

**SUPPORT TO CRIMINAL JUSTICE REFORMS
IN THE REPUBLIC OF MOLDOVA**



**CALL FOR EXPRESSION OF INTEREST
FOR THE ROLE OF SHORT-TERM NATIONAL CONSULTANT
(open to natural and legal persons)**

- Assignment:** To act as a short-term national consultant for the Project “Support to the Criminal Justice Reforms in the Republic of Moldova” funded by the Government of Denmark (hereinafter- the Project)¹
- Place of execution of the services:** **Republic of Moldova;** short-term missions within Moldova might be required.
- Organisation:** Council of Europe, Directorate General of Human Rights and Rule of Law (DG I), Directorate of Human Rights, Human Rights Policy and Cooperation Department, Human Rights National Implementation Division, Project “Support to the Criminal Justice Reforms in the Republic of Moldova”
- Duration of contracts:** Short-term and output-based contract/s will be awarded in the period between September 2016 and October 2016 (up to 20 service days).
- Call issued:** **14 September 2016**
- Deadline for applications:** **7 October 2016**

The Council of Europe is looking for candidates with extensive professional experience in the field of information technologies (IT) as a national Council of Europe short-term consultant to provide technical support to the Ombudsperson’s office of the Republic of Moldova (Ombudsperson’s office) in the development and implementation of the intranet system of the Ombudsperson’s office. The activity will be implemented under the Project “Support to the Criminal Justice Reforms in the Republic of Moldova”, funded by the Government of Denmark.

REQUIRED EXPERTISE IN THE FOLLOWING AREAS:

The Council of Europe is looking for a short-term national consultant to provide assistance, in the period between September-October 2016, **in IT**, with a specific focus on the development of intranet systems, document workflow and databases.

DESCRIPTION OF SERVICES

The Council of Europe will select a consultant, who will best meet the requirements of the present call.

EXPECTED DELIVERABLES

The consultant is expected to be able to provide the following deliverables:

¹ The background information on the Project is provided below.

Deliverable 1: Perform a verification of needs of the Ombudsperson's office for the development and implementation of the intranet system of the Ombudsperson's office

The consultant will be expected to do a verification of the existing needs assessment report prepared for the purpose of assessing the needs of the Ombudsperson's Office, which was provided by the Ombudsperson's office to the Council of Europe and provide a written report with verified/updated needs.

Deliverable 2: To update the terms of references for the preparation of the tender call and assist in the preparation of the tender call

The consultant will be expected to update the terms of references for the development and implementation of the intranet system for the Ombudsperson's office, which has been prepared and provided to the Council of Europe by the Ombudsperson's office, in compliance with new requirements envisaged in the needs verification report. The consultant will be expected to do the estimation of the budget for the described services and equipment (if there would be a need in the latter), based on the updated terms of references.

The consultant will be expected to assist the Project in the preparation of a tender call for engaging a service provider which will be tasked to develop and implement the intranet system for the Ombudsperson's office. For this purposes, the consultant, in coordination with the Project team, will draft a tender call.

General Note

- Exact timeframes and deadlines for each deliverable will be indicated in the contract to be concluded between the consultant and the Council of Europe.
- To eliminate any conflict of interest, by signing a service contract with the Council of Europe as to the abovementioned deliverables, the individual consultant and/or the company he/she will be engaged with as an employee/consultant, the service provider will be excluded from the participation in the tender call potentially to be issued for the development and implementation of the intranet system for the Ombudsperson's office.

REQUIRED QUALIFICATIONS

The candidates must meet the following criteria:

- University Degree in information technologies, engineering or other related field;
- Minimum 5 years of professional experience **at national and/or international level** in the related field;
- Proven track record of conducting tasks similar to the requested deliverables;
- Excellent oral and written Romanian with confirmed drafting skills;
- Good oral and excellent written English with confirmed drafting skills;

FEES, STATUS AND RULES ON AWARD OF CONTRACTS

The selection procedure consists in assessing candidates' education, relevant experience and skills in terms of their compliance with the qualification criteria, as well as indicative approximate fee per day per deliverable, provided by candidates. The candidate, meeting the best provided requirements will be offered a short-term consultancy contract, upon the Project needs and in line with [the Rule No. 1333 of 29 June 2011 on the procurement procedures of the Council of Europe](#) and [the Council of Europe Instruction No. 59 of 21 December 2007 on consultants' contracts](#).

The fees for consultancy contract to be offered will be proposed by the Council of Europe with consideration of Project budget limitations, depending on the complexity of the output sought and the time needed for producing this output by a qualified consultant. For indicative purposes, the candidates are requested to provide the approximate fee per day for each deliverable described above. Any task-related

travel will be reimbursed and subsistence expenses paid according to the Council of Europe's [Rules for the reimbursement of persons travelling at the charge of Council of Europe budgets](#).

The selected candidate/s will have to make his/her own arrangements for health and social insurance during the entire period of work under such contracts. Their task-related travel and stay will be covered by a travel insurance policy taken out by the Council of Europe. The consultants employed by the Council of Europe have to declare all fees received from the Council of Europe for tax purposes as required in their country of fiscal residence.

