

Job Description: A pool of International Consultants/Experts on Critical Infrastructure Protection

Organization: Solidarity Fund PL in Moldova

Location: Chisinau, Republic of Moldova

Project: EU4 Moldova Resilience – Secure State, Resilient Communities (EU4MR)

Reports to: Component Manager and Project Manager

Contract type: Service Contract

Contract duration:

- **Lot 1:** 50 working days
- **Lot 2:** 30 working days

The services should be conducted in the period of May 2025 – November 2025

Deadline for submitting applications: 23.04.2025, inclusive

Context

Solidarity Fund PL in Moldova is the Chisinau Branch of the Fundacja Solidarności Międzynarodowej, Warsaw, a state foundation managed and co-financed by the Ministry of Foreign Affairs of the Republic of Poland, created to contribute to the development of neighbouring countries.

In 2023, Solidarity Fund PL completed obtaining the EU "Pillar Assessment" certification, joining the group of entities with greater capacity to access European funds. You can learn more about Solidarity Fund PL's activities in Moldova [here](#).

The "EU4 Moldova Resilience – Secure State, Resilient Communities" (EU4MR) project is a 1.5-year initiative funded by the European Commission through the Service for Foreign Policy Instruments (FPI) and implemented by Solidarity Fund PL in Moldova (SFPL in Moldova). This project is part of the European Union's support for the Republic of Moldova in response to the country's specific challenges and evolving needs.

Objective and Expected Outcome of the EU4MR Project

The primary goal of the EU4MR project is to enhance the Republic of Moldova's resilience to emergencies and potential security threats. This will be achieved by strengthening the capacities of state institutions to detect and counter potential emergencies and security threats. Additionally, the project aims to boost the resilience of local communities by fostering local development opportunities that maintain social cohesion and increase confidence in Moldova's European path as a perspective for modernization and development.

Expected Results of the EU4MR Project

Result 1: State institutions have increased their capacity to protect critical infrastructure, identify, detect, and counter threats, and inform the population about threats.

Result 2: Societal resilience to security threats is improved through local opportunities and initiatives that preserve and promote social cohesion, increasing confidence in the European integration process.

Solidarity Fund PL in Moldova invites you to submit a bid for the following lots. Candidates may apply for one or more lots. Each bid will be evaluated individually and separately for each lot.

Objectives of the procurement

The selected bidders/experts will support implementing activities to define and protect critical infrastructure in Moldova. The primary objectives include:

- Support in the operationalization of the critical infrastructure domain and the identification of essential assets.
- Enhancing communication and coordination mechanisms among key state institutions.
- Build the capacity of relevant stakeholders on critical infrastructure protection.
- Conducting scenario-based exercises to test and improve response capabilities.

Scope of Work

The selected bidders/experts will undertake the following tasks, divided into two lots, as follows:

Lot No. 1 Operationalization and Strengthening of Critical Infrastructure Protection – 50 working days

Output 1.1: *Operationalization of the National Coordination Center for Critical Infrastructure Protection (CNCPIC)*

Activity 1.1.1: Capacity building for relevant stakeholders on defining critical infrastructure

- **Task 1:** Develop and deliver training materials on defining critical infrastructure, incorporating national policies, international standards, and risk management frameworks.
- **Task 2:** Conduct capacity-building workshops for relevant stakeholders on critical infrastructure assessment and identification.
- **Task 3:** Provide guidance and support to stakeholders in developing and finalizing the list of critical infrastructure assets.

Deliverable 1.1.1: Operationalization of the National Coordination Centre for Critical Infrastructure Protection (NCCCIP). Developed a methodology, general guidelines, and an operationalization guide for CNCPIC (T0+Month 1).

Activity 1.1.2: Facilitation of interagency consultations, support to a workgroup on critical infrastructure

- **Task 1:** Facilitate interagency consultations to discuss and establish the criteria for identifying essential assets of critical infrastructure.
- **Task 2:** Support the workgroup with technical assistance in drafting guidelines, frameworks, or recommendations for critical infrastructure identification and protection.
- **Task 3:** Develop a platform for ongoing stakeholder communication and collaboration on critical infrastructure protection.

Deliverable 1.1.2: Platform for interagency consultations established (T0+Month 2).

Output 1.2: *Improved protection of critical infrastructure through increased capacities of the key state institutions and better communication mechanisms.*

Activity 1.2.1: Capacity building for relevant stakeholders on good international practices related to communication mechanisms

- **Task 1:** Conduct training sessions on global best practices for interagency communication and coordination in critical infrastructure protection.
- **Task 2:** Develop standardized communication procedures and information-sharing frameworks for MIA and its subordinated services.
- **Task 3:** Introduce modern communication tools and technologies to enhance real-time coordination during emergencies.
- **Task 4:** Conduct practical exercises to test and refine communication mechanisms.

Deliverable 1.2.1: Training sessions on communication mechanisms conducted (T0+Month 3).

Activity 1.2.2: Facilitation of interagency consultations, support to workgroup on communication mechanisms

- **Task 1:** Organize structured dialogues between relevant stakeholders to enhance coordination.
- **Task 2:** Provide technical assistance and support to the workgroup on developing effective interagency communication strategies.

- **Task 3:** Deliver training sessions on good international practices in interagency communication, crisis response, and secure information-sharing protocols.
- **Task 4:** Arrange study visits for relevant personnel to observe advanced communication frameworks in other countries or institutions.

Deliverables 1.2.2.:

- Six training sessions completed (**Months 4-6**).
- Four study visits conducted (**Months 6-9**).

Activity 1.2.3: Scenario-based exercises

- **Task 1:** Develop crisis simulations tailored to infrastructure-related threats like cyberattacks, natural disasters, or infrastructure failures.
- **Task 2:** Organize structured training sessions for relevant personnel to practice response strategies in controlled environments.
- **Task 3:** Conduct scenario-based exercises to test communication mechanisms, interagency coordination, and decision-making processes.
- **Task 4:** Provide post-exercise evaluations and recommendations to strengthen existing protocols.

Deliverable 1.2.3: One scenario-based exercise conducted, covering at least 80% of relevant personnel. (T0+Month 4).

***Output 1.3:** Increased state institutions capacities to cope with emergencies and address urgent resilience related needs identified during the implementation*

Activity 1.3.1: Contingency plan to ensure proper reaction depending on the nature of potential effects of destabilisation.

- **Task 1:** Develop a contingency plan for reaction to potential effects of destabilization.
- **Task 2:** Facilitate interagency consultations to discuss and agree on the elaborated plan.

Deliverable 1.5.1: One contingency plan developed under the project to ensure proper reaction to the effects of destabilization.

Lot No. 2 Capacity Building on Critical Infrastructure Protection and Threat Response – 30 working days

Activity 1.2.1: Capacity building for relevant stakeholders on good international practices related to the protection of critical infrastructure and reaction to threats.

- **Task 1:** Conduct a needs assessment to identify specific training requirements for relevant stakeholders on critical infrastructure protection and threat response.
- **Task 2:** Develop training materials covering risk assessment, vulnerability analysis, threat mitigation strategies, and others according to the needs of the relevant stakeholders.
- **Task 3:** Incorporate international best practices and case studies into the training program.
- **Task 4:** Provide a one-week seminar including theoretical and practical case studies and simulation-based learning to enhance understanding.
- **Task 5:** Provide guidance and support to stakeholders in developing and implementing their critical infrastructure protection plans.

Deliverable 1.2.1: Number of relevant stakeholders trained in protecting critical infrastructure and responding to threats. (Six representatives of the relevant stakeholders) (T0+Month 4).

Qualifications and skills required for both lots:

Within the call, legal entities and/or individuals who meet the following criteria may apply:

- Have at least five years of operational experience;

- Have a team of experts with at least three years of experience in the field of critical infrastructure;
- Advanced degree in law, security studies, public administration, emergency management, or a related field;
- Minimum three years of proven experience in critical infrastructure trainings, capacity building, protection, emergency response planning, or security policy development;
- Minimum three projects related to critical infrastructure trainings, capacity building, protection, emergency response planning, or security policy development;
- Proven skills in organizing and delivering training sessions/simulations;
- Knowledge of EU security policies and best practices in infrastructure resilience;
- Fluency in English.

Ineligible Candidates (for both Lots):

- a) candidates with a record of non-compliance in fulfilling obligations under previous contractual relationships with Solidarity Fund PL in Moldova.
- b) candidates currently engaged in active collaboration with Solidarity Fund PL in Moldova or holding an existing contract for the same or a similar type of service.
- c) candidates appearing on government sanctions lists issued by the European Union, Poland, and/or the United States.
- d) candidates failing to meet additional requirements as stipulated in the donor's contract, if applicable.

Documents Required for Submission:

Interested experts must submit the following documents/information to demonstrate their qualifications:

1. For legal entities:

- 1.1. CVs of the expert(s)¹ to be involved in the proposed activity, including a description of their experience;
- 1.2. A portfolio with a detailed description of the legal entity's experience, for the last 3 years;
- 1.3. A technical proposal outlining the approach, methodology, and work plan structured according to the lot(s) applied for.
- 1.4. A financial price offer per hour/service provided, in EUR, with a detailed budget breakdown, which shall include:
 - (i). the fixed price, indicating the amount excluding VAT and specifying whether the entity is VAT registered or not,
 - (ii). contact details (contact persons' details, phone number, e-mail),
- 1.5. A declaration of compliance² [LINK](#) (according to the provided template from link), with the following annexes:
 - (i). an extract from the state registry;
 - (ii). a certificate confirming the absence of debts to the national budget as of the submission date;
- 1.6. A tax residence certificate for non-resident legal entities (in electronic form), issued by the competent authority of their country of residence³;

2. For an individual:

- 2.1. A technical proposal outlining the approach, methodology, and work plan structured according to the lot(s) applied for.
- 2.2. A financial proposal with a detailed budget breakdown.

¹ The composition of the working team may not be changed by the bidder after the submission of the application and/or the presentation of the procurement process results. Otherwise, Solidarity Fund PL in Moldova reserves the right to terminate any collaboration with the bidder without any obligations.

² The declaration of conformity and its annexes are submitted by the bidder in the case of a procurement procedure carried out through a tender.

³ The tax residency certificate is submitted by the bidder in case they are a resident of a foreign country.

2.3. CV demonstrating:

- (i). language skills,
- (ii). relevant experience, containing examples of previous work related to critical infrastructure protection and policy development.

2.4. Declaration of Conformity (as per the provided template): [LINK EN](#)

2.5. Tax residency certificate for non-resident legal entities (in electronic form), issued by the competent authority of their country of residence⁴.

Please note that this assignment will be paid based on deliverables.

*** The dossier is considered incomplete if it does not include the documents specified in points 1.1 –1.5. for legal entities or 2.1. – 2.4. for individuals.**

Important notice

The applicants who are selected for collaboration and have the status of Government Official / Public Servant prior to appointment will be requested to submit the following documentation during the contract negotiation stage:

- a) A no-objection letter in respect of the applicant received from the Government.
- b) The applicant is certified in writing by the government to be on official leave without paying for all days charged for this assignment.

Due Diligence Procedure:

The due diligence procedure is carried out according to the internal rules of Solidarity Fund PL in Moldova. The dossiers are subject to verification in order to ensure the accuracy and consistency of the data provided by the bidder with public records and to identify the presence or absence of the bidder in the mentioned sanction lists. Additionally, the history of collaboration, behaviour, reputational risk, and other factors that may pose an increased or unacceptable risk to future collaboration are also analysed.

