



Terms of Reference

Job title: National Expert on Virtual Assets and Crypto-Enabled Crime
Duty station: Chisinau
Project reference: Resilient Democracy through Anti-Corruption (REDACT) Project
Contract Type: Individual Contract (IC)
Duration of assignment: April 2026 - May 2026 (up to 15 working-days)
Starting date: 1 April 2026

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.

In recent years, virtual assets and cryptocurrencies have increasingly been used as enablers of serious crime, including money laundering, drug trafficking, fraud, organized crime, and corruption. These technologies create new challenges for criminal justice systems, particularly for prosecutors and judges responsible for ensuring lawful evidence handling, correct legal qualification, and compliance with fair-trial guarantees. In the Republic of Moldova, investigations conducted during 2024–2025 demonstrated that virtual assets were also used in illegal political and electoral financing schemes, further highlighting the need for criminal justice actors to understand crypto-enabled criminality in a cross-cutting and offense-neutral manner, while remaining capable of addressing sensitive electoral cases.

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 virtual assets use in 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 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, 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.

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 comprised of one International and one National expert to conduct a set of 5 (five) full-day trainings on cryptocurrency and virtual assets in criminal proceedings for 5 mixed groups of investigators, prosecutors, and judges in Republic of Moldova.

In this context, UNDP seeks to hire a National Expert on Virtual Assets and Crypto-Enabled Crime further on referred to as National Expert, to engage in design and delivery the trainings on cryptocurrency and virtual assets in criminal proceedings.

II. Scope of Work:

The expected objective of the assignment for the National Expert is to support the preparation and delivery of a set of 5 (five) full-day trainings on cryptocurrency and virtual assets in criminal proceedings for 5 mixed groups of investigators, prosecutors, and judges in Republic of Moldova.

To achieve the objective above, the National Expert shall perform the following tasks and activities:

- 1. Legal and Contextual Alignment of Training Content.** The National Expert shall support the adaptation of training materials to the Moldovan legal and institutional framework. This task shall include: a) reviewing draft training materials prepared by the International Expert; b) verifying consistency with: Criminal Code and Criminal Procedure Code provisions; AML/CFT legislation and practice; c) providing feedback on legal terminology, procedural steps, evidentiary standards and judicial practice; d) identifying relevant national case-law, practice examples, or procedural approaches that can be referenced during training.
- 2. Support to Development of training curriculum and the Case-Based Exercise.** The National Expert shall support the International Expert in developing the training curriculum and contextualizing the integrated case exercise. This task shall include: advising on realistic investigative and prosecutorial scenarios in Moldova and typical procedural challenges encountered by prosecutors and judges; ensuring the case scenario reflects national investigative workflows, judicial reasoning standards, institutional roles and mandates.

3. **Co-Delivery and Facilitation of Training Sessions.** The National Expert shall participate in the delivery of the training courses scheduled to take place during 4 – 8 May 2026. This task shall include: a) co-facilitating selected sessions alongside the International Expert; b) providing clarifications on national legislation and procedures as well as institutional roles and coordination mechanisms; c) moderating discussions with participants, particularly on practical challenges in Moldovan criminal proceedings and interaction between investigators, prosecutors, and judges.
4. **Contribution to Post-Training Analysis.** The National Expert shall contribute to the identification of capacity gaps and practical challenges observed during the trainings. This task shall include: a) providing inputs to the International Expert for the final report; b) highlighting recurring legal or procedural issues and training needs specific to Moldovan institutions.

III. Expected Deliverables:

No.	Key deliverables	Estimated Workdays	Estimated Delivery Date
1.	<p>Legal and contextual alignment of training content and Support to development of training curriculum</p> <p>Deliverable: Brief Note comprising inputs (comments and recommendations) integrated into the training curriculum.</p>	8	By 27 April 2026
2.	<p>Co-Delivery and Facilitation of Training Sessions (4 – 8 May)</p> <p>Deliverable: Successfully co-facilitated 5 full-day specialized trainings (one day training multiplied to 5 groups) and completed participant feedback forms.</p>	5	By 8 May 2026
3.	<p>Contribution to Post-Training Analysis</p> <p>Deliverable: Written inputs for inclusion in the final training report</p>	2	By 30 May 2026
	Total Working Days	15	

IV. Institutional Arrangements:

The timeframe for the work of the Consultant is tentatively planned for April - May 2026. During this time, the Consultant is expected to work a total of up to 15 working days.

The Consultant will work under the overall guidance and direct supervision of the UNDP Project Team. All deliverables shall be technically reviewed and endorsed by the UNDP Chief Technical Advisor.

The Consultant is expected to work closely with 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. However, selected deliverables will be required in both English and Romanian.

