



TERMS OF REFERENCE

- A. Job Title:** Local Consultant to assist in elaboration of the feasibility study on modernization of the Shooting Range for the Ministry of Internal Affairs of the Republic of Moldova
- B. Duty Station:** Chisinau, Republic of Moldova
- C. Project reference:** Strengthening Police Training Capacities in the Republic of Moldova
- D. Contract type:** Individual Contract (IC)
- E. Duration of assignment:** Up to 20 working days during March – April 2023

F. Background:

In fulfilling their duties, frontline police officers encounter a wide range of behaviors, ranging from cooperative to resistant, to assaultive, to behavior that could cause grievous bodily harm or death. Therefore, the Police staff should be enabled through training in a suite of tactical options, ensuring that they are always prepared and able to respond appropriately in any situation. Firearm use is one of these tactical options and is a basic professional skill any police officer should master that could be applied as a last resort measure to maintain public safety and order without a prejudice to personal safety.

Firearm use and shooting training is organized by the 'Stefan cel Mare' Academy (Police Academy). The location has a 55 meters long indoor shooting range that is in use since 1983. However, the shooting range is in a poor condition that decreases the quality of the training process, threatens the safety of the students/cadets, as well as does not comply with applicable environmental requirements; the electric/lighting, acoustic, and heating systems are outdated; the ventilation system is unable to prevent air contamination and has a limited air filtration and circulation capacity, while the bullet trap mechanism is worn. The shooting range lacks a shooting monitoring and control system, distraction lighting system and a fit for purpose target carrier system, that would allow to conveniently program different maneuvers and scenarios.

UNDP has conducted a preliminary technical examination of the shooting range premises in the early 2021. However, the focus of the study was on examination of the general technical condition of the premises, potential costs for construction works and less on specific equipment relevant to the shooting range functioning and costs estimates of such equipment.

Through this intervention the Project intends to support the Academy in modernizing the indoor shooting range to foster a skills-based training in responsible firearm use for policing activity. Considering the complexity of this intervention and the scale of potential investments, the Project will apply a staged approach. The current stage of the Project will include a comprehensive feasibility study on modernizing the specialized equipment of the shooting range. Building on the best regional practices and applicable safety and environmental requirements, the feasibility study will aim at assessing the level of interventions and the amount of investments required, paying due attention to the required specialized equipment, ensuring compliance with ballistic and

soundproofing requirements, reengineering and upgrade of utilities systems and networks, redesign and refurbishment of adjacent training/debriefing rooms and other relevant spaces, installation of audio, video, lighting systems and automatic target retrieval mechanisms, provision of weapon discharge system and other relevant equipment and gear used for qualification, training and practice purposes. The findings of the study will allow further decisions on supporting the MIA and the 'Stefan cel Mare' Academy in upgrading the firearm use and shooting training capabilities.

Under the current assignment, the International Consultant will be responsible for conducting a feasibility study on modernization of the Police Academy Shooting Range (Shooting range), which will include the following consecutive stages: (i) comprehensive evaluation of the current situation regarding the Police Academy's shooting range technical situation, capacity gaps and expectations; (ii) based on performed evaluation, develop the conceptual component of the study detailed technical specifications for the specialized equipment appropriate to the shooting range technical parameters and beneficiary needs; drafting the costs estimates for the procurement of the shooting range's specialized equipment; estimation of the yearly average maintenance and operation costs of the modernized shooting range; (iii) draft final version of the feasibility study incorporating all recommendations related to feasibility and sustainability and relevant annexes.

To support the activities of the International Consultant that will operate mostly under the home-based assignment, UNDP will contract a Local Consultant that will provide necessary logistic, information and communication support to accomplish the assigned tasks.

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

G. Objective:

The main objective of this consultancy is to provide assistance, information and logistic support to the International Consultant whose tasks will be focused on conducting a feasibility study on modernization of the Shooting Range of the Police Academy from Moldova. The Local Consultant will ensure the necessary administrative and logistic support, facilitating the communication and interaction with different local stakeholders relevant to elaboration of the feasibility study for modernization of the Shooting Range.

