



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 23 September 2014

**Country:** Republic of Moldova**Description of the assignment:** 3 National Consultants for Capacity Building and Analysis of Torture of Women and Men with Psychosocial and Intellectual Disabilities in Psychiatric Facilities**Project name:** Strengthening National Capacities to Protect the Most Vulnerable from Torture in Moldova**Period of assignment/services:** October 2014 – December 2015 (up to 180 days for each consultant)Proposals should be submitted online by pressing the "Apply Now" button no later than **1 October 2014**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [natalia.voronova@undp.org](mailto:natalia.voronova@undp.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**

Moldova signed the *EU-Moldova Visa Liberalization Action Plan*, in which it committed to implement the *National Human Rights Action Plan for 2011-2014*,<sup>1</sup> which contains commitments to prevent and combat all acts of torture and ill-treatment. The *Justice Sector Reform Strategy 2011-2016*<sup>2</sup> was adopted addressing the problem of torture in its Pillar VI. Related priorities and commitments are established under the *UN-Moldova Partnership Framework (UNPF) 2013-2017*,<sup>3</sup> which addresses a number of human rights issues, including torture and ill-treatment and a need to secure the rights of the most vulnerable. Additionally, there are a number of international recommendations on combating torture in Moldova, many of which still need to be implemented.<sup>4</sup> In spite of these recommendations and international commitments, torture remains to be a grave human rights violation in Moldova with not all of the aspects of this violation addressed properly and impunity for torture remaining one of the most acute problems.

The problem of torture and ill-treatment in mental health facilities is an emerging issue in Moldova, which has not been adequately addressed both in legislation and practice in spite of numerous complaints from the part of persons affected by it. Thus, the pilot Ombudsperson in psychiatric institutions,<sup>5</sup> who is tasked with providing legal consultancy and drafting monitoring reports on the situation in psychiatric hospitals and neurological internats, has received in October 2012 – July 2013 (during 9 months of her work) 5622 complaints from 1474 institutionalised persons (960 women and 514 men), all of whom complained about several violations, including 281 complaints (5%) on physical abuse, 674 (12%) – on lack of information

<sup>1</sup> <http://lex.justice.md/viewdoc.php?action=view&view=doc&id=339395&lang=1>

<sup>2</sup> [http://justice.gov.md/public/files/file/reforma\\_sectorul\\_justitiei/srsj\\_pa\\_srsj/SRSJen.pdf](http://justice.gov.md/public/files/file/reforma_sectorul_justitiei/srsj_pa_srsj/SRSJen.pdf)

<sup>3</sup> [http://www.un.md/news\\_room/pr/2012/undaf/United\\_Nations\\_Republic\\_of\\_Moldova\\_Partnership\\_Framework.pdf](http://www.un.md/news_room/pr/2012/undaf/United_Nations_Republic_of_Moldova_Partnership_Framework.pdf)

<sup>4</sup> The recommendations of the UN Human Rights Committee (2009), the UN Committee against Torture (2009),<sup>4</sup> and Universal Periodic Review (2011) on the effective prevention, investigation and prosecution of torture, the Report of the Special Rapporteur, Manfred Novak (2009), following his mission to Moldova.

<sup>5</sup> The pilot Ombudsperson in psychiatric institutions is UNDP's consultant, which was established in consultations with the Parliament, Ministry of Health and the Ombudsman Office. The consultant and its title should not be confused with the Ombudsperson in Moldova or Ombudsperson Office, which are State established.

about treatment, 955 (17%) – on lack of informed consent on institutionalization and treatment, etc.<sup>6</sup> In addition to this, the Center for Human Rights (CHR) and the National Torture Preventive Mechanism (NPM) have released monitoring reports on several psychiatry institutions listing a number of problems, including the complaints of institutionalized persons on ill-treatment from the part of staff persons of the institutions.<sup>7, 8</sup>

The overall objective of the project “Strengthening National Capacities to Protect the Most Vulnerable from Torture in Moldova” is to contribute to the prevention of torture and fighting against impunity on the whole territory of Moldova, including Transnistrian region, especially in respect of the most vulnerable women and men in-line with international human rights standards, Justice Sector Reform Strategy (2011 – 2016) and its Action Plan, and National Human Rights Action Plan (2011-2014). The project seeks to further strengthen the capacities of national stakeholders in monitoring of, reporting on, prevention and combating of torture, especially against women and men with psychosocial and intellectual disabilities in health care facilities. For this purpose the specific objectives of the project are:

1. Strengthened capacities of the *civil society* in monitoring and reporting on governmental anti-torture processes, as well as in campaigning to combat impunity, in particular, with regards to women and men with psychosocial and intellectual disabilities;
2. *Increased protection of women and men with psychosocial and intellectual disabilities*, enhanced provision them with remedies against ill-treatment, and their participation supported in all matters related to torture prevention in health care facilities;
3. *Enhanced effectiveness of key State bodies* responsible for torture prevention, protection and redress in combating and redressing torture against women and men with psychosocial and intellectual disabilities.

