

Terms of Reference

Assignment:	International Open Source Intelligence Expert
Duty Station:	Chisinau, Republic of Moldova
Project reference:	Enhancing Democracy in Moldova through Inclusive and Transparent Elections (EDMITE II)
Contract type:	Individual Contract (IC)
Duration of assignment:	May 2025 - June 2025 (up to 9 working-days)
Indicative starting date:	26 May 2025

I. Background:

Electoral support and capacity development are part of UNDP's democratic governance assistance worldwide. Through this support, UNDP helps nations build democratic frameworks which lead to improved representation, accountability, and transparency for the benefit of citizens.

In this context, UNDP has a long-standing partnership with the Central Electoral Commission (CEC) and the Centre for Continuous Electoral Training (CICDE) aiming at advancing the electoral education and democratic electoral processes in Moldova. This partnership, which spans over 15 years, resulted in the establishment of strong professional institutions, development of a modern State Automated Information System "Elections" (SAISE), improved legal and regulatory electoral framework, and implementation of effective long-term civic and voter and citizens education instruments.

Throughout the last electoral cycles, due to the continuous UNDP's support CEC and CICDE have demonstrated strengthened capacities and, despite challenges and persistent financial limitations faced by the institutions, managed to successfully deliver "well-administered elections", as attested by OSCE/ODIHR Observation Missions.

Recognizing the sustainable results achieved by the implementation of the objectives of EDMITE I (2017 – 2020) and EDMITE II (2020 – 2024) phases of the Project: 1) Enhance the inclusiveness of the electoral process by increasing the functional and technical capacities of the State Automated Information System "Elections" (SAISE); 2) Enhance the political participation of citizens by setting up and implementing the voters' information and civic education programmes; 3) Strengthen the capacity for effective and coherent oversight and monitoring on political party financing; 4) Improve the legal and regulatory framework to respond to the EOM recommendations; 5) Knowledge gaps are identified, and communication tools are designed to continuously reach a broad spectrum of society through different channels; 6) Citizens are more aware of important electoral dynamics and are better able to engage and lead public discussion; 7) Increased public awareness about the need of inclusive electoral processes.

Building on the results achieved regarding the oversight and monitoring of political party financing, UNDP seeks an **Error! Reference source not found.**(International Consultant) to contribute to strengthening the capacities of Moldovan national authorities, media and civil society actors in enhancing electoral integrity, strengthening transparency, and reducing illicit political finance (vote buying, illicit financing of political entities) through the use of OSINT techniques.

II. Scope of work and expected outputs:

The expected objective of the International Consultant is to conceptualize, prepare and deliver 1 (one) 1-day training for the Moldovan national authorities, media and civil society actors on enhancing electoral integrity, strengthening transparency, and reducing illicit political finance using OSINT methods.

To achieve the objective above, the International Consultant shall perform the following tasks and activities:

1. **Carry out an initial assessment of capacity needs.** As a result, the International Consultant is expected to develop a summary document with the scope and tools of OSINT used by the Moldovan national authorities, media and civil society actors for enhancing electoral integrity, strengthening transparency, and reducing illicit political finance.
2. **Provide support and advice to the national authorities, media and civil society actors.** Provide advice to the Moldovan national authorities, media and civil society actors in their interactions with the global OSINT community of practitioners and researchers.
3. **Develop the outline of training agenda, documentation / presentations, including assessment and evaluation tools,** tailored to Moldovan national authorities, media and civil society actors on enhancing electoral integrity, strengthening transparency, and reducing illicit political finance using OSINT methods.
4. **Conduct one training of 1-day duration for national authorities, media and civil society actors:** Deliver training for the Moldovan national authorities, media and civil society actors aimed at building institutional knowledge and fostering cross-agency collaboration on enhancing electoral integrity, strengthening transparency, and reducing illicit political finance using OSINT methods.
5. **Report on capacity building support:** Develop a forward-looking summary report focused on further capacity-building needs. The report will summarize the training, key takeaways and findings, and recommendations for further institutional strengthening and capacity-building, with reference to international good practices and tools.

