

INSTRUCTIONS FOR APPLICANTS

Request for Proposals to conduct a needs assessment & a Roadmap to strengthen the Criminal Assets Recovery Agency's (CARA) institutional capacities.

Applicant's qualification/experience required:

Successful applicants will bring:

- Expertise on criminal assets recovery, anticorruption policies, transparency, and good governance.
- Thorough knowledge of international and regional framework in relation to the criminal asset recovery process. These can be found in, among others, the Financial Action Task Force (FATF) and the Egmont Group, the United Nations (UN) criminal law treaties, as well as regulations from the European Union (EU).
- Experience working with public institutions and civil society organizations in multiple countries, including navigating cross-cultural and language issues.
- Preference for familiarity with the political and governance context in Eastern European countries, including Moldova.
- Familiarity with international good practices of criminal assets recovery process.
- Access to an extensive international network of similar institutions to enable the sharing of knowledge and lessons learned.
- Ability to convey findings in a manner accessible to both practitioners and academic audiences.
- Ability to work on a tight timeline, in dynamic consultation with CARA and the Soros Foundation Moldova staff.
- Excellent analytical and communications skills.
- Responsible, creative and flexible.

Target group:

of

option 1) International consultants, individuals, natural persons, nonresidents of the Republic of Moldova (acceptable)

option 2) Team of 2 international consultants, individuals, natural persons, nonresidents of the Republic of Moldova (acceptable)

option 3) Team of 2 consultants: mandatory one international consultant working in partnership with one national consultant (preferrable)

Your Proposal, shall comprise the following documents:

- Technical offer
- Financial offer

Offers shall be submitted in accordance with the requirements and procedure as set out in these Instructions for Applicants, Section: How and Where to Apply.

In preparing their Proposal, Applicants are expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in the rejection of the Proposal.

The Applicants shall bear all costs related to the preparation and/or submission of the Proposal, regardless of whether their Proposal was selected or not. Soros Foundation Moldova shall not be responsible or liable for those costs, regardless of the outcome of the tender.

HOW AND WHERE TO APPLY

Proposals shall be submitted only electronically, via e-mail, to the following address: procurement@soros.md.

Submission deadline: July 26, 2021; 12:00 (GMT+2:00).

The Foundation shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.

Please make sure that your **technical and financial proposals are submitted in separate files (recommended – in separate e-mails), while the financial proposal shall be password protected.**

The password shall not be disclosed unless required in written by the Foundation.

In case the Financial offer file will not be password protected, the Foundation is not responsible for the confidentiality of the information.

When submitting your offers, please make sure the following information is included in the subject of the e-mail: subject: RPF. 2021.DBG.01_Applicant Name.

After submitting the application files, please make sure that you receive a confirmation e-mail. The Foundation is responsible only for confirmed files.

An applicant may withdraw, substitute, or modify his/her Proposal after it has been submitted at any time before the deadline for submission, by sending a written notice to the Foundation. The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, clearly marking them by adding "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION" to the e-mail subject.

The Technical Offer (TO)

All the bellow-mentioned documents will be presented in English, in a separate PDF file, named as per instructions:

- Form A Technical Proposal (available for download as a separate file) (PDF File name: Form A - Name Surname of applicant/applicants).
- Proof of studies (university degree in social sciences, law, finance/economy, public administration, good governance, or other relevant fields). Post-graduate studies will be considered an asset (PDF File name: Studies - Name Surname of applicant/applicants).

- List of publications, research, reports, and previous surveys developed with a concise description of the paper's objectives and with links, if available. (PDF file name: List publication -Name Surname of applicant/applicants)
- Applicant's CV with the specification of the field(s) of expertise (max. 5 pages). (PDF file name: CV - Name Surname of applicant/applicants)
- The contact details of two referees. Please note that each referee will be contacted by the Good Governance Department team to provide additional information regarding applicants' working experience (PDF file name: Referees – Name Surname of applicant/applicants).
- The cover letter (max. 500 words), which should reflect all qualifications required. The applicant is expected to demonstrate deep knowledge of and/or experience in successfully conducting similar analysis and Roadmap documents. (PDF file name: Cover letter - Name Surname of applicant/applicants)
- The concept of the research methodology according to the requested Terms of Reference (ToR) (max. 1000 words) (PDF file name: Research methodology -Name Surname of applicant/applicants).
- Detailed activity plan/calendar with the indication of execution terms and products to be delivered, according to the requested ToR, and with the indication of the expected results for each stage. In case of a team applying: clear distribution of workload per each expert (in case a team of experts undertakes the project) (PDF file name: Working Plan - Name Surname of applicant/applicants).

