trained service dogs to perform police, emergency situations and border police duties. The service dogs are normally used to protect specific personnel, search for criminals, help search and rescue missing people, search for drugs, explosives or other substances and to help do other important jobs in the police force, border police and emergency situations service.

Currently, several Kg units are operating in different law enforcement bodies under the auspices of the Ministry of Internal Affairs (MIA). The General Police Inspectorate, the Border Police General Inspectorate and the General Inspectorate for Emergency Situations have specialized Kg units. The MIA Functional Analysis (2015) found out that the Kg regulatory framework is outdated, there are no SOP or training guidelines, the level of equipment is inadequate, and the transportation capacities are insufficient. Bearing this in mind, the MIA Functional Analysis recommended creating a single Kg Unit to serve the needs of all MIA subdivisions, allowing for the concentration of resources and capacities for a better operation and coordination.

Following up on this recommendation, the National Strategy on Public Order and Security for 2017-2020, National Strategy on Integrated Border Police Management for 2018-2023, as well as Governmental Action Plan for 2020-2023 foresee the strengthening of law enforcement Kg capacities by creating a unified centre for this purpose. The MIA's preliminary vision on the Kg Centre includes two directions of activity: (i) training of staff and service dogs and (ii) breeding selection and veterinary treatment of dogs.

Currently, the majority of Kg teams (Kg specialist and service dog) within the internal affairs system are serving in the Border Police, where 53 operational Kg teams out of 106 posts are. At the same time, the total needs of the Border Police amount to 180-200 Kg teams. There are also needs in service dogs for Police, Carabineers, General Inspectorate of Emergency Situations which were not yet determined but require an assessment.

The annual turnover of service dogs in Border Police is about 10 out of 60 dogs. The main source of covering the needs comes from external donations and direct purchase, with only a few dogs coming from the Border Police's own breed. This situation is mainly due to the lack of appropriate facilities and infrastructure for carrying out the breeding process.

Thus, the engagement under this project component will help MIA and its subdivisions in addressing the above-mentioned development need by:

- (a) conducting a feasibility study on establishing the K9 Centre (including needs in service dogs per each MIA's subdivision, number and specialties), on center's infrastructure needs, organization/functioning and staff, the best option for the dislocation place of the K9 Centre;
- (b) updating/upgrading the infrastructure of the K9 Center (developing designs, re/construction of premises);
- (c) creating conditions for training, housing and food premises for dogs, caring and breeding service dogs (veterinary unit, kennels, outdoor training facilities);
- (d) equipping the K9 Centre with office furniture, ICT devices and devices for veterinary investigation of dogs (ultrasonography, X-ray and endoscopy); and
- (e) updating/drafting the regulatory framework and developing relevant SOPs.

Under the current assignment, the International Consultant will be responsible for conducting a feasibility study on establishing a K9 Centre, which will include the following consecutive stages: (i) comprehensive evaluation of the current situation regarding the MIA's dog-handling needs, capacities and training system; (ii) based on performed evaluation, develop the conceptual component of the study concerning the organizational structure and functioning of the future K9 Centre; (iii) drafting the relevant internal regulations and SOPs necessary for functioning of the K9 Centre.

The MIA shall be the main partner for this activity and will provide the necessary support of work and information for the contracted International Consultant.

G. Objective:

The UNDP/Support to Law Enforcement Reform in Moldova Project is seeking to hire an international consultant who will conduct a feasibility study on establishing the K9 Centre. The International Consultant will evaluate the current state of the MIA's canine capacities, dog-handling training system and use of service dogs, existing infrastructure assigned for these purposes, K9 organization and staff, the rationality for the creation of a K9 Centre, the best option for the dislocation of the K9 Centre. Also, the consultant will provide recommendations on potential capacity building activities, aiming to strengthen the functionality of the future MIA's K9 Service, based on capacity gaps identified at the stage of feasibility study elaboration. Further the consultant will draft the internal regulation and relevant SOPs for functioning of the K9 Centre.