III. Expected Deliverables and Timeframe:

No.	Key deliverables	Working Days	Minimum working days present in Moldova	Tentative timeframe
1.	Initial assessment of capacity needs. <ul style="list-style-type: none"> Objective: Assessment of the current OSINT tools and practices used by the Moldovan national authorities, media and civil society actors for enhancing electoral integrity, strengthening transparency, and reducing illicit political finance. Deliverable: A summary document on the assessment of capacity needs developed and submitted. 	2	0	By 30 May 2025
2.	Support and advice to the national authorities. <ul style="list-style-type: none"> Objective: Conduct interviews and discussions with the national investigation authorities engaged in carrying out investigative activities which would imply the use of OSINT tools for the purpose ensuring effectiveness in tackling crime, fraud, and security threats. Minimum 3 in person interviews are envisaged for the scope of this assignment. Deliverable: Develop and submit a Brief Note covering the findings of the interviews and discussions addressing the identified gaps in using OSINT tools and proposed recommendations for way forward in efficiently using OSINT tools specific for national authorities and best practices at international level, as well as a brief outline of training opportunities to enhance the capacities of the personnel. 	1	1	By 25 June 2025
3.	Support and advice to media. <ul style="list-style-type: none"> Objective: Conduct interviews and discussions with the media actors engaged in carrying out investigative activities which would imply the use of OSINT tools for the purpose ensuring effectiveness in tackling crime, fraud, and security threats. Minimum 3 interviews 	1	0	By 25 June 2025

	<p>remotely or in person are envisaged for the scope of this assignment.</p> <ul style="list-style-type: none"> Deliverable: Develop and submit a Brief Note summarizing the findings from the interviews and discussions, addressing the identified gaps in the use of OSINT tools. The note should include proposed recommendations for improving the effective use of OSINT tools for the media, highlight relevant international best practices, and provide a brief overview of training opportunities to strengthen the capacities of personnel. 			
4.	<p>Support and advice to civil society actors.</p> <ul style="list-style-type: none"> Objective: Conduct interviews and discussions with civil society actors engaged in carrying out investigative activities which would imply the use of OSINT tools for the purpose ensuring effectiveness in tackling crime, fraud, and security threats. Minimum 3 interviews remotely or in person are envisaged for the scope of this assignment. Deliverable: Develop and submit a Brief Note summarizing the findings from the interviews and discussions, addressing the identified gaps in the use of OSINT tools. The note should include proposed recommendations for improving the effective use of OSINT tools for the civil society actors, highlight relevant international best practices, and provide a brief overview of training opportunities to strengthen the capacities of personnel. 	1	0	By 25 June 2025
5.	<p>Training content development.</p> <ul style="list-style-type: none"> Objective: Prepare the training for the Moldovan national authorities, media and civil society actors on enhancing electoral integrity, strengthening transparency, and reducing illicit political finance using OSINT methods. Deliverable: Draft agenda, documentation / presentations and other materials for the training developed. 	2	0	By 5 June 2025
6.	<p>Conduct one 1-day training for national authorities, media and civil society actors.</p> <ul style="list-style-type: none"> Objective: Deliver 1 (one) 1-day training for the Moldovan national authorities, media and civil society actors on enhancing electoral integrity, strengthening transparency, and reducing illicit political finance using OSINT methods. Deliverable: Training and post training report containing the outline of the carried out activities and the training materials, handouts and tools used in the training developed and submitted. 	1	1	By 25 June 2025
7.	<p>Final report on capacity building support.</p> <ul style="list-style-type: none"> Objective: Deliver a forward-looking summary report focused on further capacity-building needs. Deliverable: Final report on capacity building support developed and submitted. 	1	0	By 27 June 2025

	Total Working Days	9		
	Minimum Days in Country		2	

IV. Institutional arrangements:

The timeframe for the work of the Consultant is tentatively planned between May - June 2025. The level of effort envisaged is for a total of [9] billable days over the period.