The Financial Offer (FO)

The consultant shall make proposals on the expected daily fee in USD. The applicant shall use the Template – Form B. Financial Proposal (available for download as a separate file).

All business-related translation and interpretation, design and printing expenses will be covered by the Foundation, if necessary.

Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals, the Foundation will convert the currency quoted in the Proposal into USD, in accordance with the rate of exchange of the National Bank of Moldova at the day of the deadline for submission.

All the amounts stated in the Financial Offer are considered Gross Amounts, meaning Fee Before Tax:

- For non-residents consultants – these amounts are subject to 12% income Tax for non-residents.
- For residents consultants – these amounts are subject to 9% medical insurance and income tax 12%.

Applicants able to provide a Certificate confirming their tax residence, officially issued by the Tax Authority of their Country of residence, to apply the Convention/Agreement for the avoidance of double taxation between their State and the Republic of Moldova (in case of existence of a such a Convention/Agreement), will be exempt from paying local income tax in the amount of 12%.

Any other taxes that may be due in the residence country of the Consultant, are the sole responsibility of the Consultant and not the responsibility of the Contractor, if applicable.

Clarification of the RFP (Request for Proposals)

The applicant may request clarifications on any of the RFP documents no later than 7 days prior to the deadline for submission. Any request for clarification and/or questions must be sent in writing in the manner indicated in the Invitation Letter, Section Contact person. If inquiries are sent other than the specified channel, even if they are sent to a Foundation staff member, the Soros Foundation Moldova shall have no obligation to respond or confirm that the query was officially received. The Foundation shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of the Foundation to extend the submission date of the Proposals.

Evaluation of proposals

The evaluation score (maximum 100 points) will represent a cumulation of the score obtained by the technical offer (maximum 90 points) and the financial offer (maximum 10 points). The selection will be made in 2 stages.

Due to COVID-19 Pandemic, there will be no public bid opening for RFPs. The Foundation shall open the Proposals in the presence of the Procurement Committee of the Foundation, consisting of five (5) members.

In the first stage, the technical offer (TO) presented by each applicant shall be checked to determine whether they are complete with respect to the minimum documentary requirements.

Afterwards, the offer will be reviewed and evaluated according to the criteria indicated below.

In case of a team of 2 experts applying, each member should meet the minimum criteria. In this case, each applicant will be evaluated individually, and the team will be awarded an average score for each of the criteria listed in Section 1.

#	Evaluation Criteria/ Scoring details	Max Score
1.1.	University Degree in social sciences, law, finance/economy, public administration, good governance, or other relevant fields. Post-graduate studies will be considered an asset: <ul style="list-style-type: none">• University Degree – 1 pts• Master’s – 2 pts• Ph.D. – 3 pts	3
1.2.	Excellent command of English, knowledge of Romanian/Russian will be an asset: <ul style="list-style-type: none">• English – 1 pts• Romanian – 1 pt• Russian – 1 pt	3
1.3.	Minimum of 5 years of progressive experience in research, focused on measuring the impact of anticorruption policies and or criminal assets recovery: <ul style="list-style-type: none">• 5 years of experience in research – 3 pts• Experience in criminal assets recovery – up to the max 5 pts	8
1.4.	Previous experience in designing Roadmaps of institutional development or similar papers: <ul style="list-style-type: none">• Designing Roadmaps – up to 4 pts• Designing Roadmaps specific to anticorruption institutions – up to 4 pts	8
1.5.	Knowledge of the country and/or regional context on anticorruption policies and criminal assets recovery institutions (Central and Eastern Europe):	9

