



# REQUEST FOR PROPOSALS (RFP)<sup>1</sup>

## **International Consultant to conduct a needs assessment & a Roadmap to strengthen the Criminal Assets Recovery Agency's institutional capacities**

Activity: „Conduct a needs assessment & a Roadmap to strengthen the Criminal Assets Recovery Agency's institutional capacities”, funded and implemented by Soros Foundation Moldova (Action Activity no. C4)

Country: Republic of Moldova

Contractor: Soros Foundation Moldova (private law body, foundation)

Target group: 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)

RFP no.: 2021.DBG.01

RFP issued on: July 2, 2021

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<sup>1</sup> This RFP has been drafted in accordance with the provisions of the Procurement Regulation and the Procedures for Selection and Contracting of Consultants of the Soros Foundation Moldova.

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# INVITATION LETTER



**Launch date:** July 2, 2021; 17:00 (GMT+2:00)



**Deadline:** July 26, 2021; 12:00 (GMT+2:00)

Procurement method: TENDER

Soros Foundation Moldova (SFM) is a non-governmental, non-profit, non-partisan organization that aims to promote open society values in Moldova. The foundation activities are aimed at democratizing the society by developing and implementing programs in several priority areas, such as justice and human rights, public health, media, and good governance.

The goal of the Good Governance (GGD) department is to enhance transparency, accountability, and efficiency of public authorities.

In order to realize the Department's objectives, GGD cooperates with various actors, including business communities, active civil society organizations and public institutions including the Criminal Assets Recovery Agency (CARA). CARA is an autonomous specialized subdivision under the National Anticorruption Center. The institution was relatively recently established (2018). CARA's main functions are to conduct parallel financial investigations, including corruption offences, drug trafficking, human trafficking, organized crime, tax evasion, smuggling, and money laundering. The role of this institution is very important for Moldova, however, due to the lack of country's experience in this field, there is a need to strengthen CARA's capacities and improve the legal framework to make it more efficient.

**The Good Governance Department hereby invites you to submit a Proposal to this Request for Proposals (RFP) to conduct a needs assessment & a Roadmap to strengthen the Criminal Assets Recovery Agency's institutional capacities.**

Your Proposal, comprising a Technical and Financial Offers, shall be submitted in accordance with the requirements and procedure as set out in the **Instructions for Applicants**. The evaluation criteria for the technical offers can also be found in the **Instructions for Applicants**.

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.

The consultancy should start in August 2021 and end no later than September 2021.

Proposals shall be submitted only electronically via e-mail to the following address: **procurement@soros.md**. Incomplete proposals shall not be examined.

The deadline for application is July 26, 2021; 12:00 (GMT+2:00)

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

Contact person

For questions on the Terms of Reference and how to apply please contact Cristina Vîrlan, Program Coordinator, Good Governance Department, e-mail: [cvirlan@soros.md](mailto:cvirlan@soros.md) and Natalia Camburian, Head of Good Governance Department, e-mail: [ncamburian@soros.md](mailto:ncamburian@soros.md)

**The Soros Foundation Moldova looks forward to receiving your Proposal and thanks you in advance for your interest in our activities.**

# 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:** 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](mailto: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"> <li>• University Degree – 1 pts</li> <li>• Master’s – 2 pts</li> <li>• Ph.D. – 3 pts</li> </ul>	3
1.2.	Excellent command of English, knowledge of Romanian/Russian will be an asset: <ul style="list-style-type: none"> <li>• English – 1 pts</li> <li>• Romanian – 1 pt</li> <li>• Russian – 1 pt</li> </ul>	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"> <li>• 5 years of experience in research – 3 pts</li> <li>• Experience in criminal assets recovery – up to the max 5 pts</li> </ul>	8



