



Invitation to Submit an Offer for International Consultant on Justice Sector Case Management System, under Vacancy Announcement, Qu26/03105.

The United Nations Development Programme (UNDP) through its **REDACT – Resilient Democracy through Anti-Corruption** project seeks to contract an **International Consultant on Justice Sector Case Management System**.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have attached hereto the following:

- The Terms of Reference for the assignment described above;
- The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP;
- The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

Should you be interested and decide to submit an offer for this assignment, kindly submit directly in the online supplier portal no later than the deadline indicated in the system.

Offers must be submitted directly in the Quantum Supplier Portal following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal (please log in using your username and password).

Follow the instructions in the user guide to search for the competition using search filters, namely **Negotiation ID: UNDP-MDA-01052** and subscribe to the competition in order to get notifications in case of amendments of the competition document and requirements.

In case you have never registered before, follow this [link](https://www.undp.org/procurement/business/resources-for-bidders) to register a profile, based on the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>.

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: sc.md@undp.org. In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: sc.md@undp.org.

Computer firewall could block *oracle* or *undp.org* extension and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.



Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at sc.md@undp.org. Please pay attention that the proposal shall be submitted online through the Quantum system and any proposal sent to the above email shall be disqualified.

Should you require further clarifications on the Notice, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Deadline for Submission of Offers (Date and Time), which is visible in the online supplier portal will be final. The portal will not accept submission of any offer after that date and time. It is the responsibility of the applicant to make sure that the offer is submitted prior to this deadline for submission.

Applicants are advised to upload offer documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Applicant faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

If any discrepancy between deadline in the system and in deadline indicated elsewhere, deadline in the system prevails.

We look forward to your favorable response and thank you in advance for your interest in working with UNDP.

Sincerely,
UNDP Moldova



Table of Contents

1 Overview.....4

 1.1 General Information.....4

 1.2 Tender Timeline.....6

 1.3 Response Rules.....6

 1.4 Terms.....6

 1.5 Attachments.....6

2 Requirements.....7

 2.1 Section 1. Overview of the assignment.....7

 2.2 Section 2. Documents to be included with the proposal.....8

 2.3 Section 3. Evaluation - Minimum Qualification Stage.....8

 2.4 Section 4. Evaluation - Technical and Interview Stage.....9

 2.5 Section 5. Evaluation - Financial Stage.....12

 2.6 Section 6. Offer Form.....13

3 Lines.....18

 3.1 Line Information.....18



1 Overview

1.1 General Information

Title	Qu26/03105: Redact/International consultant on Justice Sector Case Management
Contact Point	UNDP Procurement Unit
Outcome	Contract Work Order
E-Mail	sc.md@undp.org
Reference Number	Qu26/03105
Beneficiary Country	MDA
Introduction	Invitation to Submit an Offer for International Consultant on Justice Sector Case Management System, under Vacancy Announcement, Qu26/03105.

The United Nations Development Programme (UNDP) through its **REDACT – Resilient Democracy through Anti-Corruption** project seeks to contract an **International Consultant on Justice Sector Case Management System**.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have attached hereto the following:

- The Terms of Reference for the assignment described above;
- The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP;
- The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

Should you be interested and decide to submit an offer for this assignment, kindly submit directly in the online supplier portal no later than the deadline indicated in the system.

Offers must be submitted directly in the Quantum Supplier Portal following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal (please log in using your username and password).

Follow the instructions in the user guide to search for the competition using search filters, namely **Negotiation**



ID: UNDP-MDA-01052 and subscribe to the competition in order to get notifications in case of amendments of the competition document and requirements.

In case you have never registered before, follow this [link](https://www.undp.org/procurement/business/resources-for-bidders) to register a profile, based on the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>.

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: sc.md@undp.org. In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: sc.md@undp.org.

Computer firewall could block *oracle* or *undp.org* extension and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at sc.md@undp.org. Please pay attention that the proposal shall be submitted online through the Quantum system and any proposal sent to the above email shall be disqualified.

Should you require further clarifications on the Notice, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Deadline for Submission of Offers (Date and Time), which is visible in the online supplier portal will be final. The portal will not accept submission of any offer after that date and time. It is the responsibility of the applicant to make sure that the offer is submitted prior to this deadline for submission.

