



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **04 March 2014**

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**Country:** Republic of Moldova

**Description of the assignment:** National Consultant on Anti-Discrimination and Freedom of Religion or Belief

**Project Reference:** Office of the United Nations High Commissioner for Human Rights (OHCHR)

**Period of assignment/services:** 1 April 2014 - 31 December 2014, 9 months

Proposals should be submitted online only, by following the "Apply online" link, no later than [20 March 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.

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### 1. BACKGROUND

The Office of the United Nations High Commissioner for Human Rights (OHCHR) represents the world's commitment to universal ideals of human dignity. We have a unique mandate from the international community to promote and protect all human rights. We have an office at United Nations headquarters in New York and offices in numerous countries and regions. To implement our comprehensive mandate, we employ 1085 staff (as of 31 December 2013) based in Geneva, New York and in 13 country offices and 13 regional offices or centres around the world, as well as a workforce of 689 international human rights officers serving in UN peace missions or political offices.

In July 2008, OHCHR has deployed a Human Rights Adviser, based in the Office of the United Nations Resident Coordinator (UN RC) in the Republic of Moldova. The Human Rights Adviser supports and advises the UN RC Office, United Nations Country Team (UNCT) in Moldova, Government, National Human Rights Institution (NHRI) and civil society in strengthening human rights and human rights based approaches. OHCHR, in partnership with UNCT Moldova, also supports UNCT Moldova to implement the recommendations of UN Senior Expert Thomas Hammarberg as concerns human rights in the Transnistrian region of the Republic of Moldova. Thematic priorities for work in the Republic of Moldova for 2014-2017 include: (1) Countering discrimination, in particular racial discrimination, discrimination on the grounds of disability, religion, sexual orientation and other criteria; (2) Combating impunity and strengthening accountability and the rule of law; (3) Strengthening the effectiveness of international human rights mechanisms and the progressive development of international human rights law and standards.

In April 2014, OHCHR will start implementing a European Commission funded project "Combating Discrimination in the Republic of Moldova, including the Transnistrian region". The project runs for 18 months and the overall objective is address discrimination in Moldova as concerns people belonging to stigmatized or marginalized groups. This project will contribute to the expected

accomplishments as detailed in the OHCHR Country Note for the Republic of Moldova for 2014-2017, in parts concerning changes to policy and practice in the field of anti-discrimination, effective implementation of international anti-discrimination law acquis by the Moldovan judiciary and strengthening civil society in these areas.

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

The National Consultant is responsible for supporting the successful and effective implementation the project “Combating Discrimination in the Republic of Moldova, including the Transnistrian region”, in particular key areas, contributing substantively to realization of the Expected Achievements of the OHCHR Country Note for the Republic of Moldova for the period 2014-2017.

The incumbent will ensure the provision of development services and products (commensurate with the scope of the project) of the highest quality and standards to national counterparts and for beneficiaries, and other relevant stakeholders.

For detailed information, please refer to Annex 1 – Terms of Reference.

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

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

- University Degree, preferably in law, political science, international relations or other disciplines related to human rights;

### **II. Experience:**

- At least three years of relevant experience in human rights area;
- Experience in human rights monitoring and investigation, promoting equality and non-discrimination;
- Experience in capacity building trainings for civil society, judicial and quasi-judicial bodies;
- Experience in working with rights-holders including religious, national, ethnic or linguistic minorities, civil society and public sector is a strong asset;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc);

### **III. Language requirements:**

- Fluency in oral and written Romanian, Russian and English is a must;
- Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, 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. Proposal:**

- (i) Explaining why they are the most suitable for the work;
- (ii) Provide a brief methodology on how they will approach and conduct the work.

### **2. Financial proposal;**

### **3. Personal CV including past experience in similar projects and the contact details of at least 3 reference persons.**

## **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 equal 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.).

### 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, preferably in law, political science, international relations or other disciplines related to human rights;
- At least three years of relevant experience in human rights area;
- Fluency in Romanian, Russian 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:

- 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 – 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>		
• University Degree, preferably in law, political science, international relations or other disciplines related to human rights;	University degree – 35 pts., Master degree – 45 pts.	45
• At least three years of relevant experience in human rights area;	3 years - 30 pts.; >3 years - 40 pts.	40
• Experience in human rights monitoring and investigation, promoting equality and non-discrimination;	Yes - 30 pts.; to some extent - 15 pts.; No – 0 pts.	30
• Experience in capacity building trainings for civil society, judicial and quasi-judicial bodies;	Yes - 30 pts.; to some extent - 15 pts.; No – 0 pts.	30
• Experience in working with rights-holders including religious, national, ethnic or linguistic minorities, civil society and public	Yes - 30 pts.; to some extent - 15 pts.; No – 0 pts.	30

sector is a strong asset;		
• Experience in the usage of computers and office software packages (MS Word, Excel, etc.);	Max- 10 pts.;	10
• Fluency in Romanian, Russian and English;	Max – 10 pts.;	10
• Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Ukrainian or sign language is an asset;	Max – 5 pts.;	5
• Interview (demonstrated competences as specified in the annex 1- Terms of reference).	(50 – Professional competencies; 30 – Development and Operational Effectiveness; 10 – Knowledge Management and Learning; 10 – Leadership and Self-Management)	100
<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**