	<ul style="list-style-type: none"> • Previous work/research related to anticorruption policies in Central and Eastern Europe – 4 pts • Previous work/research related to criminal asset recovery in Central and Eastern Europe – 5 pts 	
1.6.	<p>Positive experience with similar contracts:</p> <ul style="list-style-type: none"> • 1 referee – 1 pts • 2 referees – 2 pts 	2
Subtotal Section 1		33
Section 2. Proposed Approach and Implementation Plan		
2.1.	<p>Description of the Applicant’s approach and methodology for meeting the requirements of the Terms of Reference.</p> <ul style="list-style-type: none"> • The methodology is clear and specific in accordance with the objectives listed in ToR – 6 pts • The applicant presents the detailed description of the methods to be used in the needs assessment process and explains their relevance to this research (the applicant will explain how the validation process of preliminary results will be conducted) - 12 pts • The methodological approach considers the specific of state institutions’ management – 3 pts • The applicant provides improvements to the needs assessment’ objectives listed in ToR – 4 pts • The concept is well structured and coherent – 2 pts 	27
2.2.	<p>Demonstrated deep knowledge and skills of relevant experience in conducting similar analysis:</p> <ul style="list-style-type: none"> • The cover letter reveals deep knowledge and understanding of the context related to anticorruption policies and criminal asset recovery practices – 4 pts • The cover letter demonstrates a great interest in taking this job – 2 pts • The cover letter is articulated, well structured, and coherent – 2 pts 	8
2.3.	<p>Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic.</p> <ul style="list-style-type: none"> • Provide a detailed activity plan/calendar with the indication of execution terms and products to be delivered, according to the requested ToR – 5 pts • Achievable action plan which fits into abovementioned timeframe – 2 pts 	7
2.4.	<p>In case of a team of experts applying:</p> <ul style="list-style-type: none"> • Clear division of tasks among the experts. It should be reflected in the detailed activity plan/calendar. Each task must be assigned to a specific expert of the team – 1 pts • Each task included in the activity plan is relevant to the assigned expert and fits his/her competencies and experience – 12 pts • The team includes an expert from the Republic of Moldova - 2pts 	15
Subtotal Section 2		57
Total (TO Rating)		90

The Foundation seeks to reach as many potential candidates as possible. However, before responding to this RFP, candidates are kindly requested to make a brief self-evaluation against the mentioned above criteria.

The minimum qualification score for the technical offer - 45 points.

At the second stage, the Procurement Committee will examine only the financial offers (FO) of the applicants, who submitted technical offers that meet the minimum qualification score mentioned above.

Applicants will receive an email from the Foundation, requiring to submit the password for their financial offer to the following address: procurement@soros.md.

The score for the financial offer is calculated according to a unique formula:

TO.max FO.max	max. obtainable score for technical offer (weight of TO, e.g. 90%) max. obtainable score for financial offer (weight of FO, e.g. 10%)
TOTAL max score	TO.max + FO.max.
\sum applicant \sum max \sum min	price of the offer being reviewed highest priced offer lowest priced offer
$K = (\sum \text{max} - \sum \text{min}) / \text{FO.max};$ $\Delta = \sum \text{max} / K - \text{FO.max}$	
$K = (\sum \text{max} - \sum \text{min}) / \text{FO.max};$ $\Delta = \sum \text{max} / K - \text{FO.max}$ $\text{FO.Rating} = \text{FO.max} - (\sum \text{applicant} / K - \Delta)$ TOTAL applicant score: TO.Rating + FO.Rating	

Award of the contract

The proposal with the highest combined score (technical offer + financial offer) will be selected and considered for contracting.

Based on the results of the competition, the Foundation will sign a Service Agreement. The consultancy should start in August 2021 and end no later than September 2021.

Other provisions

Conflict of interests

The underlying principles that the Soros Foundation Moldova seeks to uphold in the area of conflict of interests are:

- All potential and actual conflicts of interests should be declared.
- No person should be a judge in his or her own case.
- Self-dealing is impermissible.
- The opportunity to obtain support should be equitably open to all without appearance of cronyism in order to preserve the public’s trust in the Foundation’s work.

Anti-Fraud and Corruption

The Soros Foundation Moldova strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of bidders/applicants and requires all bidders/applicants observe the highest standard of ethics during the procurement process and contract implementation.