



Terms of Reference

Job title:	National consultant to support the Economic Council to the Prime Minister in the Implementation of the Anti-Bribery Management System in accordance with ISO 37001:2016 within the inspection and permits issuing bodies
Duty Station:	Republic of Moldova, Chisinau
Reference to the project:	Curbing Corruption by building Sustainable Integrity in Moldova
Contract type:	Individual Contract (IC)
Contract duration:	April 2021 - September 2021 (up to 28 working days)
Starting date:	April 2021

Job content

1. BACKGROUND

The goal of the project „Curbing Corruption by Building Sustainable Integrity in Moldova” (further the UNDP Project) is to contribute to achieving a sustainable integrity and anticorruption system in the Republic of Moldova through the strengthened capacities of the public and private sector entities and the civil society for the efficient application and monitoring of national integrity instruments and standards. It will contribute to the progressive implementation of the Sustainable Development Goal 16 that calls for a substantial reduction of corruption and bribery in all their forms and for developing effective, accountable and transparent institutions at all levels. The Project is framed around the National Integrity and Anticorruption Strategy (NIAS) 2017-2020 and responds to the needs of its various actors and stakeholders in addressing the challenges for the effective implementation of NIAS, including insufficient capacities within central and local public authorities to ensure the uniform compliance with anticorruption and integrity standards; lack of mechanisms for enforcing integrity standards in private sector; and weak anticorruption demand-side explained by the limited awareness of men and women on the available anticorruption tools to be used and on the means of protection in the event of denunciation of corruption.

The Economic Council is established as an advisory body to the Prime Minister by the Government Decision No. 631 of 22.08.2011. The Economic Council Secretariat took an active role in promoting the anti-corruption policies, and specifically the Prime Minister’s decision as of 7th of October 2020, on the implementation of the anti-bribery management system standard ISO 37001 within the inspection bodies and permits issuing bodies. A Governmental Working Group was established in this regard, with the Secretariat held by the Economic Council Secretariat.

To enhance the capacities of the Economic Council Secretariat for ensuring a uniform anti-bribery compliance within the inspection bodies and permits issuing bodies, the Project will support the implementation of the Anti-Bribery Management System in accordance with ISO 37001:2016 in these institutions. In this context, the Project seeks a national consultant to advise on the implementation of the ISO 37001:2016 within the inspection bodies and permits issuing bodies.

2. OBJECTIVE AND EXPECTED OUTPUTS

Main objective/output of the assignment: The objective of the assignment is to provide support to the Economic Council Secretariat in the implementation of the Anti-Bribery Management System ISO 37001:2016 within the inspection bodies and permits issuing bodies with the main goal to achieve a corruption free and effective working environment under this standard. To achieve the stated objective, the selected consultant is expected to:

1. Develop the Concept of the ISO 37001 implementation within the inspection bodies and permits issuing bodies, containing:
 - Vision, objectives and approach for the implementation and compliance with the ISO 37001 standard within the inspection and permits issuing bodies;
 - Anticipated benefits from the implementation of the standard, including relevant measurements of the implementation efficiency based on international indicators, surveys, etc.;
 - Proposals for phasing the implementation of ISO 37001 within inspection and permits issuing bodies;
 - Integration of the principles of good regulation identified jointly with the representatives of the Secretariat of the Economic Council, and compliance mechanism;
 - Implementation cost estimation, providing a primary market research;
 - Monitoring, evaluation and accountability mechanism for ensuring compliance with the ISO 37001 standard;
 - Recommendations of legal and/or institutional arrangements aiming to ensure a high degree of compliance with the standard;
2. Develop the action plan of ISO 37001 implementation within the inspection and permits issuing bodies, for the Economic Council Secretariat;
3. Develop the list of procedures/standard documents which shall be drafted and implemented by the inspection and permits issuing bodies for ensuring compliance with ISO 37001 Anti-Bribery Management System, including links to the relevant procedures and templates from the national legislation;
4. Provide three (3) one-day training sessions (up to 8 hours each) for about 100 representatives of the management and audit units of the inspection and permits issuing bodies on the Anti-Bribery Management System ISO 37001:2016. The sessions will have the same content and each of the three session will host about 30 participants. The overall duration of the training shall be 3 days (24 training hours) and the agenda shall be adapted to the online format.
5. Develop draft Terms of Reference and Proposals for the implementation of ISO 37001 within the inspection and permits issuing bodies (or groups of bodies), which will be further provided to donors and development partners by the Economic Council Secretariat;
6. Participate in up to 4 (four) meetings with interested stakeholders (donors and development partners) organized by the Secretariat of the Economic Council to present the concept, terms of reference and recommendations for the implementation of ISO 37001 within inspection and permits issuing bodies.

