



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16 December 2013

Country: Republic of Moldova

Description of the assignment: National Consultant: Documentation of Human Rights Issues Facing Persons with Spina Bifida

Project name: UN Human Rights Adviser (Office of the United Nations High Commissioner for Human Rights)

Period of assignment/services: 25 January 2014-30 May 2014 (up to 50 working days indicative)

Proposals should be submitted online only, by following the "Apply online" link, no later than [18 January 2014](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: violeta.fetescu@one.un.org. UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all applicants.

1. BACKGROUND

The Republic of Moldova ratified the Convention on the Rights of Persons with Disabilities (CRPD) in 2010. A Law on the Social Inclusion of Persons with Disabilities entered into force on 1 January 2013. In 2012, Moldovan Parliament adopted Law 121/2012 on Ensuring Equality, aiming to transpose a number of international requirements in this area into the domestic legal order. In 2013, the Council for Preventing and Eliminating Discrimination and Ensuring Equality ("Equality Council"), established under Law 121/2012, began work. In its 2011 review of the Republic of Moldova, the UN Committee on Economic, Social and Cultural Rights expressed concern at several aspects of treatment of children with disabilities. In her preliminary conclusions at the end of her September 2013 mission to the Republic of Moldova, UN Special Rapporteur on Extreme Poverty Magdalena Sepúlveda urged further attention to securing the fundamental rights of children with spina bifida.

The UN Human Rights Office (OHCHR) has had a Human Rights Adviser in Moldova since July 2008, based in the UN Resident Coordinator Office, mainstreaming human rights in the work of UN Country Team, Government, civil society and the National Human Rights Institution. During 2013, OHCHR has been involved, jointly with UNDP, WHO and UNICEF in a targeted effort to support implementation of the CRPD Convention.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

A national consultant is sought to undertake first hand, fact-based research, using standard human rights documentation methodologies, to document the situation of children and other with spina bifida or hydrocephaly, with a view to supporting reform of treatment of children with these conditions. Envisioned are:

- Desk review of all relevant materials;
- Consultations with relevant parties from the human rights, medical and rights of persons with disabilities communities;
- First hand documentary field research, based on standard human rights research methodologies, to establish any and all facts related to the treatment of persons with spina bifida and/or hydrocephaly;

On the basis of this research, the consultant shall produce a report in English language of not less than 16,000 words and not more than 30,000 words, with standard academic referencing, including the following:

- (a) Existing relevant international and national law provisions relevant for the given area, with particular focus on relevant human rights law;
- (b) Clear, fact-base description of human rights issues facing persons with spina bifida/hydrocephaly, by theme and including descriptions of facts in individual cases;
- (c) Statistical data, where existing and relevant;
- (d) Recommendations for action and/or reform;

The report shall include a clear Executive Summary. The structure of the report can be modified in consultation with the UN Human Rights Adviser. Further guidance will be provided by the Human Rights Adviser.

The consultant may be asked to produce other documents, including documents in State Language, in the framework of the current consultancy.

The consultant shall be entitled to reimbursement of reasonable transport costs related to field research activities, in consultation with the Human Rights Adviser.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in law, social sciences, human rights, health or other relevant field;

II. Experience and skills:

- Minimum 3 years of practical experience in human rights domain, monitoring activities, conducting research;
- Commitment to human rights; knowledge of international norms and standards in the area of human rights, in particular as concerns health and human rights and/or the rights of persons with persons with disabilities;
- Understanding of anti-discrimination law and/or rights of persons with disabilities law as set out under international, European and domestic law of the Republic of Moldova;
- Familiarity with the health field in Moldova, and its challenges;
- Excellent drafting skills in English and State Language;

- Excellent communication and teamwork skills;
- Ability to focus on goals and adapt processes to achieving goals;
- Demonstrated competence in conducting individual interviews with affected groups according to standard human rights documentation methodologies preferred;
- Adhere to the core values of the United Nations; in particular, is respectful of differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

III. Language requirements:

- Fluency in Romanian and English. Working knowledge of one or more additional languages relevant for Moldova, including Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. A detailed curriculum vitae of relevant experience or P11.
2. A written statement of not more than 1000 words:
 - (i) Explaining why you are the most suitable for the work;
 - (ii) Providing a brief methodology on how you would approach and conduct the work.

5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are paid in installments and are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including fees, taxes, mobile phone calls, etc.). The travel expenditures are to be approved in advance by the Project Manager and shall be covered from the Project budget.

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- University degree in law, social sciences, human rights or other relevant field;

- Minimum 3 years of practical experience in human rights domain, monitoring activities, conducting research;
- Fluency in Romanian and English.

The short-listed individual consultants will be further evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

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

* Technical Criteria weight – 60% (300 pts.);

* Financial Criteria weight – 40% (200 pts.).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
<ul style="list-style-type: none"> • University Degree in law, social sciences, human rights, health or other relevant field; 	University degree – 40 pts.; MA degree – 50 pts.;	50
<ul style="list-style-type: none"> • Minimum 3 years of practical experience in human rights domain, monitoring activities, conducting research; 	3 years - 40 pts.; >3 years – up to 50 pts.;	50
<ul style="list-style-type: none"> • Commitment to human rights; knowledge of international norms and standards in the area of human rights, in particular as concerns health and human rights and/or the rights of persons with persons with disabilities; 	Large - 50 pts.; to some extent - 30 pts.; No – 0 pts.	50
<ul style="list-style-type: none"> • Understanding of anti-discrimination law and/or rights of persons with disabilities law as set out under international, European and domestic law of the Republic of Moldova; Familiarity with the health field in Moldova, and its challenges; 	Large - 50 pts.; to some extent - 30 pts.; No – 0 pts.	50
<ul style="list-style-type: none"> • Excellent drafting skills in English and State Language; Excellent 	Max – 55 points;	55

communication and teamwork skills; Ability to focus on goals and adapt processes to achieving goals;		
<ul style="list-style-type: none"> Demonstrated competence in conducting individual interviews with affected groups according to standard human rights documentation methodologies preferred; 	Max – 30 points;	30
<ul style="list-style-type: none"> Working knowledge of one or more additional languages relevant for Moldova, including Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset. 	Max - 15 pts.	15
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation; Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.		200

Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS