



## Terms of Reference

<b>Job title:</b>	International Co-Facilitator for blended training course on electoral corruption and illicit political finance
<b>Duty station:</b>	Chisinau
<b>Project reference:</b>	Resilient Democracy through Anti-Corruption (REDACT) Project
<b>Contract Type:</b>	Individual Contract (IC)
<b>Location:</b>	Home-based, with travel to Chisinau, Republic of Moldova (1 mission)
<b>Expected duration of the assignment:</b>	Up to 12 working days during September 2025
<b>Starting date:</b>	September 2025

### I. Background:

UNDP “Resilient Democracy through Anti-Corruption” (hereinafter “REDACT”) Project is a multi-year institutional development initiative designed to contribute to strengthening institutional capacities, improving inter-agency synergies and legal frameworks, and enabling effective civil society oversight, along with public resilience, to counter corruption risks to democratic integrity, while aligning closely with Moldova’s national and international commitments to rule of law, good governance, and anti-corruption.

Democratic resilience refers to the capacity of a democratic system to withstand internal and external challenges, pressures, and interference, encompassing both the ability to resist threats to democracy and, when these materialize, to recover and restore the integrity and continuity of democratic processes and institutions. In the Republic of Moldova, this resilience increasingly come under pressure due to the persistent threat of corruption, particularly affecting electoral processes through illicit political finance and large-scale vote-buying schemes, which are recognized as major corruption risks to democratic integrity. In 2025, impunity for crimes related to electoral corruption and illicit finance remains a key challenge, as these practices, though persisting since independence, have led to few perpetrators being held accountable. Few election-related crimes are detected by law enforcement, leading to minimal investigations, prosecutions, or convictions, which in turn enables the escalation of illicit activities and further deepens the threat to democratic institutions.

In response, the REDACT Project aims at taking a systemic and multi-dimensional approach by:

- Strengthening institutional capacities – strengthening the ability of police, anti-corruption agencies, prosecutors, and judicial actors to detect, disrupt, investigate, prosecute, and adjudicate corruption cases with a specific focus on electoral integrity and illicit political finance, through the use of specialized tools, methodologies, and technical assistance.
- Enhancing inter-agency coordination, cohesion and synergy and legal frameworks – improving the cohesion between law enforcement, anti-corruption agencies, judicial actors, and other related entities, while facilitating legal and procedural reforms to close enforcement gaps.
- Building public resilience against corruption risks to democratic integrity – supporting civil society, investigative journalism, and public awareness initiatives to expose corrupt practices, increase public scrutiny, and reduce vulnerability to manipulation and coercion.

As part of its objectives, the REDACT Project aims at enhancing the knowledge and ability of law enforcement officers to detect, disrupt, and investigate cases of electoral corruption and illicit political finance, with a focus on forensic evidence collection, crime analysis, and investigative methodologies, in line with international standards. At the same time, it seeks to strengthen the capacity of prosecutors and judges to effectively handle such cases, ensuring responsiveness to existing challenges, emerging needs, and evolving legal frameworks.

Therefore, a blended training course is planned to be conducted in partnership with the National Institute of Justice (hereinafter NIJ) targeting professionals from key institutions, including the National Anticorruption Center, General Prosecutor's Office, Anticorruption Prosecutor's Office, Prosecutor's Office for Combating Organized Crime and Special Cases, General Police Inspectorate, Office for Prevention and Fight Against Money Laundering, and the judicial actors. It shall combine theoretical sessions with practical simulations and real case examples, ensuring participants not only acquire knowledge, but also apply it in realistic investigative and courtroom scenarios.

Beyond addressing immediate capacity gaps, the blended training course is designed to lay the foundation for a sustainable and institutionalized knowledge-building program. All materials and methodologies will be developed with a view to their long-term integration into the NIJ's continuous education framework. Post-training practical materials will also be produced to ensure a broader knowledge transfer.

The Project will engage a team of national and international facilitators conduct a set of 10 full-day blended training sessions on electoral corruption and illicit political finance, to strengthen the capacities of investigators, prosecutors, and judges in Republic of Moldova.

## **II. Scope of Work:**

The REDACT Project aims at conducting 10 full-day blended training sessions on electoral corruption and illicit political finance for law enforcement officers, prosecutors and judges, organized in collaboration with the National Institute of Justice (tentatively scheduled for September 2025). The blended course is intended to be delivered by two national and two international facilitators.

Therefore, the Project intends to contract an International Co-Facilitator (hereinafter "the International Consultant") to conduct the blended course in close coordination and cooperation with the REDACT's Project team and national and international facilitators, bringing EU expertise, best practices, standards, provisions and regulations in the field of electoral corruption and illicit political finance.