Before submission of final deliverables, the Consultant will discuss the draft documents with the parties involved, so that the final products reflect their comments.

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 the UNDP Project Management Coordinator/Project Manager.

V. Financial arrangements:

Payments will be disbursed in 1 (one) instalment upon the submission and approval of the deliverables, and a certification by 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 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).

VI. Travel:

No travel is envisaged under the current assignment.

VII. 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.

VIII. Qualifications and skills required:

I. Academic Qualifications:

- Master's (or 5 years advanced university degree) degree in law, economics, computer science or related field.

II. Professional experience:

- Minimum of 5 (five) years professional experience in law enforcement, justice or financial sectors in a prosecutorial, legal advisory, analytical or judicial capacity.
- Proven experience in designing and/or delivering training courses or capacity-building on topics related to virtual assets in at least 2 (two) similar assignments.
- Experience working with international organizations, including UN Agencies, USAID, EU-funded projects, the Council of Europe, etc. is an advantage.

III. Competencies:

- Excellent knowledge of the legal framework and institutional roles in the field of virtual assets.
- Strong understanding of the local challenges, dynamics, risk and opportunities with regards to investigation or confiscation of virtual assets
- Good understanding of international legal framework and international practice with regards to tracking, freezing and confiscation of virtual assets
- Ability to plan, organize, and execute tasks efficiently; to deliver agreed outputs within established timelines, resource constraints, and defined scope; and to monitor progress and manage risks.

- Ability to communicate clearly and effectively in both written and verbal forms; to tailor messages to different audiences; to present complex information in a structured, concise, and compelling manner.
- Fluency in Romanian and advanced level of English is required.
- Internationally recognized certifications in anti-money-laundering, virtual assets or blockchain analysis is a strong advantage.

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.**

IX. 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.

X. Evaluation:

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

- Master's (or 5 years advanced university degree) degree in law, economics, computer science or related field.
- Minimum of 5 (five) years professional experience in law enforcement, justice or financial sectors in a prosecutorial, legal advisory, analytical or judicial capacity is required.
- Citizenship of the Republic of Moldova.

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 evaluation criteria</u>		
Master’s degree (or 5 years’ university degree) in law, economics, or computer science.	Bachelor’s degree supplemented by 5 years – 15 pts. Master’s – 20 pts.	20
Minimum of 5 (five) years professional experience in law enforcement, financial or justice sectors in a prosecutorial, legal advisory, or judicial capacity is required.	5 years – 30 pts., each additional year – 5 pts., up to 40 pts.	40
Proven experience in designing and/or delivering training courses or capacity-building on topics related to virtual assets in at least 2 (two) similar assignments.	1 assignment – 10 pts., each additional assignment – 10 pts. up to 30 pts.	30
Experience working with international organizations, including UN Agencies, USAID, EU-funded projects, the Council of Europe, etc. is an advantage.	Each assignment – 10 pts., up to 20 pts.	20
<u>Interview evaluation criteria</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.		
Excellent knowledge of Moldovan the legal framework and institutional roles in the field of virtual assets.	Excellent – up to 30 pts., satisfactory – up to 15 pts., limited – up to 5 pts., no – 0 pts.	30
Strong understanding of the local challenges, dynamics, risk and opportunities with regards to investigation or confiscation of virtual assets	Strong – up to 30 pts., satisfactory – up to 15 pts., limited – up to 5 pts., no – 0 pts.	30
Good understanding of international legal framework and international practice with regards to tracking, freezing and confiscation of virtual assets	Strong – up to 30 pts., satisfactory – up to 15 pts., limited – up to 5 pts., no – 0 pts.	30
Ability to plan, organize, and execute tasks efficiently; to deliver agreed outputs within established timelines, resource constraints, and defined scope; and to monitor progress and manage risks.	Strong – up to 30 pts., satisfactory – up to 15 pts., limited – up to 5 pts., no – 0 pts.	30
Ability to communicate clearly and effectively in both written and verbal forms; to tailor messages to different audiences; to	(Strong – up to 20 pts., satisfactory – up to 10 pts., limited – up to 5 pts., no – 0 pts.)	20

present complex information in a structured, concise, and compelling manner;		
Fluency in Romanian and advanced level of English.	Romanian, Advanced level of English, 10 pts. each)	20
Internationally recognized certifications in blockchain technology, virtual assets or anti-money laundering.	Each certification – 5 pts., up to 20 pts	20
Belonging to under-represented groups.	No – 0 pts, to one group – 5 pts., to two or more groups – 10 pts.	10
Maximum Total Technical Scoring		300

<u>Financial</u>	
<p>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</p>	200

** 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).