

## **„Cities and Regions for all: Full Integration of Refugees and Migrants in Urban and Rural Environment”**

***Terms of References (ToR)** to contract a legal expert to review the existing legal framework and its implementation aimed at the integration of refugees, as well as the current national and local policies, strategies, and work plans associated with migration management, in particular regarding the inclusion of migrants and refugees in the existing social protection systems, education and access to the labor market by institutions at state (ministries, directorates, etc.) and local (municipalities Chisinau, Balti, Cahul, ATAS) levels in Moldova.*

**People in Need (PIN) Moldova** is issuing a **Call for applications** to select a **legal expert** to conduct a comprehensive review of the existing legal framework for refugee integration in the country. The expert will analyze the legal framework and its enforcement, with a particular focus on **national and local legislation, policies, strategies, and work plans** related to migration management.

The **key review areas** will include the **inclusion of migrants and refugees in social protection systems, education, and access to the labor market** to identify gaps and recommend improvements for a more effective and inclusive migration policy. The report will serve as a roadmap for capacity-building initiatives, guide participatory budgeting, and enhance service delivery for refugees and migrants.

The **Legal Expert** will assess migration-related legal frameworks at both the **national level** (ministries, state laws) and the **local level** (municipalities of Chişinău, Bălţi, Cahul, and ATAS) in Moldova. This includes developing a methodology for the legal review, conducting desk research, focus group discussions, and interviews with key stakeholders, including representatives from municipalities, the **Ministry of Labour and Social Protection**, the **Ministry of Education and Research**, the **General**

**Inspectorate for Migration (central and regional departments), ATAS, and civil society organizations.** The expert will prepare a report identifying key legal gaps in national and local frameworks and providing practical recommendations to improve legislation and migration management practices.

The legal analysis exercise is commissioned under the joint project **Cities and Regions for All (CR4A): Full Integration of Refugees and Migrants in Urban and Rural Environments**, implemented by People in Need in partnership with Prague 5 Municipal District. The project is financed under the International Centre for Migration Policy Development (ICMPD) through the Migration Partnership Facility (MPF).

## **I. Background.**

People in Need (PIN) is an international humanitarian and development organization founded in 1992 by a group of journalists from Czech. As one of the largest not-for-profit organizations in Central and Eastern Europe, in addition to humanitarian aid and development cooperation, PIN is also active in such areas as human rights, education, and social inclusion. PIN implements projects that support hundreds of thousands of people affected by crisis, conflict, exclusion, poverty, persecution, and harassment in more than 30 countries around the world.

People in Need (PIN) has been working in Moldova since 2003, providing development assistance and emergency support to the population in areas of civil society and inclusive governance, emergency response and recovery, social inclusion and protection, rural development & livelihoods, and human rights & media literacy. Since the onset of Ukraine-Russia war, PIN has been providing emergency aid in the form of protection and, legal assistance, and cash transfers to thousands both from Ukraine and Moldova. Protection assistance focuses on psycho-social support for refugees and hosting population and support through local civil society organizations who are working with refugees. PIN managed to reach every tenth inhabitant in the country with assistance, including through

collaboration and partnerships with 146 organizations throughout the time. The current country portfolio is funded by the European Union, Czech Aid, UNICEF, and PIN public collections.

## **1. About the project.**

The overall objective of Project **CR4A: Full Integration of Refugees and Migrants in Urban and Rural Environment**, is to contribute to the enhanced integration of refugees and migrants into Moldovan society through improved and equal service provision. The increasing number of refugees and migrants in Moldova has placed additional pressure on public social services, putting refugees and migrants at risk of exclusion from accessing these services. On the other hand, the RESTART reform can be seen as an opportunity to identify and address the existing gaps in the system, as well as to create additional resources.

## **2. Scope of the assignment.**

The **Legal Expert** will conduct a comprehensive review of the **legal framework governing refugee and migrant integration in Moldova**. This review will include a **desk analysis of national and local policies, strategies, and action plans** related to migration management, with a particular focus on the inclusion of migrants and refugees in **social protection systems, education, and labor market access**.

The objective of this legal review is to **identify gaps and inconsistencies** in the current legal framework and policy implementation regarding refugee and migrant integration. The findings will serve as the foundation for **evidence-based policy recommendations, legal amendments, and institutional capacity-building efforts**, ensuring a more inclusive and effective migration management system in Moldova.

The legal review will also include a gender-sensitive and vulnerability-focused analysis, assessing how policies and legal frameworks address the specific needs of women, children, and persons with disabilities in migration and refugee integration. This will ensure that

policy recommendations promote equitable access to services and prevent the exclusion of vulnerable groups.

To achieve this, the expert will:

- **Conduct a legal and policy review**, analyzing relevant legislation at both the **national level** (ministries, state institutions) and the **local level** (municipalities of Chişinău, Bălţi, Cahul, and ATAS).
- **Engage key stakeholders** through **focus group discussions, key informant interviews, and workshops** with representatives from:
  - **Ministry of Labour and Social Protection**
  - **Ministry of Education and Research**
  - **Central and Regional Department of the General Inspectorate for Migration**
  - **Local authorities (municipalities of Chişinău, Bălţi, Cahul, ATAS)**
  - **Civil society organizations working on refugee and migrant integration**

The **final report** will outline **key legal gaps and barriers** affecting refugees and migrants, particularly in accessing **social services, education, and employment opportunities**. The report will also include **specific recommendations** for improving existing laws and policies, enhancing local-level implementation, and supporting institutional capacity-building initiatives to strengthen service delivery for migrant and refugee communities.

