



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 8th April 2020

Country: Republic of Moldova

Description of the assignment: International Consultant to conduct a feasibility study on establishing a Canine Centre for the Ministry of Internal Affairs of the Republic of Moldova

Project name: Support to Law Enforcement Reform in Moldova

Period of assignment/services: Up to 40 working days during May – October 2020

Contract type: Individual Contract

Proposals should be submitted **online**, no later than **22nd of April 2020, 16:00 Moldova Local time (GMT+2)**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: liuba.livadari@undp.org. UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all applicants.

1. BACKGROUND

The Canine (K9) 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 K9 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 K9 units. The MIA Functional Analysis (2015) found out that the K9 regulatory framework is outdated, there are no SOP or training guidelines, the level of equipment is inadequate, and the transportation capacities are insufficient.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 K9 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 K9 capacities by creating a unified centre

for this purpose. The MIA's preliminary vision on the K9 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 K9 teams (K9 specialist and service dog) within the internal affairs system are serving in the Border Police, where 53 operational K9 teams out of 106 posts are. At the same time, the total needs of the Border Police amount to 180-200 K9 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:

1. 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;
2. updating/upgrading the infrastructure of the K9 Center (developing designs, re/construction of premises);
3. creating conditions for training, housing and food premises for dogs, caring and breeding service dogs (veterinary unit, kennels, outdoor training facilities);
4. equipping the K9 Centre with office furniture, ICT devices and devices for veterinary investigation of dogs (ultrasonography, X-ray and endoscopy); and
5. 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.

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

The UNDP/Support to Law Enforcement Reform in Moldova Project is seeking to hire an international consultant who will conducting 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 Kg Centre.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

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

II. Years of experience:

- At least 5 (five) 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 Kg services) is an asset;
- Experience in working with UN agencies in carrying out feasibility studies or capacity building activities is an asset.

III. 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.

Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

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 non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

- (i) Explaining why they are the most suitable for the work;
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable);

2. Financial proposal;

3. Personal CV including past experience in similar projects and at least 3 references.

4. Offeror's Letter confirming Interest and Availability

5. FINANCIAL PROPOSAL

Lump sum contracts

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 fees, taxes, travel costs, accommodation costs, communication, and number of anticipated working days).

Travel

Due to COVID-19 pandemic impact, the work of the International Consultant will be home-based, applying desk research, online meetings and communication.

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. 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.

6. EVALUATION

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

- University Degree (5-year university education) in Law, Police Studies, Security Studies or another relevant field;
- At least 5 (five) years of professional experience in the area of canine training service/system.

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 – 60% (300 pts);

* Financial Criteria weight – 40% (200 pts).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
University Degree (5-year university education) in Law, Police Studies, Security Studies or another relevant field	(University degree – 10 pts; MsC – 15 pts, PhD – 20 pts)	20
At least 5 years of professional experience in the area of canine training service/system	(5 years – 20 pts, each additional year 5 pts, up to max. 40)	40
Professional experience at a command level in specialized canine training units, internal/home affairs, police administration/management or law enforcement	(less than 1 year – 0 pts, 1 year – 15 pts, each additional year 5 pts, up to max. 30)	30

Professional experience in Central and Eastern Europe on similar assignments (feasibility studies of K9 services) is an asset	(less than 1 assignment – 0 pts, 1 assignment – 15 pts, each additional 5 pts, up to max. 30)	30
Experience in working with UN agencies in carrying out feasibility studies or capacity building activities is an asset	Each assignment – 10 pts up to max. 30 pts	30
Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness) ONLY the first 5 top ranked candidates shall be invited		
Proven competencies in carrying out needs and capacity assessments or working experience on service dogs training system and capacities; use of service dogs	limited –<15 pts, satisfactory – <25pts, extensive – <40 pts.	40
Experience in elaborating relevant recommendations and solutions, designing feasibility studies/documentation/specific regulatory framework/standard operating procedures related to service dogs training	limited –<15 pts, satisfactory – <25pts, extensive – <40 pts.	40
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	limited –<15 pts, satisfactory – <25pts, extensive – <35 pts.	35
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	limited –<5 pts, satisfactory – <10pts, extensive – <15 pts.	15
Proficiency in English; knowledge of Romanian language and/or other language relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language, is an asset.	English – 6 pts; each additional language 2 pts, up to max. 20	20
Maximum Total Technical Scoring		300
Financial		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ 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).

Important notice

The applicants who has the statute of Government Official / Public Servant, prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the government, and;
- the applicant is certified in writing by the government to be on official leave without pay for the entire duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted.

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS