

Job Description: National Expert on Administrative Coordination and Interinstitutional Procedures
Reference to the project: EU4 Moldova Resilience – Secure State, Resilient Communities (EU4MR)
Organization: Solidarity Fund PL in Moldova
Location: Chisinau, Republic of Moldova
Reports to: Project Manager and Project Assistant
Contract type: Service Contract
Expected duration of the assignment: January 2026 – March 2026
Expected workload: 60 working days
Deadline for submitting applications: 05.01.2026, 23:59h EEST

1. Background:

Solidarity Fund PL in Moldova (SFPL) 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, holding the EU "Pillar Assessment" certification, with increased capacities for accessing 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 an initiative funded by the European Commission through the Service for Foreign Policy Instruments (FPI) and implemented by Solidarity Fund PL 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.

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

2. Context of the Assignment:

The establishment of the National Crisis Management Center (NCMC) in 2025 under Law No. 248/2025 and Government Decision No. 579/2025 represents a strategic milestone in the Republic of Moldova's broader effort to strengthen national resilience and align with European Union standards in crisis prevention, preparedness, and response.

The present assignment is designed to support the NCMC during a critical phase of its operationalization, ensuring that the institution can fulfil its legally mandated functions. It responds directly to the emerging needs by rapidly building its structures, developing procedures, and ensuring the continuity of critical functions despite the absence of fully recruited and trained permanent staff.

The goal of this assignment is to hire a National Expert on Administrative Coordination and Interinstitutional Procedures for a short-term period of 60 working days (January 2026 – March 2026) to deliver targeted, high-level technical assistance to the NCMC.

3. Description of Procurement:

3.1. The procurement involves hiring a national short-term expert to support the implementation of the National Crisis Management Center (NCMC) of the Republic of Moldova within the EU4 Moldova Resilience – Secure State, Resilient Communities (EU4MR) project framework to perform the following tasks:

1. Establish and strengthen the NCMC's internal administrative functions.
2. Facilitate coordination between the NCMC and all ministries/agencies involved in crisis management.
3. Support the development of HR tools, recruitment documentation, and internal processes.
4. Contribute to the identification of temporary/permanent facilities for the Center.
5. Lead administrative processes to establish national coordination mechanisms.
6. Ensure effective collaboration with the IT expert on inter-institutional workflows.

3.2. Expected Deliverables:

1. **Deliverable 1:** Creation of a National network of crisis preparedness coordinators and 24/7 contact points (estimated workload: 12 days, flexible delivery time).
2. **Deliverable 2:** Development of job descriptions for NCMC personnel and support to staff recruitment (estimated workload: 14 days, flexible delivery time).
3. **Deliverable 3:** Drafting of the National crisis management curriculum (estimated workload: 14 days, flexible delivery time).
4. **Deliverable 4:** Identification of temporary and permanent NCMC premises and coordination with external partners for equipment/furnishing (estimated workload: 10 days, flexible delivery time).
5. **Deliverable 5:** Establishing the inter-institutional coordination mechanism, in collaboration with the IT expert (estimated workload: 10 days, flexible delivery time).

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

4. Ineligible Candidates:

- 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 and Poland.

5. Qualifications and skills required:

a) Academic Qualifications:

- Advanced degree (Master's or PhD) in Public Administration, Management, Policy, Law, or related fields.
- Academic orientation towards policy planning would be considered an asset.

b) Relevant Experience:

- At least three years of experience in developing and updating relevant national plans, strategies, and policies.
- Experience in the preparation and publication of at least one public administration-related report, paper, case study, and book, among others.
- Has experience collaborating with the National Crisis Management Center.
- Experience in providing expert advisory and/or consultancy services in the area of public administration and civil service reform for at least one governmental entity in Moldova.

c) Competencies:

- Strong knowledge of the national legal framework in the related fields.
- Strong understanding of EU standards and best practices in the related fields.
- Strong research and analytical skills, able to engage stakeholders efficiently and effectively to gather relevant information for the assignment.