1.4.	<p>Previous experience in designing Roadmaps of institutional development or similar papers:</p> <ul style="list-style-type: none"> <li>• Designing Roadmaps – up to 4 pts</li> <li>• Designing Roadmaps specific to anticorruption institutions – up to 4 pts</li> </ul>	8
1.5.	<p>Knowledge of the country and/or regional context on anticorruption policies and criminal assets recovery institutions (Central and Eastern Europe):</p> <ul style="list-style-type: none"> <li>• Previous work/research related to anticorruption policies in Central and Eastern Europe – 4 pts</li> <li>• Previous work/research related to criminal asset recovery in Central and Eastern Europe – 5 pts</li> </ul>	9
1.6.	<p>Positive experience with similar contracts:</p> <ul style="list-style-type: none"> <li>• 1 referee – 1 pts</li> <li>• 2 referees – 2 pts</li> </ul>	2
<b>Subtotal Section 1</b>		<b>33</b>
<b>Section 2. Proposed Approach and Implementation Plan</b>		
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"> <li>• The methodology is clear and specific in accordance with the objectives listed in ToR – 6 pts</li> <li>• 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</li> <li>• The methodological approach considers the specific of state institutions’ management – 3 pts</li> <li>• The applicant provides improvements to the needs assessment’ objectives listed in ToR – 4 pts</li> <li>• The concept is well structured and coherent – 2 pts</li> </ul>	27
2.2.	<p>Demonstrated deep knowledge and skills of relevant experience in conducting similar analysis:</p> <ul style="list-style-type: none"> <li>• The cover letter reveals deep knowledge and understanding of the context related to anticorruption policies and criminal asset recovery practices – 4 pts</li> <li>• The cover letter demonstrates a great interest in taking this job – 2 pts</li> <li>• The cover letter is articulated, well structured, and coherent – 2 pts</li> </ul>	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"> <li>• Provide a detailed activity plan/calendar with the indication of execution terms and products to be delivered, according to the requested ToR – 5 pts</li> <li>• Achievable action plan which fits into abovementioned timeframe – 2 pts</li> </ul>	7
2.4.	<p>In case of a team of experts applying:</p> <ul style="list-style-type: none"> <li>• 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</li> </ul>	15

	<ul style="list-style-type: none"> <li>Each task included in the activity plan is relevant to the assigned expert and fits his/her competencies and experience – 12 pts</li> <li>The team includes an expert from the Republic of Moldova - 2pts</li> </ul>	
<b>Subtotal Section 2</b>		<b>57</b>
<b>Total (TO Rating)</b>		<b>90</b>

**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
$K = (\sum \max - \sum \min) / FO.\max;$ $\Delta = \sum \max / K - FO.\max$	
$K = (\sum \max - \sum \min) / FO.\max;$ $\Delta = \sum \max / K - FO.\max$ $FO.\text{Rating} = FO.\max - (\sum \text{applicant} / K - \Delta)$ 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.

# TERMS OF REFERENCE

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

Activity: „Conduct a needs assessment & a Roadmap to strengthen the Criminal Assets Recovery Agency's institutional capacities”, funded and implemented by the Soros Foundation Moldova (Action Activity no. C4)

RPF no.: 2021.DBG.01

Timeframe: August 2021 – September 2021

### Context

Soros Foundation Moldova (SFM) is a non-governmental, non-profit, non-partisan organization that aims to promote open society values in Moldova.

The goal of the Good Governance (GGD) department is to enhance transparency, accountability, and efficiency of public authorities.

In order to realize the Department's objectives, GGD cooperates with various actors: business communities, active civil society organizations and public institutions, including the Criminal Assets Recovery Agency (CARA). CARA is an autonomous specialized subdivision under the National Anticorruption Center. The institution was relatively recently established (2018). CARA's main functions are to conduct parallel financial investigations, including corruption offences, drug trafficking, human trafficking, organized crime, tax evasion, smuggling, and money laundering. The role of this institution is very important for Moldova, however, due to the lack of country's experience in this field, there is a need to strengthen CARA's capacities and improve the legal framework to make it functional.