Applicants are advised to upload offer documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Applicant faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.



If any discrepancy between deadline in the system and in deadline indicated elsewhere, deadline in the system prevails.

We look forward to your favorable response and thank you in advance for your interest in working with UNDP.
Sincerely,
UNDP Moldova

1.2 Tender Timeline

Preview Date
Open Date 17.07.2026 13:50
Close Date 31.07.2026 16:30
Time Zone Turkey Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
☒	Suppliers are required to respond with full quantity on each line
☒	Suppliers are allowed to revise their submitted response

1.4 Terms

Negotiation Currency USD (US Dollar)

1.5 Attachments

File Name or URL	Type	Description
Terms of Reference	File	Terms of Reference
Guides for Suppliers	File	
Statement of Health	File	
Offerors Letter to UNDP	File	



2 Requirements

**Response is required*

Pease review carefully the requirements and questions in this section.

*Provide answers where required (marked with *asterisk symbol) and upload supporting documents when requested so (marked with *asterisk symbol).*

Please note that there are several Sections to be filled in, under the "Requirements" step on the right side the page:

1

Overview

2

Requirements

3

Lines

4

Review

Messages

Respond by Spreadsheet

Actions

Back

Next

Save

Submit

Cancel

Section 1. Overview of the...

Section 1. Overview of the...

Section 2. Documents to be...

Section 3. Evaluation - Mi...

Section 4. Evaluation - Te...

Section 5. Evaluation - Fi...

Section 6. Offer Form

Section 1. Overview of the...

2.1 Section 1. Overview of the assignment

1. Background
- The United Nations Development Programme (UNDP) requires the services of an individual to perform the work described in this document.
2. Scope of Work, Responsibilities and Description of Work
- For detailed information on the Scope of Work, responsibilities and description of work, please refer to hereby attached Terms of Reference.



2.2 Section 2. Documents to be included with the proposal

*1. Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment, including Financial Proposal (USD) 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.

Select all that apply:-

☐ a. Offeror's letter provided(*Response attachments are required*)

*2. Motivation Letter

Motivation Letter explaining why the applicant is the most suitable for the assignment, including previous experience in similar projects. Please provide brief information on each of the qualifications listed in Section 8 of the TOR, item by item, including information and links or copies of documents for similar comparative studies or QA assignments;

Select one of the following:-

☐ a. Motivation Letter(*Response attachments are required*)

*3.

CV and other documents

Provide your personal CV and at least three (3) professional references. The CV must include sufficient detail to enable evaluation against the criteria in Section 10, specifically a) experience in justice sector digital case management system design, implementation, advisory, or quality assurance, b) experience with distributed, interoperable justice sector case management architectures, c) experience conducting quality assurance, architecture review, institutional review, or technical advisory assignments in justice sector digitalisation projects, d) Experience working with EU institutions, Council of Europe (including CEPEJ or Venice Commission), or other European bodies on justice sector digitalisation, case management reform, or interoperability standards, e) Knowledge of EU accession or Eastern European justice sector reform contexts.

Select all that apply:-

☐ a. CV with at least 3 references provided(*Response attachments are required*)

2.3 Section 3. Evaluation - Minimum Qualification Stage



1. **Initially, individual consultants** will be shortlisted based on the following minimum qualification criteria:

- Master's degree in law, public administration, information technology, computer science, or a related field;
- A minimum of 10 years of progressively responsible experience in justice sector case management system design, implementation, advisory, or quality assurance in EU or Council of Europe member states.

***2. Minimum Qualification Requirements**

Do you meet the Minimum Qualification requirements listed in the TOR?

Select all that apply:-

- ☐ a. Yes (*Response attachments are optional*)
- ☐ b. No

2.4 Section 4. Evaluation - Technical and Interview Stage

1. The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as: (a) responsive, compliant, and acceptable; and (b) having received the highest score out of a pre-determined set of weighted technical and financial criteria.
- Technical Criteria weight – 60% (300 pts)
 - Financial Criteria weight – 40% (200 pts)

Only candidates obtaining a minimum of 210 points on the technical evaluation will be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points
Technical Evaluation (145 pts)		