H. Scope of work and expected outputs:

To achieve the objective, it is foreseen that the International Consultant will:

- I. Conduct a comprehensive Evaluation of the current situation concerning the MIA's dog-handling needs, capacities and training system; use of service dogs on following aspects:**
 - 1) existing operational approach on the use of service dogs;
 - 2) current institutional and regulatory framework regarding the K9 service;
 - 3) current situation on: dog's origin/breed; number; age; years of service; institutions where service dogs are deployed; service/living/sanitary conditions for dogs; canine specialties; degree to which MIA is able to cover operational requirements with service dogs; other relevant data;
 - 4) MIA's necessities in terms of service dogs for the next 10 years (distributed by subdivisions and canine specialties), need to increase/decrease the number of service dogs; annual turnover rates;
 - 5) MIA's training capacities (MIA's service dogs training centres currently in use; training capacities in terms of trainers, dog handlers, training procedures and materials);

- 6) necessities in terms of breeding or procurement of service dogs to cover institutional needs;
- 7) utility of service dogs, operational performance and results;
- 8) potential limitations and challenges in terms of MIA's current dog-handling needs, capacities and training system; use of service dogs (impact of new operational concepts and technologies);
- 9) current costs related to dog's procurement, breeding, MIA training centers' operation, etc.;
- 10) other relevant data;
- 11) General conclusions and recommendations on rationality, complexity versus cost efficiency of future Kg Centre's creation.

Important Note: After the completion of the evaluation, the International Consultant will present the draft of the document to UNDP and main beneficiary for review. Additionally, **an online presentation** of the evaluation report is expected from International Consultant. The next stage related the development of the concept on the MIA's Canine Centre will be initiated upon consensus reached on findings, conclusions and recommendations formulated in the evaluation report by all involved parties: UNDP, US Embassy delegated representatives and MIA.

II. Based on the findings and conclusions formulated in the Evaluation of the current situation, the International Consultant will develop a Concept regarding the creation and functioning of the MIA's Canine Centre which will focus on the following aspects:

- 1) state of the MIA dog-handling needs, capacities and training system; use of service dogs as resulted from the Evaluation of the current situation;
- 2) rationale for establishing the MIA Canine Centre (in terms of institutional setup; dimensions, geographical location; necessities; possibilities; utility; general costs related to establishment and operationalization, sustainability; advantages/disadvantages and cost-efficiency for establishing the Centre; other relevant data);
- 3) Canine Centre's mission and the way to accomplish it;
- 4) necessities related to development of the regulatory framework (legal framework, internal regulations, SOPs);
- 5) organizational architecture (organizational chart, structures and their mission, organization, staff, organizational relationships);
- 6) training capacities (number of dogs to be bred (if agreed), pre-trained, trained; premises; trainers and dog handlers; courses system by institutions and canine specialities; training system, methods, procedures, training materials and infrastructure);
- 7) general physical architecture of the Centre (location, premises of diverse types/purposes and their characteristics, etc.);
- 8) veterinary system;
- 9) minimum requirements in terms of endowment of the Centre (furniture, equipment, training materials; veterinary materials and medication; food, etc.);
- 10) Centre's administrative and operational system.

Note. The detailed technical aspects regarding the re/construction, provision of assets/equipment and their characteristics will be further developed during the structural technical designing stage of the project.

III. Draft relevant internal regulations and SOPs necessary for further good functioning of the MIA's Canine Centre.

During the entire assignment the International Consultant will act as the subject matter expert for the donor organization, supporting the project, and implementing organization. The International Consultant will collaborate with all relevant stakeholders and partners throughout the entire period of the assignment.