### **3. Field of activity and specific tasks.**

*In carrying out these tasks, the Legal Expert will:*

- Attend an initial meeting with the project manager to gain a clear understanding of the project objectives, scope and specific tasks.;
- Review and analyse local UNHCR and IOM refugee integration plans designed in coordination with LPAs and the General Inspectorate for Migration;

- Develop a working methodology for the legal review, focusing on the integration of refugees and migrants
- Consult and validate the methodology with the project team to ensure alignment with project objectives,
- Analyse the existing legal framework including the current national and local policies, strategies, and work plans related to migration management. Particular attention will be given to social protection systems, education, and access to and participation in the labor market at the level of each municipality;
- Assess the implementation of the legal framework in accordance with the approved methodology;
- Prepare the necessary materials and tools for conducting discussion sessions, interviews, and meetings with key representatives in the field;
- Conduct desk research, through focus group discussions and interviews with key actors with main stakeholders such as representatives of municipalities, the Ministry of Labour and Social Protection, the Ministry of Education and Research, the central and regional department of the General Police Inspectorate ATAS, civil society organizations, as well as migrants themselves;
- Document and analyze findings from the legal framework, hold focus group discussions, and conduct interviews with key actors with the main stakeholders, such as representatives of municipalities, the Ministry of Labour and Social Protection, the Ministry of Education and Research, the central and regional department of the General Inspectorate for Migration, ATAS, civil society organizations, as well as migrants themselves;
- Identify necessary legal and policy improvements, with a focus on the inclusion of migrants and refugees the integration of refugees, current national and local policies, strategies, and work plans associated with migration management, in particular in relation to the inclusion of migrants and refugees in existing social protection systems,

education and access to and use of the labor market at the level of each municipality;

- Prepare a comprehensive Report outlining legal gaps in migration management and capacity building needs as well as propose a Roadmap for improving migration management and service delivery, and provide guidelines for capacity building of authorities, focusing on participatory budgeting and service delivery actions;
- Organize and facilitate discussion sessions on the main gaps in the legislation in the field and will analyze the recommendations made at the discussion sessions and workshops and will compile them in the roadmap;

#### **4. Deliverables.**

- Methodology for the review of the existing legal framework aiming at the integration of refugees, current national and local policies, strategies, and work plans associated with migration management, in particular regarding the inclusion of migrants and refugees in existing social protection systems, education and access to the labor market at the level of each municipality and its use;
- 3 sessions; 30 participants in each session developing a methodology for reviewing the legal framework and existing practices. Conducting consultation processes with authorities.
- Report – a review of the existing legal framework and practices aimed at the integration of refugees and migrants in existing social protection systems, education, and access to and use of the labour market at the level of each municipality;
- Report identifying existing gaps and capacity building needs as well as the recommendations for improving migration management and service delivery,
- Guideline for capacity building of authorities, focusing on participatory budgeting and service delivery actions;
- 3 sessions with approximately 15 participants per session to discuss and present the report on existing gaps and identified

capacity-building needs, as well as recommendations for improving current legislation and practices in migration management;

- Organization and facilitation of 3 public workshops, with 20 participants each, with the participation of stakeholders, at which the expert will present the findings of the analysis of the gaps in the legal framework and service provision for migrants and refugees.

#### **5. Duration and effort.**

- The total duration of the assignment is no more than 3 months: in accordance with the following activity plan

<b>Name of activity</b>	<b>Timeline</b>
Develop the Methodology for reviewing the existing legal framework.	Week I
Analyze and review the current legal framework and practices related to refugee integration, including national and local policies, strategies, and work plans associated with migration management. The review will focus on the inclusion of migrants and refugees in social protection systems, education, and labor market access at the municipal level.	Weeks II-IV
Prepare the first draft of the legal review.	Week V
Conduct consultations with stakeholders through 3 sessions, each involving 30 participants at each session.	Weeks VI - VII
Draft a Report identifying existing gaps and capacity-building needs, along with a roadmap for improving migration management and service delivery. This Report will emphasize the inclusion of migrants and refugees in social protection systems, education and labour market access, while providing guidance on a capacity building of authorities, focusing on participatory budgeting and service delivery actions.	Weeks VIII-IX
Organize 3 stakeholder sessions, each with approximately 15 participants, to discuss legal gaps, capacity-building needs, and recommendations for improving current legislation and migration management practices.	Weeks X-XI

Organize and facilitate 3 public workshops, each with 20 participants, where the expert will present findings from the legal gap analysis and service provision review.	Weeks XII-XIII
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- Willingness to conduct field visits to key state and local public institutions;
- Allocation of time for the preparation, documentation, travel, and follow-up activities, as appropriate within the deadlines stipulated above.