- Capable of accessing and reviewing relevant documentation (both private and public) and producing well-written reports that are easy for non-experts to understand.
- Excellent oral and written skills in English, along with computer literacy in Microsoft Word, Excel, and PowerPoint.

6. Documents Required for Submission:

- Personal updated CV, indicating all past positions held and their main underlying functions, their durations (month/year), as well as the contact details (email and telephone number) of the Candidate, and at least three (3) of the most recent professional references of previous supervisors.
- Motivation Letter (maximum length: 1 page): explaining why they are the most suitable for the work, including previous experience in similar assignments (please provide brief information on each of the above qualifications, item by item, including information, links/copies of documents for similar projects).
- The Technical Proposal outlining the approach, methodology, and work plan structured according to the Deliverables.
- The Financial Proposal that will specify the professional fees for this assignment. *Please note that the payments will be paid based on deliverables.*
- Declaration of Conformity (as per the provided template): [LINK EN](#)

****The application will be considered incomplete if it doesn't include the documents listed under point 6, a-e.***

****All documents in the dossier must be submitted in English.***

7. Submission of the application file and communication with the applicants:

- The application file must be sent to the email address: procurements@solidarityfund.md, with a title "Offer-EU4MR National Expert on Administrative Coordination and Interinstitutional Procedures" no later than **05.01.2026, 23:59h EEST**.
- The submitted application file must contain all documents requested under Section 7, stored in a single archived folder.
- Each applicant may submit only one application file under this procurement procedure and shall bear all costs related to the preparation and submission of the file. Submission of multiple files will result in the rejection of all applications submitted by the same applicant.
- The applicant will receive confirmation of receipt for the submitted application file no later than the next day after submission. In case no confirmation is received, the applicant must send a follow-up email requesting confirmation of receipt.
- The applicant may modify, withdraw, or resubmit the application file by sending a written request to the mentioned email address prior to the submission deadline. After the deadline, no modifications or withdrawals of the submitted file will be accepted.
- All communication throughout the procurement procedure shall take place exclusively via email at procurements@solidarityfund.md. Any communication conducted through other methods, to other email addresses, or via alternative channels shall not be considered valid.

8. Evaluation procedure:

The evaluation procedure is carried out individually by the Evaluation Committee, as follows:

8.1. Formal evaluation- verification of the submitted file's compliance with formal criteria:

- The application file is submitted within the deadline. Files submitted after the deadline will not be further evaluated, and the remaining criteria will be marked as N/A;
- The application file contains all the required documents (including those submitted in response to subsequent requests for additional relevant documents and/or information);
- The applicants do not fall under the provisions regarding "Ineligible Applicants."

8.2. Content Evaluation- assessment of the application file's compliance with the content evaluation criteria, as reflected in the "Evaluation Criteria Form", which can be accessed [here](#).

The individual evaluation results of the Committee members are consolidated into a single Evaluation Form that reflects the average score for each application file.

- 8.3. **Interview Stage**- conducted at the Committee's discretion, following the content evaluation stage, and only with the pre-selected applicant(s). During this stage, the Committee may decide to negotiate the proposed financial offer, get acquainted with the team of experts/specialists to be involved in the assignment, and/or request additional relevant information or documentation, if deemed necessary.
- 8.4. The Committee may request the Applicant to: (i) provide clarifications regarding the content of the submitted offer; (ii) supplement the application file with missing documents, and/or provide additional relevant information; (iii) correct identified errors. Additionally, the Committee reserves the right to independently correct obvious technical and/or typographical errors, including calculation errors, without materially altering the content of the application file. The Applicant will be immediately notified about such corrections. The maximum deadline granted to the Applicant for completing the file, submitting the additional documents/information, making corrections, or confirming acceptance of the applied changes is five (5) working days.