I. Expected Deliverables:

ITEM NO.	DELIVERABLES	Estimate Workdays	Tentative timeframe
	<i>Tasks</i>		
I.	<p>Evaluation of the current situation concerning the MIA dog-handling needs, capacities and training system; use of service dogs:</p> <ul style="list-style-type: none"> • Desk review of available information and documents concerning the exiting MIA's K9 service. • Carry out an evaluation of the situation concerning MIA's existing dog-handling training system and capacities. Communicate with relevant stakeholders relevant to the evaluation process. <p>Deliverables:</p> <ul style="list-style-type: none"> • Preliminary Evaluation Report with relevant findings, conclusions and recommendations presented to beneficiary and relevant stakeholders (online presentation); • Final Evaluation Report with incorporated recommendations from relevant stakeholders presented and approved. 	Up to 15 days	By June 10, 2020
II.	<p>Develop a Concept regarding the creation and functioning of the MIA's Canine Centre:</p> <p>Draft the concept regarding the creation and functioning of the MIA's Canine Centre.</p> <p>Deliverables:</p> <p>The Concept regarding the creation and functioning of the MIA's Canine Centre drafted and approved by the UNDP Project Manager</p>	Up to 15 days	By July 10, 2020
III.	<p>Draft relevant internal regulations and SOPs necessary for further good functioning of the MIA's Canine Centre:</p> <ul style="list-style-type: none"> • Draft the internal regulation of the K9 Centre. • Draft the relevant SOPs regarding the further functioning of the MIA's Canine Centre. <p>Deliverables:</p> <ul style="list-style-type: none"> • Internal regulation of the K9 Centre elaborated and approved by the UNDP Project Manager. • SOPs regarding the further functioning of the MIA's Canine Centre elaborated and approved by the UNDP Project Manager. 	Up to 10 days	By October 30, 2020

J. Organizational Setting:

The International Consultant will work under the direct supervision of the UNDP Project Manager. The MIA is the main beneficiary of this consultancy. **Due to COVID-19 pandemic impact, the work of the International Consultant will be home-based, applying desk research, online meetings and communication tools (using available collaboration platforms, online questioners and interviews, online surveys, photo/video etc).** In this regard the International Consultant will be fully **assisted by a Local Consultant** who will collect necessary information from the field, provide necessary inputs to the International Consultant and liaise between him/her and the major local stakeholders. Additionally, the MIA and the Project staff will provide the International Consultant with the information and materials available for the fulfilment of tasks, facilitate meetings and provide other reasonable logistic support where necessary.

K. Financial arrangements:

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 the daily fee, taxes, and number of anticipated working days).

Travel

In the case of unforeseeable travel (if the further context related to COVID-19 pandemic will allow), 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.

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.

L. Confidentiality

Materials provided to the consultant and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

M. Qualifications and skills required:

I. Academic Qualifications:

II. University Degree (5-year university education) in Law, Police Studies, Security Studies or another relevant field;

III. Years and sphere of experience:

- At least 5 years of professional experience in the area of canine training service/system;
- Professional experience at a command level in specialized canine training units, internal/home affairs, police administration/management or law enforcement;

- Professional experience in Central and Eastern Europe on similar assignments (feasibility studies of K9 services) is an asset;
- Experience in working with UN agencies in carrying out feasibility studies or capacity building activities is an asset.

IV. Competencies:

- Proven competencies in carrying out needs and capacity assessments or working experience on service dogs training system and capacities; use of service dogs; elaborating relevant recommendations and solutions, designing feasibility studies/documentation/specific regulatory framework/standard operating procedures;
- Solid understanding of and ability to apply communication and collaboration tools and techniques (MS Office 365, ZOOM, Skype for Business etc.), including the ability to analyse and use research data outside from the evaluated context;
- Proficiency in English language;
- Knowledge of Romanian language and/or other language relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language, is an asset.

V. Personal qualities:

- Proven commitment to the core values of the United Nations; in particular, is respectful of differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status;
- Responsibility, creativity, flexibility and punctuality.

The UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other noncitizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.