The support provided by the **Local Consultant** will consist of performing the following tasks:

- Provide support to International Consultant in collecting and providing data/documents relevant for the assignment and tasks performed by the International Consultant.
- Act as liaison and facilitate ongoing communication between the International Consultant and MIA, as well as other relevant institutions/stakeholders relevant to Feasibility Study.
- Provide support in organization of offline and online meetings with MIA representatives and other relevant stakeholders. Assist and translate (if necessary) in meetings with local counterparts.
- Participate together with the International Consultant in ad hoc working online/in the field meetings with MIA and/or other counterparts related to the Feasibility Study.
- Provide relevant inputs and ensure the proofreading for Romanian/English versions of the reports, presentations and other documents prepared by the International Consultant.
- Take notes and draft minutes of events (meetings, roundtables, etc.), organized or attended as part of the assignment (if required).

- Provide daily assistance to the International Consultant on his/her other tasks related assigned activities.

H. Expected Deliverables:

ITEM NO.	DELIVERABLES	Estimate Workdays	Tentative timeframe
	Tasks		
I.	<p>Support to International Consultant in conducting a comprehensive Assessment of the current technical condition of the MIA/Police Academy's shooting range infrastructure and of the beneficiary needs provided:</p> <ul style="list-style-type: none"> • Provide support in conducting a desk review of available information and documents relevant to MIA/Police Academy shooting range. • Provide support to International Consultant in conducting a site visit to MIA/Police Academy to evaluate the current in the field situation, problems, challenges and capacity gaps in operating of the existing shooting range infrastructure. • Provide support in develop a preliminary needs assessment report. <p>Deliverables:</p> <ul style="list-style-type: none"> • Desk review and site visit to shooting room successfully conducted. Support to International Consultant in carrying out a filed visit provided. Proofreading of the preliminary needs assessment Report carried out. Support in organization of the online presentation of the report ensured. 	Up to 10 working days	By 16 March, 2023
II.	<p>Support to International Consultant in draft the Feasibility Study on modernization of the MIA/Police Academy's Shooting range provided:</p> <ul style="list-style-type: none"> • Provide support to International Consultant in collecting relevant data/documents necessary for the Drafting of the Feasibility Study. • Ensure proofreading of the draft Feasibility Study. <p>Deliverables:</p> <p>Proof reading of the draft Feasibility Study ensured.</p>	Up to 5 working days	By 13 April, 2023
III.	<p>Provide support to International Consultant during the presentation and approval the Final version of the Feasibility Study:</p> <ul style="list-style-type: none"> • Provide support in proofreading and presentation of the final version of the Feasibility Study. <p>Deliverables:</p> <ul style="list-style-type: none"> • Final proofreading of the Feasibility Study completed. 	Up to 5 working days	By 20 April, 2023

	<ul style="list-style-type: none"> • Support in the presentation of the final version of the Feasibility Study provided. 		
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J. Organizational Setting:

The Local Consultant will work under the direct supervision of the UNDP Project team. The MIA/Police Academy is the main beneficiary of this consultancy. **The work of the Local Consultant will be home-based mostly, applying desk research methods, online meetings and communication.** It is expected that during the assignment period the contracted International Consultant will carry out one site visit to Chisinau (up to 4 working days including time for travel) to clarify the missing details and carry out in the field review of the shooting range infrastructure. In this regard the International Consultant will be fully assisted by the Local Consultant who will collect necessary information from the field, make necessary arrangements for meetings with relevant beneficiaries and local stakeholders, provide necessary inputs to the International Consultant and liaise between him/her and the major local stakeholders. Additionally, the MIA/Police Academy 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, transportation and number of anticipated working days).

Travel

No travel is envisaged as part of this assignment.

