

**Job Description:** International expert for the assessment of equipment and supplies needs for Law Enforcement Institutions under the Ministry of Internal Affairs (MIA)

**Organization:** Solidarity Fund PL in Moldova

**Location:** Chisinau, Republic of Moldova

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

**Repots to:** Component Manager and Project Manager

**Contract type:** Service Contract

**Contract duration:** 30 working days, during period of May 2025 – November 2025

**Deadline for submitting applications:** 07.05.2025 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 successfully completed the process of obtaining the EU "Pillar Assessment" certification, joining the group of entities with greater capacity to access European funds. You can learn more about the activities of Solidarity Fund PL 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 specific challenges and evolving needs faced by the country.

#### **Objective and Expected Outcome of the EU4MR Project:**

The primary goal of the EU4MR project is to enhance the resilience of the Republic of Moldova 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:**

**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 various local opportunities and initiatives that preserve and promote social cohesion, thereby increasing confidence in the European integration process.

Solidarity Fund PL in Moldova invites you to submit a bid for the execution of the order described below.

#### **1. Description of Procurement:**

Conduct a comprehensive assessment of the equipment and supplies needs of Law Enforcement Institutions under the Ministry of Internal Affairs (MIA) by analysing the current situation and formulating recommendations to align with international standards.

#### **Expert tasks:**

##### **Activity 1: Analysis of Current Equipment and Operational Needs**

- To perform a detailed inventory and review of existing equipment and supplies for targeted institutions.
- To assess the functionality, utilization, and alignment of current equipment with operational requirements.
- To identify deficiencies and gaps based on operational objectives and emerging threats.

### Activity 2: Stakeholder Consultations

- To organize and conduct consultation meetings with leaders and stakeholder representatives.
- To gather stakeholder input on challenges, priorities, and specific equipment needs.
- To consolidate insights into actionable data for assessment purposes.

### Activity 3: Development of Recommendations

- To propose a detailed list of required equipment and supplies, incorporating international standards and best practices.
- To provide specific recommendations for strategic procurement to improve operational efficiency.

### Activity 4: Reporting and Recommendations

- To develop and submit a comprehensive needs assessment report which should include: analysis of the current state of equipment and supplies, identified gaps and deficiencies with an emphasis on operational needs, recommendations for aligning procurement and evaluation practices with international standards, a technically detailed list of proposed equipment and supplies.
- To provide strategic recommendations for improving the evaluation and monitoring of equipment performance.

### Deliverables

1. Needs Assessment and Gap Analysis Report:
  - Comprehensive inventory of existing equipment and materials.
  - Identification of deficiencies and gaps based on operational requirements and emerging threats.
  - Comparative analysis against international standards and best practices.
  - Summary of stakeholder consultations and identified priorities.
2. Technical Equipment List and Procurement Plan:
  - Detailed technical list of required equipment and materials for modernization and supplementation.
  - Basic technical specifications for each proposed item/set.
  - Prioritized procurement plan based on critical needs and strategic objectives.
3. Final Evaluation and Recommendations Report:
  - Summary of key findings from the assessment;
  - Final list of recommended equipment with justification;
  - Plan to enhance operational efficiency through equipment procurement and management;
  - Guidelines for inventory tracking, performance monitoring, and periodic evaluation of equipment.

*\*Deliverables format: All documents will be delivered in editable (Word) and PDF formats, with structured tables, charts, and annexes where relevant.*

### Qualifications and skills required:

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

- Have at least 3 years of operational experience;
- Have a team of experts with at least 5 years of relevant experience in the field of security, defence, or public order;
- Have Degree in the following fields: Law, Operational Management, Security, Logistics, Emergency Management, or any other relevant field;
- Experience in International or Externally funded projects (EU, UN, OSCE, etc.);

- Proven experience in conducting needs assessments for equipment, logistics, or infrastructure within security institutions (police, military, gendarmerie, special services, etc.);
- Familiarity with the types of equipment used in tactical operations, rapid interventions, personal protection, communications, mobility, non-lethal weapons, etc.;
- Strong analytical and detailed reporting skills;
- Fluency in English;
- Excellent communication and stakeholder engagement skills;

#### **Ineligible Candidates:**

- a) Candidates with a record 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 and Poland.
- 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. CV/CVs of expert(s)<sup>1</sup> to be involved in the proposed activity, incl. relevant experience in the field of security, defence or public order for at least 5 years and experience in need assessments within security institutions.
- 1.2. A portfolio with a detailed description of the legal entity's experience, for the last 3 years;
- 1.3. A financial price offer per hour/service provided on deliverable, in EUR, 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),
- 1.4. A declaration of compliance<sup>2</sup> [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;
- 1.5. A tax residence certificate for non-resident legal entities (in electronic form) or another official document attesting tax residence, issued by the competent authority of their country residence<sup>3</sup>

##### **2. For an individual:**

- 2.1. CV/CVs of expert(s) to be involved in the proposed activity, incl. relevant experience in the field of security, defence or public order for at least 5 years and experience in need assessments within security institutions.
- 2.2. Declaration of Conformity (as per the provided template): [LINK EN](#)
- 2.3. Financial offer based on deliverable.
- 2.4. Tax residency certificate<sup>3</sup> for non-resident legal entities (in electronic form) or another official document attesting tax residence, issued by the competent authority of their country of residence.

---

<sup>1</sup> 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.

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

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

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

### **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 (including as a result of the request for additional relevant documents and/or information);
  - The bidders don't fall under the provisions regarding „Ineligible Bidders.”

*Where applicable, the Evaluation Committee may request the submission of missing documents, as well as additional relevant documents and/or information. The Committee is also entitled to correct technical errors, including calculation errors, provided that such corrections do not significantly alter the content of the application file, and shall immediately notify the Bidder of any changes made.*

2. Content evaluation is made according to the **evaluation criteria** reflected in the Evaluation Form that can be accessed [here](#). The application files are individually evaluated by the members of the evaluation committee, 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 if necessary.

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

### **Winning candidate:**

The winning candidate will be the candidate who has accumulated the highest aggregated score.

### **Exclusion of candidates from the procurement process:**

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 offence or offences 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;

- I. 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 the email address: [procurements@solidarityfund.md](mailto:procurements@solidarityfund.md), with a note/title "Need Assessment Expert".

*NB! Questions regarding the purchase can be sent to the email address: [procurements@solidarityfund.md](mailto: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 for the purpose of carrying out the procurement process, in accordance with 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 the purpose, scope and manner of processing of personal data, the right of access to their personal data, their portability and rectification. Personal data may be transmitted to donors, auditors, state bodies, including public law enforcement bodies, lawyers – for the purpose of controlling Solidarity Fund PL in Moldova, protecting rights, 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 [info@solidarityfund.md](mailto:info@solidarityfund.md).*

*\*\*\*For the purpose of transparency of the procurement process, the results of the tender with the 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 towards the candidates.*