The Consultant will work under the guidance of the UNDP Project Manager with technical oversight by the Chief Technical Advisor for substantive aspects of the assignment and under the direct supervision of the UNDP Project Associate for administrative aspects.

The Project Team will provide the Consultant with the necessary access, information and materials for the fulfilment of the envisaged tasks.

All communications and documentation related to the assignment will be in English.

Before submission of final deliverables, the Consultant will discuss the draft documents with the parties involved, so that the final products reflect their comments. All deliverables shall be approved by the Project Manager following technical clearance by the Chief Technical Advisor.

The consultant is expected to deliver work in-person in Moldova as per the table to deliverables. The project stipulates a minimum of [2] calendar days in country during the duration of the consultancy.

Travel will be arranged by the Project team in line with the UNDP Rules and Regulation.

V. Financial arrangements:

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. 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, and number of anticipated working days).

VI. Confidentiality:

Materials provided to the Consultants 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.

VII. Qualifications and skills required:

Academic Background

- Master's degree in law, criminology, political science, computer science or a related field, or a Bachelor's degree supplemented by 10 years of relevant professional expertise.

Professional Experience

- Minimum 7 years of professional experience in the field of applying OSINT tools to detection, disruption and investigation of crimes and verifying information about the possible criminal activities.
- Proven experience of working with media professionals, civil society activists or government entities in at least 2 (two) similar assignments.

Competencies

- Previous professional experience in working with international organizations, including UN Agencies.
- In-depth knowledge and understanding of tools and methodologies in the field of OSINT.
- Fluency in English. Working knowledge of Romanian will be an asset.

VIII. 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.
Upload the signed version of the filled in Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment. Annex 2 to the Offeror's letter, incorporating the Financial Proposal, shall be filled in mandatorily and includes the detailed breakdown of costs supporting the all-inclusive financial proposal.
The Financial Proposal shall be additionally submitted directly in the system. Please ensure there are no mathematical errors and that amounts from Offeror's Letter to UNDP Confirming Interest and Availability match with your offer in the system.
- Duly completed and updated personal CVs and at least 3 references.
- One or more examples of documents in which the applicant was a principal author to prove the in-depth knowledge and understanding of tools and methodologies in the field of OSINT.

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.

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

IX. Evaluation

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

- Master's degree in law, criminology, political science, computer science or a related field, or a Bachelor's degree supplemented by 10 years of relevant professional expertise.
- Minimum 7 years of professional experience in the field of applying OSINT tools to detection, disruption and investigation of crimes and verifying information about the possible criminal activities.
- Proven experience of working with media professionals, civil society activists or government entities in at least 2 (two) similar assignments.

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 and Scoring	Maximum Points Obtainable
Technical evaluation	
Master's degree in law, criminology, political science, computer science or a related field, or a Bachelor's degree supplemented by 10 years of relevant professional expertise (Master's degree or a Bachelor's degree supplemented by 10 years of relevant professional expertise – 25 pts.)	25

Minimum 7 years of professional experience in the field of applying OSINT tools to detection, disruption and investigation of crimes and verifying information about the possible criminal activities (7 years – 50 pts., each additional year – 10 pts., up to max. 90 pts.)	90
Proven experience of working with media professionals, civil society activists or government entities in at least 2 (two) similar assignments (2 assignments – 50 pts., each additional assignment – 10 pts., up to max. 80 pts.)	80
Previous professional experience in working with international organizations, including UN Agencies (each year – 10 pts., up to max. 30 pts.)	30
In-depth knowledge and understanding of tools and methodologies in the field of OSINT (1 publication/ presentation/ project/ report – 30 pts., each additional publication/ presentation/ project/ report – 10pts., up to max. 60 pts.)	60
Fluency in English. Working knowledge of Romanian is considered an asset (Fluency in English – 5 pts.; Romanian – 5 pts.)	10
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment* (No – 0 pts., to one group – 2.5 pts., to two or more groups – 5 pts.) * 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. Please specify in CV, in case you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.	5
Maximum Total Technical Scoring	300
<u>Financial</u>	
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).