The creation and operation of the Criminal Assets Recovery Agency was dictated by the commitments made by the Republic of Moldova as within the framework of the Association Agreement with European Union, as well as in the commitments that derived from international conventions: United Nation Convention Against Corruption and United Nations Convention Against Transnational Organized Crime.

### National legal framework:

- Law no. 48 of 30.03.2017 on Criminal Assets Recovery Agency (came in force from 19.05.2017)
- Code of Criminal Procedure, with subsequent amendments
- Law no. 49 of 30.03.2017 on the completion of legislative acts (came in force 19.05.2017)
- Law no. 261 of 07.12.2017 on the amendments and completion of legislative acts (came in force 12.01.2018)

- Law no. 179 of 26.07.2018 on the amendments and completion of legislative acts
- Government Decision no. 684 of 11.07.2018 on the approval of the Regulation on assessing, managing and estimating the value of (seized) criminal assets (came in force 12.10.2018)

International legal framework:

- UN Convention Against Corruption, adopted on 31.10.2003 (Chapter V Asset Recovery)
- UN Convention Against Transitional Organized Crime, adopted on 15.11.2000
- EU Council Decision 2007/845/JHA of 6 December 2007 concerning cooperation between Asset Recovery Offices of the Member States in the field of tracing and identification of proceeds from, or other property related to, crime
- Directive 2014/42/EU on the freezing and confiscation of instrumentalities and proceeds of crime

Attributions of the Agency:

- Conducting parallel financial investigations and drawing up minutes of the results, as well as seizing criminal assets under the Code of Criminal Procedure
- Evaluating, managing, and estimating the value of seized criminal assets
- Keeping records of seized criminal assets, including based on the request from foreign competent authorities
- Negotiating repatriation of criminal assets, under the terms of art. 13 par. (2)
- International cooperation and exchange of information with foreign competent authorities
- Collection and analysis of statistical data regarding the offences provided for in this law
- Representing state interests and legal persons of public law in civil lawsuits of criminal assets recovery, as well as compensation for damage caused by breaking the legislation of the Republic of Moldova and other states
- Cooperation with public authorities that exercise the relevant attributions for the activity carried out by the Criminal Assets Recovery Agency
- Supporting, in accordance with the rule of law, judicial bodies for the use of the best practices in the matter of identification and management of assets that can be the object of the measures of seizing and confiscating within the criminal proceedings.

For more information about CARA's activity please follow the [link](#).

**The Good Governance Department hereby invites you to submit a Proposal to this Request for Proposals (RFP) to conduct a needs assessment & a Roadmap to strengthen the Criminal Assets Recovery Agency's institutional capacities.**

Objectives

The specific objectives of the needs assessment are:

- To analyze the national legal framework related to CARA's activity.
- To analyze the international legal framework and practice of criminal assets recovery process and determine the compliance of national legislation to international standards.
- To analyze the existing research reports, studies, and documents on CARA's activity and criminal assets recovery.
- To identify the main stakeholders of the criminal assets recovery process and map the operational workflow.

- To analyze the existing national and international jurisprudence in criminal assets recovery process.
- To analyze the operational working processes of CARA's employees and identify the difficulties they meet in exercising their responsibilities.
- To assess the institutional capacities of CARA: organizational, technical, financial, human resources, cooperation with national and international partners.
- To identify potential elements that can reduce the overall effectiveness and efficiency of the criminal assets' recovery regime in Moldova.
- To determine the institutional development necessities of CARA.
- To develop a Roadmap listing the current deficiencies and proposed solutions. The document needs to present the necessary next steps to overcome the constraints in CARA's activity aiming to strengthen the institution's efficiency and transparency.