Master's degree in law, public administration, information technology, computer science, economics or a related field.	Master's degree – 10 pts; additional post-graduate specialisation or qualifications in justice sector digitalisation, e-governance, or information systems – 10 pts	20
A minimum of 10 years of progressively responsible experience in justice sector digital case management system design, implementation, advisory, or quality assurance in EU or Council of Europe member states.	10 years – 20 pts; each additional year – 5 pts; up to max. 40 pts	40
Demonstrated experience with distributed, interoperable justice sector case management architectures (police, prosecution, anti-corruption, asset recovery, courts).	1 assignment/system – 20 pts; each additional assignment/system – 5 pts; up to max. 30 pts	30
Proven experience conducting quality assurance, architecture review, institutional review, or technical advisory assignments in justice sector digitalisation projects	1 assignment – 15 pts; each additional assignment – 5 pts; up to max. 30 pts	30
Experience working with EU institutions, Council of Europe (including CEPEJ or Venice Commission), or	Each engagement – 5 pts; up to max. 20 pts	20



other European bodies on justice sector digitalisation, case management reform, or interoperability standards.		
Belonging to groups under-represented in UN Moldova (persons with disabilities, LGBTI, ethnic/linguistic minorities, people living with HIV, religious minorities, refugees and other non-citizens) – please specify in CV	No – 0 pts; one group – 2.5 pts; two or more groups – 5 pts)	5
Interview evaluation criteria (155 pts) Only the first 5 applicants that have accumulated the highest technical score shall be invited to the interview.		
Knowledge of distributed, interoperable justice sector architectures and the governance frameworks that sustain them in EU and Council of Europe member states	Strong – 50 up to pts., satisfactory – up to 30 pts., limited – up to 15 pts., no – 0 pts	50
Ability to conduct structured comparative analysis and	Strong – 40 up to pts., satisfactory – up to 20	40



translate international lessons into actionable recommendations for a specific national context;	pts., limited – up to 10 pts., no – 0 pts	
Strong analytical and communication skills, including the ability to present comparative findings clearly to institutional leaders, technical specialists, and multi-stakeholder working groups	Strong – 35 up to pts., satisfactory – up to 20 pts., limited – up to 10 pts., no – 0 pts	35
Knowledge of EU accession or Eastern European justice sector reform contexts, including familiarity with the institutional and legal challenges of digital integration between constitutionally distinct justice institutions.	Strong – 25 up to pts., satisfactory – up to 15 pts., limited – up to 10 pts., no – 0 pts	25
Language proficiency	English (mandatory) – 3 pts; Romanian and/or Russian – 1 pt each	5
Total Technical Score: 300 pts		

2.5 Section 5. Evaluation - Financial Stage



1. Financial Evaluation

Financial Scoring:

Evaluation of submitted financial offers will be done based on the following formula:

$$\mathbf{S = Fmin / F * 200}$$

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.

2.6 Section 6. Offer Form

***1. Offeror's Declaration**

I hereby declare that:

- I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of this assignment;
- I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto;
- In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposal.

Select one of the following:-

- ☐ a. I confirm I understand and accept the above statement

***2. Payment Type and Rates**

I hereby confirm to complete the services based on the following payment rate:

A total lump sum payable in the manner described in ToR.

Select one of the following:-

- ☐ a. I confirm the payment type

***3. Payment Certification Procedures**

I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of



outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures.

Select one of the following:-

- ☐ a. Yes

***4. Offer Validity**

Please confirm your offer remains valid for a total of 90 days after the submission deadline.

Select one of the following:-

- ☐ a. I confirm offer validity as required

***5. Contract Type**

Select the contract type that you will sign if selected, from the two options below:

1. Sign an Individual Contract with UNDP;
 2. Request my employer to sign with UNDP a Reimbursable Loan Agreement (RLA) for and on my behalf.
- Provide contact persons and details of employer in the comments box or as an attachment.

Select one of the following:-

- ☐ a. Individual Contract with UNDP
- ☐ b. Reimbursable Loan Agreement(*Response attachments are optional*)

***6. Other Engagements**

Please indicate whether you have any other engagements at the time of submission. Provide details using the hereby attached Offeror's Letter to UNDP Confirming Interest and Availability template.