- o **Note: All activities in the early phase of the project will take place in March-May, 2025.**

## 6. Qualifications and experience required.

### Academic Qualifications:

- Master degree or equivalent advanced studies in Law;

### Work experience:

- Proven experience in the legal field of at least 5 years,
- At least 5 years' experience in legal expertise and law review in the areas of reference set out above in the description of the action (presentation of links to various activities, working groups, acts resulting from legal expertise and law review, etc.);
- Proven experience in legal documentation and legal analysis, interpretation of legislation, as well as the ability to write and draft analysis and reports on the legal framework in the areas of reference described in the terms of reference (research presentation, analytical articles, scholarly articles, links to various thematic papers, etc.);
- Experience in facilitating discussion sessions, information workshops, conducting fact-finding interviews with representatives of state and local public institutions;

### Competencies:

- Oral and written communication skills in Romanian, Russian and English;

## 7. The application file will include:



- Motivation letter (max. 3 pages) in which the candidate will explain his/her interest in the position and why he/she considers him/herself suitable, as well as his/her vision of how he/she would like to carry out the proposed tasks.
- Detailed CV of the candidate (max. 3 pages) clearly demonstrating profound technical skill set and focus on area of required expertise, CV including at least three references from individuals or organizations.
- *Estimated workload:* the candidate's opinion, based on his/her experience, of the number of days required for each activity.
- *Financial proposal:* the price requested for the volume of work to be carried out, including the rate per day, in MDL, with the gross/net amount requested being specifically indicated.
- *Availability:* The period during which the candidate is available to carry out the requested workload in March – May 2025.
- *Evidence of experience:* Links to or submission of studies, research, analysis, blog posts, or other legal thematic works related to the areas indicated in the description of the action, with the submission of at least 2 research reports as part of the application or references demonstrating the applicant's skills in analysis and documentation, interpretation of legislation, and drafting of analysis and reports identifying gaps and needs arising from legislation in the areas described in the action, submission of links to various activities, working groups, papers resulting from legal expertise and review of legislation.
- A copy of the documents confirming law studies or the number of the lawyer's license, etc.

**The selection process will proceed as follows:**

The applicants will be assessed by an Evaluation Committee against the criteria listed in section 7. PIN reserves the right to enter into a negotiation with the candidates on the financial offer proposed by them, before finalizing the selection process. The technical offer will be weighted with 70%; the financial offer will be weighted with 30%.

The technical offer will be a key evaluation criterion, considering both the candidate's qualifications and experience as well as the specific deliverables required for the assignment. To ensure a fair and effective selection process, the technical proposal will carry the most weight in the final decision.

Please note that the budget allocated in the project for this action is limited, therefore if the financial offer exceeds the budget line, PIN reserves the right to reject the application proposals.

Incomplete applications will not be considered.

### **Cumulative analysis**

The award of the contract shall be made to the expert/team whose offer has been evaluated and determined as:

- a) responsive/ compliant/ acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight – 70% (70 pts);

\* Financial Criteria weight – 30% (30 pts).

Criteria	Scoring	Maximum Points Obtainable
<b>Technical evaluation</b>		
Education in Law	Master in Law – 1 pts PhD in Law – 5 pts	5
Proven experience in the legal field of at least 5 years	5 years – 5 pts each additional year 1 pts, up to a maximum of 10 points.	10
At least 5 years of professional experience in analysis and review of national legal and regulatory acts, in the areas of reference set out in the Scope of the Assignment	5 years – 5 pts, each additional year 5 pts, up to a maximum of 20 points.	20

At least 1 proven similar assignment related to legal documentation and legal analysis, interpretation of legislation, as well as the ability to write and draft analysis and reports on the legal framework in the areas described in the Scope of the Assignment	1 assignment – 5 pts, each additional event 5 pts, up to a maximum of 15 points.	15
Experience in conducting legal analysis and assessment in the refugee and migrant integration field.	No – 0 pts, Yes – 10 pts,	10
At least 3 events in facilitating discussion sessions, information workshops, conducting fact-finding interviews with representatives of state and local public institutions	No – 0 pts, Yes – 5 pts,	5
Fluency in Romanian, Russian, and English	No – 0 pts; Yes – 5 pts,	5
<b>Maximum Total Technical Scoring</b>		<b>70</b>

**Minimum Technical Threshold:** Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation.

<b>Financial</b>	
<p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p><b><math>S = (F_{\min} / F) * 30</math></b></p> <p><b>S – score received on financial evaluation;</b></p> <p><b>F<sub>min</sub> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;</b></p> <p><b>F – financial offer under consideration.</b></p>	30
<b>Maximum Total Financial Scoring</b>	<b>30</b>

The application file should be submitted in electronic format to: [tender.moldova@peopleinneed.net](mailto:tender.moldova@peopleinneed.net) with the text in the title of the message "Legal adviser for the revision of the legal framework aimed at the integration of refugees" until **24.02.2025, 23:59**.

## **8. Contact Information**

For any further inquiries, please reach out to the email:  
[tender.moldova@peopleinneed.net](mailto:tender.moldova@peopleinneed.net)