



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **13 March 2014**

Country: Republic of Moldova

Description of the assignment: National Consultant to support the Health Sector Non-Discrimination Board in its work for prevention and combatting discrimination

Project Reference: Moldova: Anti-Discrimination Capacity Development in the Health Sector, Office of the United Nations High Commissioner for Human Rights (OHCHR)

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

Proposals should be submitted online only, by following the "Apply online" link, no later than [19 March 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 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. 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.

The first cycle review of the Republic of Moldova was held at the 16th meeting of the Working Group on the Universal Periodic Review (UPR) on 12 October 2012.

The first Universal Periodic Review (UPR) review of the Republic of Moldova resulted in a number of recommendations to the Government concerning discrimination against women, religious minorities, ethnic minorities, Roma, persons with disabilities, LGBT, and poor population. The

cases of discrimination include general lack of access to health services, explicit refusal for specific treatments or service provision. There are also formal discriminatory regulatory provisions in laws and subordinated documents in the health filed. In regard to this, Moldova accepted recommendations to adopt legislation on anti-discrimination and progress towards implementation of internationally approved principles on the ground.

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

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

The objective of the engagement is to support the Health Sector Non-Discrimination Board in receiving, investigating, identifying and resolving cases of discrimination in the provision of health services. Another important objective is to coordinate analytical and reporting work as well as capacity building activities for stakeholders in health – service providers and consumers.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in law, social science, human rights, health management/medicine, or other relevant background; qualification or formation in public health is an advantage.

II. Experience and skills:

- At least 3 years of practical experience in human rights domain; experience in health and human rights issues is an advantage;
- Advanced understanding of the international anti-discrimination law acquis;
- Extensive experience (at least 3 years) in carrying out needs analysis, policy/strategy development, in/for the health public administration;
- Demonstrated knowledge of the normative framework of Moldovan health system;
- Proven experience in working with the international organizations (successful experience in working with UN agencies is an asset);
- Strong leadership abilities and excellent (diplomatic) communication presentation skills, ability to facilitate discussions;
- Research, reporting and organizational skills.

III. Competencies:

- Good PC skills, ability to use the Internet and database/spreadsheet;
- Fluency in Romanian and Russian, knowledge of English is a significant advantage;
- Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset;
- Responsibility, creativity, flexibility and punctuality.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal explaining why they are the most suitable for 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 in law, social science, human rights, health management/medicine, or other relevant background; qualification or formation in public health is an advantage.
- At least 3 years of practical experience in human rights domain; experience in health and human rights issues is an advantage;
- Fluency in Romanian and Russian, knowledge of English is a significant advantage.

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
<u>Technical</u>		
• University degree in law, social science, human rights ,health, management/ medicine, or other relevant background; qualification or formation in public health is an advantage;	University degree – 35 pts., Master degree – 45 pts.	45
• At least 3 years of practical experience in human rights domain; experience in	3 years - 40 pts.; >3 years - 50 pts.	50

health and human rights issues is an advantage;		
• Advanced understanding of the international anti-discrimination law acquis;	Yes - 20 pts.; to some extent - 10 pts.; No – 0 pts.	20
• Extensive experience (at least 3 years) in carrying out needs analysis, policy/strategy development, in/for the health public administration;	3 years - 20 pts.; >3 years - 40 pts.	40
• Proven experience in working with the international organizations (successful experience in working with UN agencies is an asset);	Yes - 20 pts.; No – 0 pts.	20
• Good PC skills, ability to use the Internet and database/spreadsheet;	Max – 10 pts.	10
• Fluency in Romanian and Russian, knowledge of English is a significant advantage; Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset;	Max – 10 pts. Max – 5 pts.	15
• Interview: 1. Demonstrated technical knowledge and experience; 2. Communication/interpersonal skills; 3. Leadership and self-management; 4. Creativity/resourcefulness.	Demonstrated technical knowledge and experience – 70 pts.; Communication/interpersonal skills – 10pts; Leadership and self-management – 10 pts.; Creativity/resourcefulness – 10 pts.	100
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