APPLICATIONS

Candidates must submit the following documents in English:

- A motivation letter (up to 1 pages maximum),
- A detailed CV (up to 5 pages maximum), in English,
- 3 (three) relevant references, from previous employers or clients (name, surname, phone number or e-mail),
- Indication of the approximate fee per service day for each deliverable described above.

Applications should be submitted by email to the following address: fieldchisinau@coe.int with a copy to nelea.bugaevski@coe.int , indicating "CJR MD_Project short-term consultant application" in the subject field. Please do not send any other documents and in particular large attachments.

NOTE

Only shortlisted applicants will be contacted by the Council of Europe Secretariat through an email.

BACKGROUND INFORMATION

The Council of Europe Project "**Support to the Criminal Justice Reform in the Republic of Moldova**", funded by the Government of Denmark, is aimed at improving the effectiveness of criminal justice system in Moldova in line with European standards.

Duration of the Project: January, 2015 - December, 2017.

Its **overall objective** is to support the Republic of Moldova for the purpose of fulfilling its outstanding statutory and accession commitments towards the Council of Europe in the field of criminal justice.

The specific objectives of the Project are:

1. To enhance capacity among key stakeholders to ensure the compliance of the criminal justice sector legislation with European standards and to provide support to the institutional reform of the Public Prosecution Service.
2. To develop institutional capacity to implement the mandates of the Ombudsman and the National Preventive Mechanism (NPM) in accordance with international standards recognised in the UN Paris Principles and the UN/CoE conventions against torture.
3. To develop institutional capacity for adopting regulatory guarantees, implementing strategies and action plans as well as monitoring functions aimed at preventing and ensuring remedial action in cases of ill-treatment developed.

Partners of the Project are: Public Prosecution Office, Ministry of Justice, Office of the Peoples Advocate, National Institute of Justice, Ministry of Interior, Department of Penitentiary Institutions, human rights NGOs.

The **main expected results** of the Project are:

Under specific objective 1

- The Public Prosecution Service and the Ministry of Justice are advised by the CoE/Venice Commission in relation to the reform process and in line with needs assessments and capacity development plans; important legislative acts and initiatives related to criminal justice system are assessed on their compliance with European standards; support for implementation of the CoE opinions/recommendations is granted.
- The PPS is trained and advised by the CoE/Venice Commission in the adoption and implementation of the internal regulatory instruments; the reform of the PPS is supported and the capacities of the General Prosecutors' Office and the Superior Council of Prosecutors are enhanced with a view to ensuring the institutional independence, as well as the impartiality and professionalism of prosecutors; a corruption risk assessment report for the PPS is drawn up and an action plan to uproot this phenomenon is adopted and implementation started through a dialogue with the GRECO.
- The National Institute of Justice is supported through training of trainers, development of training materials, input to methodology, etc., for training of prosecutors primarily, in the administration of justice and management, evaluation of effect and impact, integrity and ethics, prevention of corruption in line with needs assessments and capacity development plans.

Under specific objective 2

- The national authorities are advised on implementation of the new law on the Ombudsman institution in a manner consistent with CoE/UN recommendations.
- The Ombudsman and middle level staff is trained or advised by CoE experts on i) developing and implementing strategic plans, internal regulations and guidelines for its functions, ii) how to carry out the functions in accordance with work plans, guidelines and job descriptions; and iii) how to draft an annual report to be submitted to the Parliament in accordance with the new law on the Ombudsman.
- National authorities are advised on organising, financing and functioning of the NPM under the Optional Protocol to the UN Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (OPCAT) in line with the best European practices. The NPM is supported by CoE in: i) adopting plans and procedures for implementing its mandate, including guidelines for carrying out the monitoring visits and plan of action for visiting the places of deprivation of liberty; ii) appropriate and timely follow-up on requests for visits to detentions and closed institutions; iii) drafting the specialized reports and the chapter to the Annual Report of the Ombudsman that (according to the legislation) shall document ill-treatment in detentions and closed institutions and how to follow up to such reporting;

Under specific objective 3

- CoE provides ongoing expert input to the Ministry of Justice and other relevant institutions with the aim of adjusting the legal and sub-regulatory framework for the prevention and protection against ill-treatment in line with the strategies or actions plans. The national regulatory framework is continuously developed to incorporate modern material and procedural guarantees against ill-treatment, the sanctioning policy for acts of ill-treatment streamlined and complaints and investigation systems that meet international standards supported.
- Capacity of the public prosecution service is enhanced in view to improving the effectiveness of investigations of allegations of ill-treatment to be in conformity with the ECHR criteria of independence, adequacy, promptness, exposure to public scrutiny and victims' involvement.
- Police and prison staff is trained, and support for the strengthened implementation of codes of ethics and disciplinary measures provided, to contribute towards increased respect for human rights in detention facilities.

- Enabling conditions for professional medical expertise to ensure that health care of detainees is improved (supporting enhanced standards of medical examination and medical care of detainees, an appropriate professional status and training of medical staff etc.)
- The NPM and the framework of civilian monitoring of detention facilities is enhanced with a view to ensuring better control and prevention of serious human rights abuses. Operations evaluated in view of identifying the achievements and drawbacks.
- A research into prisoners' subculture and the ways of counteracting this negative phenomenon is conducted and recommendations presented to policymakers in the justice sector.