9. 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. If Solidarity Fund PL in Moldova identifies any potential collaboration risk, it reserves the right to exclude the applicant from the procurement procedure, even after the applicant has been informed of the procurement outcome, without providing any explanation.

10. Rejection of the Application File from the procurement procedure:

Solidarity Fund PL in Moldova may reject an application if:

- 10.1. it was submitted after the application deadline;
- 10.2. was presented by the applicant:
 - a. excluded from the procedure; or
 - b. does not meet the participation requirements for the procedure; or
 - c. its content is incompatible with the terms of the procurement procedure and/or the contract;
- 10.3. it was not prepared or submitted in a manner compatible with the technical and organizational requirements for preparing or submitting applications through the electronic communication means specified by the organization;
- 10.4. it contains a price or cost that is extremely low in relation to the subject of the contract;
- 10.5. it contains errors in the calculation of the price or costs, including after a request for adjustment;
- 10.6. the applicant did not correct the errors within the established deadline;
- 10.7. the applicant did not provide written consent, by email or other means, for the extension of the offer's validity period;
- 10.8. the applicant did not provide written consent for the selection of their offer after the expiration of the offer's validity period;
- 10.9. the selection would violate public safety or a significant state security interest, and this guarantee or interest cannot be ensured in any other way;
- 10.10. the application was submitted without complying with the requirement to conduct a visit to the applicant to verify the documents necessary for contract execution, if this was requested in the procurement documents;
- 10.11. Solidarity Fund PL in Moldova may reject the application if its price is higher than the market price.

11. Offer selection and Contract conclusion:

- 11.1. The application/offer that receives the highest score, including compliance with the price–quality ratio, will be selected as the most advantageous.
- 11.2. After the evaluation stages are completed, all applicants will be informed about the results of the procurement call.
- 11.3. The applicant whose offer has been selected as the most advantageous will be informed by Solidarity Fund PL in Moldova of the place and date for signing the contract. If the applicant refuses to conclude the contract, Solidarity Fund PL in Moldova may re-examine and evaluate the submitted offers and select the next most advantageous offer or may cancel the procedure and launch a new one.
- 11.4. Persons representing the selected applicant must present, at the contract signing, documents confirming their authorization to represent the applicant, except where such authorization is already evident from the documents attached to the application/offer.

12. Exclusion of candidates from the procurement process:

- 12.1. 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;
 - 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.
- 12.2. The applicant shall be excluded if, under the laws of the Republic of Moldova, the Republic of Poland (Art. 108, para. 1), the European Union, international law, or the donor country, restrictions apply to the entity or its representatives, persons holding control/decision-making power, or any member of the executive, management, or supervisory bodies.
- 12.3. The applicant shall be excluded if it is undergoing liquidation, its assets are managed by a liquidator or by a court that has concluded a preventive concordat, its commercial activity is suspended, or it is in any similar situation resulting from a similar procedure under the regulations of the jurisdiction where the procedure is initiated, in accordance with Article 109, paragraph (1), point 4 of the Public Procurement Law.
- 12.4. The applicant shall be excluded if non-compliance is identified with Council of the European Union Regulation (EU) 2022/576, amending Regulation (EU) No 833/2014 concerning restrictive measures in view of Russia's actions destabilising the situation in Ukraine (OJ L 2022/576, OJ L 111 of 08.04.2022, p. 1) and the Law of 13 April 2022 on special measures to counter support for aggression against Ukraine and to protect national security.
- 12.5. The applicant shall be excluded if the application file is incomplete, submitted after the deadline, or if multiple offers were submitted for the same contract under the procurement procedure.

- 12.6. The applicant may be excluded at any stage of the procurement procedure, including after the announcement of the results – during the pre-contract verification stage (e.g., presence on sanctions lists, participation of Russian contractors, etc.).
- 12.7. Solidarity Fund PL in Moldova reserves the right not to limit itself to the exclusion criteria from the procurement procedure, mentioned above.

NB! Questions regarding the purchase can be sent to the email address: 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.*

**** 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 bidders.*