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

- Carry out in close coordination with the International Senior Facilitator a desk review of the EU and international regulatory framework, as well as best practices in prevention and fight of electoral corruption and illicit political finance.
- Develop the training materials, including presentations, case studies, simulation exercises, and participant handouts for one (1) theoretical and one (1) practical session of the blended course.
- Deliver dedicated theoretical and practical sessions during 10 full-day training blended course (September 2025) for up to 25 participants each day (up to 250 people in total).
- Engage in daily preparation and feedback discussions with the REDACT Project, team of national and international facilitators and NIJ representatives.
- Prepare a detailed report on the training sessions delivered with a specific focus on key lessons learned and recommendations for calibrating the Project's future interventions and knowledge-building program.

### III. Expected Deliverables:

No.	DELIVERABLES	Estimated Workdays	Estimated Delivery Date
1.	<b>Deliverable 1. Package of training materials</b> <ul style="list-style-type: none"><li>▪ Carry out in close coordination with the International Senior Facilitator a desk review of the EU and international regulatory framework, as well as best practices in prevention and fight of electoral corruption and illicit political finance.</li><li>▪ Participate in preparatory meetings with the Project Team, team of national and international facilitators and NIJ.</li><li>▪ Develop the training materials, including presentations, case studies, simulation exercises, and participant handouts for one (1) theoretical and one (1) practical session of the blended course.</li><li>▪ Submit the training package for review and approval.</li></ul>	1 WD	By 4 September 2025
2.	<b>Deliverable 2. Ten full-day blended training course</b> <ul style="list-style-type: none"><li>▪ Deliver one theoretical and one practical session per day.</li><li>▪ Participate in the debriefings with the Project Team, team of national and international facilitators and NIJ.</li></ul>	10 WDs	By 20 September 2025
3.	<b>Deliverable 3. Final training report</b> <ul style="list-style-type: none"><li>▪ Participate in a final debriefing meeting with the UNDP Project, team of national and international facilitators and NIJ.</li><li>▪ Prepare a detailed report on the training sessions delivered with a specific focus on key lessons learned and recommendations for calibrating the Project's future interventions and knowledge-building program.</li><li>▪ Submit the training report for review and approval.</li></ul>	1 WD	By 22 September 2025

### IV. Institutional Arrangements:

The timeframe for the work of the International Consultant is tentatively planned for September 2025. During this time, he/she is expected to work a total of up to 12 working days.

The International Consultant will work under the overall guidance and direct supervision of the UNDP Project Management Coordinator/Project Manager with technical oversight by the Chief Technical Advisor. All deliverables shall be technically reviewed and endorsed by the UNDP Chief Technical Advisor before submission and approval by the Project Management Coordinator/Project Manager.

The International Consultant is expected to work closely with UNDP International Senior Expert on Electoral Corruption and Illicit Political Finance and team of national and international facilitators and provide necessary substantive support as well as engage in the process of organizing and conducting required tasks in the context of the assignment.

All communications and documentation related to the assignment will be in English. Written interactions with the national partners, stakeholders and actors related to the assignment must be coordinated in advance with the supervisor, and the Project Management Coordinator/Project Manager must be copied (in cc) on all related email correspondence. No reports or documents should be published or distributed to third parties without the approval of UNDP Project Management Coordinator/Project Manager.

### V. Financial arrangements:

Payments will be disbursed in several tranches upon the submission and approval of the deliverables, and a certification by UNDP Project Management Coordinator/Project Manager that the services have been satisfactorily performed.

## **Financial proposal:**

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, and number of anticipated working days).

Travel costs shall not be included in the financial proposal.

## **VI. Travel:**

All envisaged travel costs related to the country visit will be arranged and covered by the REDACT Project. As per Deliverable 2, the International Consultant is expected to have one (1) mission to Chisinau, Moldova, with the total number of up to 12 days. The exact duration and period of the mission shall be coordinated with UNDP Project Management Coordinator/Project Manager.

UNDP will not cover travel costs exceeding those of an economy class ticket. Should the International Consultant 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.

## **VII. Qualifications and skills required:**

### **I. Academic Qualifications:**

- Master's degree (or 5 years' university degree) in Law, Political Science or other related field.

### **II. Years and sphere of experience:**

- Minimum of 7 (seven) years professional experience in law enforcement or justice sectors in a prosecutorial, legal advisory, or judicial capacity is required.
- Minimum of 3 (three) years of expertise in criminal law and criminal procedure, preferably with direct experience in investigating, prosecuting, or adjudicating cases related to anti-corruption, including electoral corruption, illicit political finance, and/or financial crimes.
- Proven experience (at least 2 assignments) in delivering training courses, capacity-building sessions for prosecutors, judges, or law enforcement officials, and/or public lectures.
- Experience working with international organizations, including UN Agencies, USAID, EU-funded projects, the Council of Europe, etc. is an advantage.
- Certification or specialized courses in anti-corruption, European Law, or criminal justice is a strong advantage.

