



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16 December 2013

---

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant(s): Support for Anti-Discrimination Law

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

**Period of assignment/services:** 25 January 2014 - 30 April 2014 (up to 30 working days indicative per consultant)

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](mailto: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

All international human rights review bodies reviewing Moldova's compliance with international law in the recent period have urged that action be improved to combat discrimination on all grounds set out under international law. 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.

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 2012-2013, OHCHR carried out a series of trainings for judges and prosecutors in the framework of the National Institute of Justice. As a result of those seminars, a battery of training materials in this area is available in unsorted, unorganized form. The Ministry of Justice has requested OHCHR assistance in organizing these materials into usable form for future training use by judges and others. The Council for Preventing and Eliminating Discrimination and Ensuring Equality ("Equality Council") has sought OHCHR assistance for several bands of work upcoming

in its programme of work for the coming period, as set out below.

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

A national consultant or consultants are sought to work under the supervision of the UN Human Rights Adviser (Office of the United Nations High Commissioner for Human Rights), and in close collaboration with the Council for Preventing and Eliminating Discrimination and Ensuring Equality ("Equality Council"), and Ministry of Justice (as relevant), to undertake the following:

- (1) By no later than 15 February 2014 (draft) and 1 March 2014 (completed, final version) compile and organize existing materials available from the UN Human Rights Adviser (Office of the United Nations High Commissioner for Human Rights) into a usable package for the training of judges in anti-discrimination law based on local and international jurisprudence and practices, producing additional organizational materials as needed, according to specifications to be provided by the UN Human Rights Adviser and the Ministry of Justice (to be done in State Language);
- (2) By no later than 1 March 2014, to be updated one week before the Spring 2014 UN-Moldova Human Rights Dialogue, produce a usable summary memorandum of current state of implementation of all decisions by the Equality Council as of that date (to be done in English language, with State Language translation to be contracted separately). Length 5,000-10,000 words (indicative), plus executive summary.
- (3) Support the work of the Council for Preventing and Eliminating Discrimination and Ensuring Equality to prepare draft legal amendments to Moldovan law with a view to improving Moldova's transposition of international anti-discrimination law and best practices in this area; under the guidance and direction of the Equality Council, and having consulted all international human rights review documents in the area concerning the Republic of Moldova, produce draft amendments to all relevant laws and regulations, with a view to heightening the efficacy and impact of the work of the Council (to be done in State Language).

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Academic Qualifications:**

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

### **II. Experience and skills:**

- Minimum 3 years of practical experience in human rights domain, monitoring activities, conducting research;
- Proven commitment to human rights; knowledge of international norms and standards in the area of human rights;
- Understanding of anti-discrimination law as set out under international, European and domestic law of the Republic of Moldova;
- Knowledge and in-depth understanding of the human rights environment in Moldova, and its challenges;
- Excellent drafting skills;
- 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.
3. A financial proposal.

## **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
<b><u>Technical</u></b>		
<ul style="list-style-type: none"> <li>University Degree in law, social sciences, human rights or other relevant field;</li> </ul>	University degree – 40 pts.; MA degree – 50 pts.;	50
<ul style="list-style-type: none"> <li>Minimum 3 years of practical experience in human rights domain, monitoring activities, conducting research;</li> </ul>	3 years - 40 pts.; >3 years – up to 50 pts.;	50
<ul style="list-style-type: none"> <li>Proven commitment to human rights; knowledge of international norms and standards in the area of human rights; knowledge and in-depth understanding of the human rights environment in Moldova, and its challenges;</li> </ul>	Large - 50 pts.; to some extent - 30 pts.; No – 0 pts.	50
<ul style="list-style-type: none"> <li>Understanding of anti-discrimination law as set out under international, European and domestic law of the Republic of Moldova;</li> </ul>	Large - 50 pts.; to some extent - 30 pts.; No – 0 pts.	50
<ul style="list-style-type: none"> <li>Excellent drafting skills; Excellent communication and teamwork skills; Ability to focus on goals and adapt processes to achieving goals;</li> </ul>	Max – 55 points;	55

<ul style="list-style-type: none"> <li>• Demonstrated competence in conducting individual interviews with affected groups according to standard human rights documentation methodologies preferred;</li> </ul>	Max – 30 points;	30
<ul style="list-style-type: none"> <li>• Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.</li> </ul>	Max - 15 pts.	15
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> 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.		<b>200</b>

#### 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**