## **2. OBJECTIVE:**

The main objective for the team of three National Consultants is to provide expertise, training and capacity building both for State institutions and civil society for the combating, prosecution and prevention of torture against the most vulnerable women and men in psychiatric facilities.

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

The tasks and activities will be completed by a team of three National Consultants. The consultants will be experts in the following areas: one will specialise on medical and mental disability issues (Medical Consultant), one will specialise on legal issues and civil society (CSO Consultant), one will specialise on legal issues and State institutions (State Institutions Consultant). Below is the description of scope of work and related activities:

Activity 1: Strengthen monitoring capacities of the CSOs.

Activity 2: Conduct trainings for CSOs, including from Transnistrian region and Gagauzia, on drafting shadow reports on torture to the UN review mechanisms.

Activity 3: Provide post-training consultancy to the CSOs to finalise and submit the drafted shadow reports.

Activity 4: Organise meetings with CSOs, including from Transnistrian region, about the international standards on the prohibition of torture in mental health facilities.

Activity 5: Produce a Report with analysis of national legislation in terms of prohibition and combatting torture in mental health facilities.

Activity 6: Advocate for the implementation of proposals made within the Report.

Activity 7: Train legal aid and NGOs’ lawyers on litigation of cases of torture in mental health facilities taking into account gender sensitive aspects.

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<sup>6</sup> Report of pilot Ombudsperson in psychiatric institutions on the period of October 2012 – July 2013.

<sup>7</sup> Report on the NPM’s visit to the Chisinau Psychiatric Hospital on 2 October 2012:

[http://ombudsman.md/sites/default/files/rapoarte/vizita\\_psihiatrie\\_2.10.2012.pdf](http://ombudsman.md/sites/default/files/rapoarte/vizita_psihiatrie_2.10.2012.pdf)

<sup>8</sup> Report on the CHR’s prevention visit to the Balti psychoneurological internat (care home) on 10 January 2013:

[http://ombudsman.md/sites/default/files/rapoarte/vizita\\_psihoneurologie\\_balti\\_10.01.2013\\_-\\_kopiya\\_-\\_kopiya.pdf](http://ombudsman.md/sites/default/files/rapoarte/vizita_psihoneurologie_balti_10.01.2013_-_kopiya_-_kopiya.pdf)

Activity 8: Organise a seminar for NPM, CSOs and a group of women and men with psychosocial and intellectual disabilities on torture issues in mental health facilities and their joint monitoring work.

Activity 9: Provide technical support for the NPM in monitoring of mental health facilities in consultation and cooperation with CSOs, women and men with psychosocial and intellectual disabilities.

Activity 10: Support the drafting of Guidelines for Prosecutors on the Investigation of Cases of Torture in order to include information on the investigation of cases of torture in mental health facilities and taking into account gender sensitive aspects.

Activity 11: Organise training of GPO's Torture Combatting Section prosecutors in the investigation of cases of torture in mental health facilities and taking into account gender sensitive aspects.

In order to achieve the objectives and to implement the abovementioned activities the National Consultants shall:

- Ensure the organization of all activities of the assignment, including:
  - o Timely development and preparation of materials for foreseen trainings, seminars, workshops and other events related to the activities of the assignment;
  - o Collection of feedback and incorporation of feedback into future activities;
  - o Evaluation, organization of follow-up activities and presentation of timely reports;
- Provide expertise on torture in mental health institutions, taking into account gender sensitive aspects in accordance with individual expertise in accordance with each activity of the assignment;
- Provide input to work of the other consultants with his/her expertise in specific areas (in cases where not specifically responsible for the task completion);
- Establish and maintain a dialogue with national counterparts and other consultants, in particular with Communication Consultant;
- Advocate for the delivered results and contribute to the increase of awareness and understanding of the issues of torture by relevant partners and institutions;
- Support the organisation and undertake public presentation of results with the participation of concerned partners (national stakeholders and concerned institutions, academia, CSOs, international community), gather and consider their feedback;
- Develop periodic activity reports on consultancy undertaken, including stages passed, resources used, results obtained versus expected, impact of obtained results, risks overcome, problems faced, lessons learned, conclusions and next stage recommendations and contribute to the Project's reporting;
- Undertake any other related tasks requested on an *ad hoc* basis.