### **III. Competencies:**

- Demonstrated familiarity with EU standards, legal frameworks, or best practices related to rule of law, anti-corruption, and political finance regulation.
- Strong analytical, facilitation, communication, and coordination skills.
- Excellent drafting and report-writing abilities.
- Ability to work collaboratively with a wide range of stakeholders.
- Fluency in English is required. Knowledge of Romanian is a strong advantage.

### **IV. Personal qualities:**

- Demonstrates integrity, impartiality, and professional ethics in conducting analytical and advisory work.
- Strong sense of responsibility and ability to deliver high-quality outputs within tight deadlines.

- Demonstrates diplomatic communication, and political neutrality, especially in multi-stakeholder environments.
- Proven ability to work in a multidisciplinary team, with openness to diverse perspectives and feedback.

The UNDP Moldova is committed to workforce diversity. Women and men, persons with different types of disabilities, LGBT, Roma and other ethnic, linguistic or religious minorities, persons living with HIV, are particularly encouraged to apply. **Please specify in the CV, in case you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.**

### **Documents to Be Included When Submitting the Proposals**

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

- Personal updated CV, indicating all past positions held and their main underlying functions, their durations (month/year), the qualifications, as well as the contact details (email and telephone number) of the Candidate, and at **least three (3)** the most recent professional **references** of previous supervisors. References may also include peers.
- Proposal (Motivation Letter, maximum length: 1 page): 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, including information, links/copies of documents for similar projects*);
- 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.*

### ***Incomplete applications will not be considered.***

**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.

### **Evaluation:**

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

- Master's degree (or 5 years' university degree) in Law, Political Science or other related field.
- Minimum of 5 (five) years professional experience in law enforcement or justice sectors in a prosecutorial, legal advisory, or judicial capacity is required.

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
<b>Technical evaluation criteria</b>		
Master's degree (or 5 years' university degree) in Law, Political Science or other related field.	Master's – 20 pts., PhD – 25 pts.	25
Minimum of 5 (five) years of professional experience in law enforcement or justice sectors in a prosecutorial, legal advisory, or judicial capacity is required.	(5 years – 25 pts., each additional year – 5 pts., up to 40 pts.)	40
Minimum of 3 (three) years of expertise in criminal law and criminal procedure, preferably with direct experience in investigating, prosecuting, or adjudicating cases related to anti-corruption, including electoral corruption, illicit political finance, and/or financial crimes.	(3 years – 25 pts., each additional year – 5 pts., up to 40 pts.)	40
Experience working with international organizations, including UN Agencies, USAID, EU-funded projects, the Council of Europe, etc. is an advantage.	(each assignment – 5 pts., up to 15 pts.)	15
Certification or specialized courses in anti-corruption, European Law, or criminal justice is a strong advantage.	Yes – 20 pts. No – 0 pts.	20
<b>Interview evaluation criteria</b> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness). <b>Only the first 5 applicants that have accumulated the highest technical score shall be invited to the interview.</b>		
Proven experience (at least 2 assignments) in delivering training courses, capacity-building sessions for prosecutors, judges, or law enforcement officials, and/or public lectures.	(two assignments – 10 pts., additional assignments 10p up to 40 pts up to 40 pts.)	40
Demonstrated familiarity with EU standards, legal frameworks, or best practices related to rule of law, anti-corruption, and political finance regulation.	(Strong – 35 pts., satisfactory – 20 pts., limited – 5 pts., no – 0 pts.)	35
Strong analytical, facilitation, communication, and coordination skills.	(Strong – 30 pts., satisfactory – 15 pts., limited – 5 pts., no – 0 pts.)	30
Ability to work collaboratively with a wide range of stakeholders.	(Strong – 30 pts., satisfactory – 15 pts., limited – 5 pts., no – 0 pts.)	30
Fluency in English. Knowledge of Romanian is a strong advantage	(Romanian, English – 10 pts. each)	20

Belonging to under-represented groups.	No – 0 pts, to one group – 2.5 pts., to two or more groups – 5 pts.	5
<b>Maximum Total Technical Scoring</b>		<b>300</b>

<b><u>Financial</u></b>	
<p>Evaluation of submitted financial offers will be done based on the following formula:  <b><math>S = F_{min} / F * 200</math></b>  <b>S</b> – score received on financial evaluation;  <b>F<sub>min</sub></b> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;  <b>F</b> – financial offer under consideration</p>	<b>200</b>

*\* 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.*

#### **Winning candidate**

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).