Select all that apply:-

- ☐ a. I have not active Individual Contract or any form of engagement with any UNDP BU
- ☐ b. I am currently engaged with UNDP and/or other entities(*Response attachments are optional*)
- ☐ c. I am also anticipating conclusion of the attached work from UNDP and/or other entities for which I have submitted a proposal(*Response attachments are optional*)

***7. Acceptance and Cost for the Proposal**

I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

Select one of the following:-

- ☐ a. I fully understand and confirm the above statement



***8. Expectations to Re-instate**

I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Select one of the following:-

- ☐ a. I confirm I understand and accept the above statement

***9. Former UN Staff Member**

If you are a former staff member of the United Nations recently separated, please confirm hereby that you have complied with the minimum break in service required before you can be eligible for an Individual Contract.

Select one of the following:-

- ☐ a. I hereby confirm that I have complied with minimum break in service requirement(*Response attachments are optional*)
- ☐ b. I do not comply with minimum break in service requirement(*Response attachments are optional*)

***10. Relatives employed with UN**

Please confirm that you have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN Agency or office.

If such relationship exist, please disclose the name of the relative, the UN office employing the relative, and the relationship in the hereby attached Offeror's Letter to UNDP Confirming Interest and Availability template.

Select one of the following:-

- ☐ a. I do not have any first degree relative employed by UN
- ☐ b. I have relatives employed by UN(*Response attachments are required*)

***11. Relatives employed by UN or other Organizations**

Are any of your relatives employed by UNDP, or any other UN organization or any other public international organization?

If such relationship exist, please disclose the name of the relative, the UN office employing the relative, and the relationship in the hereby attached Offeror's Letter to UNDP Confirming Interest and Availability template.

Select one of the following:-

- ☐ a. No relatives employed by UNDP or other UN agencies and international Organizations
- ☐ b. I have relatives employed, information hereby attached information(*Response attachments are required*)

***12. Enquiries with present employer**

Do you have any objections to us making inquiries of your present employer?



Select one of the following:-

- ☐ a. No
☐ b. Yes

***13. Permanent Civil Servant Employee**

Are you now or have you ever been a permanent civil servant in your government's employee? If yes, indicate when in the comments box.

Select one of the following:-

- ☐ a. No
☐ b. Yes

***14. Criminal Records**

Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? If yes, give full particulars of each case in an attached statement.

Select one of the following:-

- ☐ a. No
☐ b. Yes (*Response attachments are required*)

***15. Statement of Health**

The selected contractor will be required to provide proof of insurance coverage as stated in the Statement of Health herewith attached prior to contract signature.

Target: I will be able to provide proof of medical insurance coverage if selected

Select one of the following:-

- ☐ a. I will be able to provide proof of medical insurance coverage if selected

***16. Conflict of Interest**

Consistent with the overall principle of fairness and impartiality in the conduct of UNDP Procurement, individual contractors who have been involved in the preparation or formulation of a project or any project implementation activity that leads to subsequent services, including but not limited to the writing of Terms of References for services leading to the engagement of Individual Contractor, should be disqualified from the selection process for IC services arising from such work, in order to prevent situations of conflict of interest. In the same manner, an individual contractor must neither be involved in the evaluation or assessment of a project or a project activity, if the same individual was involved in any aspects of its formulation or implementation.

Please disclose if you have been involved in any of the manners described above.

Select one of the following:-

- ☐ a. I have not been involved and do not have conflict of interest
☐ b. I have a potential conflict of interest



***17. Certification of Statement**

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

Note: You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Select one of the following:-

- ☐ a. I understand and confirm the above statement is true



3 Lines

Instructions *Please add the price for each deliverable listed below, in accordance with Terms of Reference.*
Please upload breakdown of financial proposal (in USD) using template provided (Annex 2) and make sure that the total in the breakdown matches with total of deliverables in the system.

3.1 Line Information

Line	Category Name	Item	Target Quantity	Unit Price	Total Price	Additional Attributes
1- Deliverable 1: Inception and Comparative Assessment Package	Human resource development					
2- Deliverable 2: Diagnostic Assessment and As-Is Review Package	Human resource development					
3- Deliverable 3: Future-State Design and Architecture Review Package	Human resource development					



Line	Category Name	Item	Target Quantity	Unit Price	Total Price	Additional Attributes
4- Deliverable 4: Draft Visioning Document Review Package.	Human resource development					
5- Deliverable 5: Final Visioning Document Validation and Strategic Recommendations	Human resource development					

