



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **12 March, 2021**

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**Country:** Republic of Moldova

**Description of the assignment:** 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

**Project name:** Curbing corruption by building sustainable integrity in the Republic of Moldova

**Period of assignment/services:** April – September 2021; up to 28 working days

Proposals should be submitted **online by pressing the "Apply Online" button**, no later than **26 March, 2021, 16:00 EET (local Chisinau time)**.

**Requests for clarification** only must be sent by standard electronic communication to the following e-mail: [olga.crivoliubic@undp.org](mailto:olga.crivoliubic@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.

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### 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. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

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.

**For detailed information including the expected deliverables, please refer to Annex 1 – Terms of Reference.**

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

- 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 United Nations Country Team in the Republic of 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.

#### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Offeror's Letter confirming Interest and Availability;
2. 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; please attach or provide the link for any relevant publications/works);
3. Financial proposal (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.);
4. Personal CV including past experience in similar projects and at least 3 references.

#### 5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payment will be made upon the successful completion of the tasks assigned and submission of the assessment report. 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 shall include a breakdown of this lump sum amount (including fee, taxes, communication costs, travel, per diems, and number of anticipated working days).

##### Travel

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.

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.

**No travel is envisaged under this assignment.**

#### 6. EVALUATION

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

- 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;
- 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;

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 – 60% (max 300 pts);

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

Only candidates obtaining a minimum of 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

<b>Technical Criteria</b>	<b>Scoring</b>	<b>Max. Points Obtainable</b>
University Degree in Accounting, Finance, Economics, Banking, Law or other relevant fields	(University degree – 10 pts., Master – 20 pts.)	20
Training certificate on Anti-bribery Management Systems ISO 37001 implementation, issued by an authorized organization;	(yes - 20 pts, no – 0 pts)	20
At least 3 years of proven professional experience in the implementation of ISO standards within public and/or private organizations	(3 years – 30 pts., each additional year – 7 points; up to max. 65 pts.)	65
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	(2 assignments – 20 pts., each additional assignment – 10 pts., up to max. 50 pts.)	50
Experience in the application and/or analysis of the anti-corruption and integrity policy, legal and institutional framework, demonstrated by previous assignments	(each assignment – 5 points; up to max. 15 pts)	15
Auditor certification for Anti-bribery Management Systems ISO 37001 issued by international certified organizations is a strong advantage	(yes - 20 pts, no – 0 pts)	20
Experience in designing and providing services for the implementation of the ISO 37001 standard for public organizations is a strong advantage	(each assignment – 10 points; up to max. 30 pts)	30
Previous work with UNDP and/or other development partners will be an asset	(each assignment – 5 points; up to max. 15 pts)	15
Demonstrated experience in providing training for private/public organizations	(each assignment – 5 points; up to max. 25 pts)	25
Excellent analytical and report-writing skills demonstrated by previous assignments (links to the publications to be provided)	(each assignment – 5 points; up to max. 25 pts)	25
Proficiency in Romanian and working knowledge of Russian and English.	Romanian and Russian – 3 pts. each, English – 4 pts.	10
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment <sup>1</sup>	no – 0 pts., to one group – 3 pts., to two or more groups – 5 pts.	5
<b>Maximum Technical Scoring</b>		<b>300</b>

<sup>1</sup> Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees and other noncitizens.

<b>Financial</b>	
<p>Evaluation of submitted financial offers will be done based on the following formula:  <b><math>S = F_{min} / F * 200</math></b>  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.</p>	<b>200</b>

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**