Evaluation procedure

The evaluation procedure takes place in two stages:

1. Formal evaluation of the file:
 - The file is submitted within the deadline.
 - The file contains all the required documents.
 - The bidders don't fall under the provisions regarding „Ineligible Bidders.”

If any of these requirements is not completed, the dossier will not pass the formal evaluation and will be excluded from the content evaluation procedure.

2. Content evaluation is made according to the **criteria reflected in the Evaluation Form, which can be accessed [here](#)**. The application files are individually evaluated by the evaluation committee members, after which the individual results are consolidated, and the average score obtained for each application file is determined.

After evaluating the application files, the evaluation committee will invite only pre-selected candidates for an interview. During the interview stage, the committee may request additional relevant documents.

After completing the selection stages, all candidates will be informed about the results of the call for tenders.

Winning candidate

The winning candidate will have accumulated the highest aggregated score.

Exclusion of candidates from the procurement process:

⁴ The tax residency certificate is submitted by the bidder in case they are a resident of a foreign country.

1. Candidates are excluded from the procurement procedure if a final court decision or administrative act has been rendered against the natural person, entity, or person representing him/her, has control/decision-making power, or against any member of the executive, management/supervisory bodies for any of the following reasons:
 - a. bankruptcy, insolvency, or liquidation proceedings.
 - b. violation of obligations regarding the payment of taxes or social security contributions.
 - c. committing serious professional misconduct, including false statements.
 - d. fraud.
 - e. corruption.
 - f. an action associated with a criminal organization.
 - g. money laundering and terrorist financing.
 - h. terrorist offences or offenses related to terrorist activities.
 - i. child labor or any other crime related to human trafficking.
 - j. establishment and fulfillment of the function of a front company.
 - k. setting up a roofing company.
 - l. using or participating in discrimination or harassment, including sexual harassment. The exclusion can also occur if there is no final court decision or administrative act in question and has been proven by means available to Solidarity Fund PL in Moldova or development partners.
2. The candidate is excluded from the procurement procedure if according to the legislation of the Republic of Moldova, the Republic of Poland, the European Union, international, or the country of the donor, restrictions are applied regarding the entity or person representing it, holding control/decision-making power, or against any member of the executive, management/supervisory bodies.
3. The candidate is excluded from the procurement procedure if the application file is incomplete or sent after the deadline.
4. Solidarity Fund PL in Moldova reserves the right not to limit itself to the exclusion criteria from the procurement procedure, mentioned above.

The application file must be sent to procurements@solidarityfund.md, with a note/title "Critical Infrastructure Expert/Consultant."

NB! Questions regarding the purchase can be sent to procurements@solidarityfund.md no later than 5 days before the deadline for submitting the application file.

The answers will be published in the Q&A section 3 days before the deadline for submitting the application file.

** The bidder has the right to establish the limits of confidentiality of the data provided and to mention which of the documents attached to the tender are confidential.*

*** Personal data will be processed by Solidarity Fund PL in Moldova to carry out the procurement process, under the provisions of the legislation in force and internal rules. The provision of personal data is voluntary. The refusal to provide data leads to the impossibility of concluding the contract with Solidarity Fund PL in Moldova. Individuals have the right to obtain information on purpose, scope, and manner of processing of personal data, the right to access their data, their portability, and rectification. Personal data may be transmitted to donors, auditors, and state bodies, including public law enforcement bodies and lawyers – for the purpose of controlling Solidarity Fund PL in Moldova, protecting rights, and resolving disputes. Personal data will not be passed on to other third parties without the prior consent of the bidder. Any questions regarding personal data can be directed to Solidarity Fund PL in Moldova via e-mail at info@solidarityfund.md.*

**** To ensure transparency in the procurement process, the tender results, along with information on the selected provider (name/surname, surname, service provided, price, period), will be published on the website of Solidarity Fund PL in Moldova. Participation in the tender by sending documents means*

acceptance of the publication of the results of the call for tenders, except for information marked as confidential.

****Solidarity Fund PL in Moldova reserves the right to cancel the procurement process at any time without any obligations to the candidates.*