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:

- University Degree in Social Sciences, Law Enforcement or another relevant field;

II. Years and sphere of experience:

- At least 1 year of professional experience in the area of internal/home affairs, police administration/management, law enforcement or criminal justice;
- Experience in cooperation/consultation with civil society, especially women, minority and vulnerable groups, is an asset;
- Experience in international assistance projects is an asset.

III. Competencies:

- Good organization and drafting skills, ability to work under tight deadlines;
- Solid understanding of and ability to apply communications tools and techniques, including the ability to analyse and use research data;
- Demonstrated knowledge of the Internal Affairs/Police reform processes in the Republic of Moldova;
- Good command of Romanian and English languages for the purposes of the assignment;
- Knowledge of one or more other languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language, is an asset.

IV. Personal qualities:

- Resourcefulness, flexibility and punctuality;
- Strong communication and interpersonal skills

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.

N. Documents to Be Included When Submitting the Proposals

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

- Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment, incorporating Financial proposal in Annex 2 (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.);
- Proposal (Motivation Letter): explaining why they are the most suitable for the work including previous similar or relevant experience in Projects (please provide brief information on each of the above qualifications, item by item);
- CV with at least 3 references.

Important notice: The applicants who have 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.

O. Evaluation

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

- University Degree (5-year university education) in Social Sciences, Law Enforcement or another relevant field;
- At least 1 year of professional experience in the area of internal/home affairs, police administration/management, law enforcement or criminal justice;

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% (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 in Social Sciences, Law Enforcement or another relevant field	<i>University Degree – 10 pts; Masters – 15 pts; PhD – 20 pts;</i>	20
Professional experience in the area of internal/home affairs, police administration/management, law enforcement or criminal justice (at least 1 year)	<i>Up to 1 years – 0 points, 1 year – 10 points, each additional year – 10 points up to max. 30 pts;</i>	30
Experience in international assistance projects is an asset	<i>One assignment – 10 pts, each additional assignment – 5 pts, up to max 30 pts (5 assignments);</i>	30
<u>Interview</u> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness). Only the first 5 applicants that have accumulated the highest technical score shall be invited to the interview.		
Experience in cooperation/consultation with Governmental Institutions, and International Organizations.	<i>Limited experience – 5 pts, fair experience – up to 15 pts., good experience – up to 20 pts, very good – up to 25 pts;</i>	25
Good organization and drafting skills, ability to work under tight deadlines	<i>Limited - 5 pts; satisfactory - 10 pts; strong - up to max 20 pts;</i>	20
Solid understanding of and ability to apply communication and collaboration tools and techniques (MS Office 365, ZOOM, Google tools etc.), including the ability to analyses and use research data	<i>Limited understanding and ability - up to 5 pts., satisfactory – up to 20 pts.; extensive – up to 30 pts;</i>	30
Demonstrated knowledge of the Internal Affairs/Police reform processes in the Republic of Moldova	<i>Limited understanding and ability - up to 10 pts., satisfactory – up to 20 pts.; extensive – up to 40 pts;</i>	40
Good command of Romanian and English languages for the purposes of the assignment	<i>Romanian: Working knowledge / intermediate – 10 pts advanced – up to 20 pts; English: Working knowledge / intermediate – 10 pts advanced – up to 20 pts;</i>	40
Resourcefulness, flexibility and punctuality	<i>Limited - 5 pts; satisfactory - 10 pts; good- 20 pts; extensive - up to max</i>	30
		220

	30 pts;		
Strong communication and interpersonal skills	<i>Limited - 5 pts; satisfactory - 10 pts; strong / good- 20 pts; extensive - up to max 30 pts;</i>	30	
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*	No – 0 pts; to one group – 2 pts., to two or more groups – 5 pts;	5	
Maximum Total Technical Scoring		300	

** Under-represented group in the area of assignment (law enforcement) are women. 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 non-citizens.*

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; F_{min} – 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).