The work process will include the following steps:

1. Develop the methodology: define methods and work techniques.
2. The methodology has to be approved by GGD team and CARA before the implementation starts.
3. Apply the developed methodology: collect and analyze information and write the needs assessment report.
4. Present the draft report for consultation to CARA and GGD team to validate the results.
5. Adjust the needs assessment report, if necessary.
6. Develop the Roadmap draft.
7. Present the Roadmap draft for consultation with CARA and GGD team.
8. Improve/adjust the document, if necessary.
9. Present the final documents – the needs assessment research and Roadmap. The final documents should not exceed 30 pages, except attachments (size A4, Calibri 11, spacing before – 0, after – 0, line spacing – 1.15 pts). The Foundation will hire a company to cover the costs of the design of the report.
10. Based on the research results, the Consultant will prepare:
  - a. a factsheet document (one pager). The factsheet will be addressed to national decision-makers for advocacy purposes. The consultant will deliver the content. A company will be hired to design it.
  - b. and an infographic – which will be addressed to mass media, to help them better understand the research findings. The consultant will deliver the content. A company will be hired to design it.
11. The Foundation will translate all the materials in Romanian.
12. The Consultant will present the results in an online event organized by the Soros Foundation Moldova and CARA. The objective of this event is to present the key findings and discuss them with the main stakeholders.
13. The Consultant will cooperate with national mass media to promote the research results.

The document should refer to the following draft structure:

- Executive summary
- Description of working methodology
- Status-quo analysis, presenting deficiencies and challenges
- International framework analysis, presenting good practices
- Final conclusions and recommendations
- Roadmap with a detailed action plan for CARA's institutional development.

The Soros Foundation Moldova will own the patrimonial intellectual property rights generated as a result of this consultancy.

The results of the Needs Assessment and the Roadmap will be used by:

- Criminal Assest Recovery Agency – to strengthen its capacities.
- Relevant public authorities: National Anticorruption Center, General Prosecution Office, Anticorruption Prosecution Office, State Tax Inspectorate, Courts, etc. - to improve inter-institutional cooperation.
- Development Partners to support CARA’s development as one of the main authorities in fighting corruption and recovering criminal assets.
- Active civil society organizations in the anticorruption field – to design more efficient strategic interventions in the sector.

Desired outputs/Expected deliverables

- Developed methodology: clearly defined research objectives, methods, and tools
- A needs assessment report
- A Roadmap with a detailed action plan
- A factsheet (one page)
- An infographic
- A final detailed activity report to reflect on the work conducted during the consultancy timeframe (1-3 pages, size A4, Calibri 11, spacing before – 0, after – 0, line spacing – 1.15 pts)

Applicants can provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the ToR, if any.

Arrangements

The international consultant will have the role of a team leader and will report to the Program Coordinator and Head of the GGD of the Soros Foundation Moldova. The GGD will assist the international consultant to identify the national stakeholders and facilitate the interviews with local experts. Also, the GGD team will provide feedback on every deliverable and all the relevant documentation for the successful completion of the mission.

Performance indicators

The Consultant’s work will be evaluated based on the following performance indicators:

- Consultancy delivered with accuracy and top-level responsibility
- Compliance with the established timelines
- Demonstration of excellent cooperation with SFM and other counterparts. Act as a team member rather than as an external consultant
- Demonstration of proactive attitude and interest and keeping constant interaction and communication with national stakeholders and partners
- Deliver “Aha moment” conclusions and recommendations for national policy and decision-makers.

## Payment provisions

The payment will be made by bank transfer in the currency of the contract, in 1 installment, only upon the Foundation`s acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of an invoice and certification of acceptance of work issued by the proper authority of the Foundation.