National Consultant will work in close cooperation with the Economic Council by the Prime Minister.

3. KEY DELIVERABLES AND TENTATIVE TIMETABLE

	<i>Deliverables</i>	<i>Tentative timeframe</i>
1.	Concept of the ISO 37001 implementation within the inspection bodies and permits issuing bodies developed and validated by the Economic Council Secretariat and UNDP;	By 25 May 2021 Up to 6 working days
2.	Action plan for ISO 37001 implementation within the inspection and permits issuing bodies developed and validated by the Economic Council Secretariat and UNDP;	By 10 June 2021 Up to 5 working days
3.	List of the procedures/standard documents for the inspection and permits issuing bodies for ensuring compliance with ISO 37001 Anti-Bribery Management System developed and validated by the Economic Council Secretariat and UNDP;	By 20 June 2021 Up to 5 working days

4.	3 (three) training sessions for up to 100 representatives of the management and audit units of the inspection and permits issuing bodies on the Anti-Bribery Management System ISO 37001:2016. The overall duration of the trainings shall be 3 days (24 training hours) and the agenda shall be adapted to the online format.	By 15 July 2021 Up to 5 working days
5.	Draft Terms of Reference and Proposals for the implementation of ISO 37001 within the inspection and permits issuing bodies (or groups of bodies) developed and validated by the Economic Council Secretariat and UNDP;	By 30 July 2021 Up to 3 working days
6.	Participate in up to 4 (four) meetings with interested stakeholders (donors and development partners) organized by the Secretariat of the Economic Council to present the implementation concept and recommendations.	By 30 September 2021 Up to 4 working days

**Timetable can be adjusted during the implementation for the purpose of the assignment.
The deliverables will be written in Romanian language.
The entire assignment is to be finalized not later than 30 September, 2021.**

4. INSTITUTIONAL ARRANGEMENTS

This is a part-time consultancy. The consultant will work in close collaboration with the delegated staff of the Economic Council Secretariat. The Consultant will work under the overall guidance and direct supervision of the UNDP Project Manager. The timeframe for the work of Consultant is planned for April 2021 – September 2021.

5. FINANCIAL ARRANGEMENTS

Payment will be disbursed in instalments upon submission and approval of deliverables, and certification by UNDP Moldova Project Manager that the services have been satisfactorily performed.

6. QUALIFICATIONS AND SKILLS REQUIRED

I. Academic Qualifications:

- University Degree in Accounting, Finance, Economics, Banking, Law or other relevant fields;
- Training certificate on Anti-bribery Management Systems ISO 37001 implementation, issued by an authorized organization;

II. Years and sphere of experience:

- At least 3 years of proven professional experience in the implementation of ISO standards within public and/or private organizations;
- At least 2 assignments in the provision of consultancy services related to the implementation of the ISO 37001 standard in private and/or public organizations;

III. Competencies:

- Experience in the application and/or analysis of the anti-corruption and integrity policy, legal and institutional framework, demonstrated by previous assignments;
- Auditor certification for Anti-bribery Management Systems ISO 37001 issued by international certified organizations is a strong advantage;
- Experience in designing and providing services for the implementation of the ISO 37001 standard for public organizations is a strong advantage;
- Previous work with UNDP and/or other development partners will be an asset;
- Demonstrated experience in providing training for private/public organizations;
- Excellent analytical and report-writing skills demonstrated by previous assignments (links to the publications to be provided);
- Proficiency in Romanian and working knowledge of Russian and English.

IV. 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, ability to meet deadlines and prioritize multiple tasks

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 non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply. Please mention in your CV if you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

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

- Offeror's Letter confirming Interest and Availability;
- Proposal: explaining why they are the most suitable for the work including previous experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
- Financial proposal (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.);
- Personal CV including past experience in similar projects and at least 3 references.

Note: Please, refer to the Individual Procurement Notice of this recruitment for a more detailed information on the application and selection process.