# FORM A. TECHNICAL PROPOSAL

## APPLICANT INFORMATION FORM

(in case of a joint application from a team of 2 consultants, the form will be filled out for each person)

Name of Applicant:	[Insert Name Surname of Applicant]	Date:	
RFP reference:	RPF no.: 2021.DBG.01 Request for Proposals to conduct a needs assessment & a Roadmap to strengthen Criminal Assets Recovery Agency's (CARA) institutional capacities.		
Country and city of residence	[To be filled in by the Applicant]		
Applicant's contact data	Phone numbers: [To be filled in by the Applicant] Email: [To be filled in by the Applicant]		

I, the undersigned, offer to provide the services in accordance with your RFP and my Proposal. I am hereby submitting the Proposal, which includes this Technical Proposal and the Financial Proposal sent in separate files and/or separate e-mails.

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself. I accept that any misinterpretation contained in this Proposal may lead to disqualification.

I, the undersigned, certify that I am submitting this Proposal on my behalf and bind it should the Foundation accept this Proposal. I understand and recognize that you are not bound to accept any Proposal you receive.

The bidder agrees that his personal data, made available to the Foundation, will be processed under the conditions of the Law of Republic of Moldova on Personal Data Protection no. 133 from 08.07.2011. The Soros Foundation Moldova, listed as a personal data processor in the Register of personal data operators under the no.0001383-003 ([www.registru.datepersonale.md](http://www.registru.datepersonale.md)), will collect, process, and store personal data received within the limits of this contest. The Foundation will not disclose or transmit your personal data to third parties without your consent, unless so permitted by Law or by our agreement.

Name Surname: \_\_\_\_\_

Signature: \_\_\_\_\_

# FORM B FINANCIAL PROPOSAL

## B1. FINANCIAL OFFER PREPARATION DETAILS

The Applicant is required to prepare the Financial Offer following the below format and submit it in a separate email from the Technical Proposal as indicated in the Instruction to Applicants. Any Financial information provided in the Technical Proposal may lead to Applicant’s disqualification.

The Financial Offer should align with the requirements in the Terms of Reference and the Applicant’s Technical Offer and will include all expenses related to the accomplishment of the tasks indicated in the Terms of Reference.

Please make sure that your financial proposal is password protected. The password shall not be disclosed unless required in written by the Foundation.

### FEES/COSTS

The applicants should fill in the table below their daily fee request and the total number of days they estimate for the entire assignment or specific task (8h per day is the reference for reporting purposes).

All the mentioned above deliverables must be part the financial offer. If the daily fee rate is different for any of the activities, please specify it in separate rows.

Any output and/or activity described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the price of the other activities or items, as well as in the final total price.

### TAX WITHHOLDING

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%.

Non-residents' applicants able to provide a Certificate confirming their tax residence, officially issued by the Tax Authority of their Country of residence, in order 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 exempted 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.

### ERRORS IN FINANCIAL OFFERS

For Financial Offers that have been opened, the Foundation shall check, and correct arithmetical errors as follows:

- if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail, and the line-item total shall be corrected.
- if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected.

If the Applicant does not accept the correction of errors made by the Foundation, his/her Proposal shall be rejected.

## B2. FORMAT OF FINANCIAL OFFER

Name of Applicant:	[Insert Name Surname of Applicant]	Date:	
RFP reference:	RPF no.: 2021.DBG.01 Request for Proposals to conduct a needs assessment & a Roadmap to strengthen Criminal Assets Recovery Agency's (CARA) institutional capacities.		

Currency of the offer: USD

Table: Breakdown of professional fees

Services/products/deliverables	Fee Rate in USD	No. of days	Total Amount
	A	B	C=AxB
E.g. Developed methodology	USD		USD
E.g. Needs assessment report	USD		USD
E.g. Roadmap with detailed action plan	USD		USD
E.g. Factsheet	USD		USD
E.g. Infographic	USD		USD
<b>Total</b>	<b>USD</b>		<b>USD</b>

Note: additional lines can be added if necessary.

I, the undersigned, certify that I am submitting this Proposal on my behalf and bind it should the Foundation accept this Proposal. I understand you are not bound to accept any Proposal you receive.

Name Surname: \_\_\_\_\_

Signature: \_\_\_\_\_