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

#### 4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Qualifications	CSO Consultant	State Institutions Consultant	Medical Consultant
<b><u>I. Academic Qualifications:</u></b>			
Master's Degree or equivalent (5-year university education);	In Law, Human Rights, International Public Law, International Relations or other relevant field	In Law, Human Rights, International Public Law, International Relations or other relevant field	In Medicine, Healthcare or other relevant field
<b><u>II. Years and sphere of experience:</u></b>			

At least 3 years of proven professional experience;	In a legal area, CSOs, as defence lawyer, legal analysis or other relevant field	In a legal area, Prosecutors Office, Ministry of Internal Affairs, Ministry of Justice or other relevant State institutions, legal analysis or other relevant field	In psychiatry, forensic medicine, healthcare, medical services provision or other relevant field
<b>III. Competencies:</b>			
Proven commitment 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;	√	√	√
Professional understanding of the issue of torture and ill-treatment;	In terms of activity of CSOs in RM in the sphere of combating and prevention of torture and ill-treatment.	In terms of prosecution and combating torture and ill-treatment by State Institutions in RM.	In terms of documentation of torture and ill-treatment from medical prospective.
Understanding of issues of torture and ill-treatment in mental health facilities would be a strong asset;	√	√	√
Proven experience (at least 3 years) in developing and conducting trainings, workshops and presentations and ability to facilitate discussions;	√	√	√
Experience in developing training curricula, methodologies and tools for training activities;	√	√	√
Experience in analysing, generalizing, and systematizing information, drafting studies and reports;	√	√	√
Strong leadership abilities and excellent communication presentation skills, ability to facilitate discussions;	√	√	√
Proven ability to work in a team;	√	√	√
IT skills including word processing, presentation software and use of other relevant applications;	√	√	√
Proven experience in working with the international organizations on similar assignments (successful experience in working with UN agencies is an asset);	√	√	√

Proficiency in Romanian, Russian and English;	√	√	√
Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.	√	√	√
<b><u>IV. Personal qualities:</u></b>			
Responsibility, creativity, flexibility and punctuality.	√	√	√

The United Nations in the Republic of Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

## 5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Personal information (as a detailed CV or as a Personal History Form /P11) including records on past experience in similar projects/assignments and concrete outputs obtained, including 3 reference persons and their contacts;
2. Cover letter, which should include:
  - (i) A list of capacity building activities/trainings, reports, analysis documents, or other task related documents the candidate has elaborated or contributed to, as well as experience working for or with relevant State institutions and NGOs;
  - (ii) Financial proposal (in USD, specifying a **daily fee** amount).

Applications should be submitted for each position individually, specifying the type of consultancy applied for (CSO Consultant, State Institutions Consultant or Medical Consultant). Individuals are encouraged to apply for more than one position.

## 6. FINANCIAL PROPOSAL

The financial proposal will specify the **daily fee**, travel expenses and per diems quoted in separate line items, and payments are made to each Individual Consultant based on the number of days worked.

Payments will be made on the basis of the periodic reports and timesheets submitted to the UNDP Moldova Justice and Human Rights Programme Analyst.

### 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.

No travel costs are envisaged under this assignment.

## 7. EVALUATION

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

- Master's Degree or equivalent (5-year university education) in a field relevant to each consultant:
  - In Law, Human Rights, International Public Law, International Relations or other relevant field for **CSO Consultant** and **State Institutions Consultant**;
  - In Medicine, Healthcare or other relevant field for **Medical Consultant**;
- At least 3 years of proven professional experience in a field relevant to each consultant:
  - In a legal area, as defence lawyer, CSOs, legal analysis or other relevant field for **CSO Consultant**;
  - In a legal area, Prosecutors Office, Ministry of Internal Affairs, Ministry of Justice or other relevant State institutions, legal analysis or other relevant field for **State Institutions Consultant**;
  - In psychiatry, forensic medicine, healthcare, medical services provision or other relevant field for **Medical Consultant**.

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

A two-stage procedure will be used in evaluating the candidates:

1. Technical evaluation (max 300 points) – 60%;
2. Financial evaluation (max 200 points) – 40%.

Technical evaluation will be based on a thorough desk review of applications.

Only candidates obtaining a minimum of 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

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.

Criteria	Scoring	Maximum Points Obtainable
<b>Technical</b>		
Master's Degree or equivalent in a relevant field for each of the Consultants	(Master – 20 pts., PhD – 30 pts.)	30
At least 3 years of proven professional experience in a relevant field for each of the Consultants	(3 years – 30 pts., 3 – 6 years – up to 35 pts., 6 – 10 years – up to 50 pts., more than 10 years – up to 60 pts.)	60
Professional understanding of the issue of torture and ill-treatment; understanding of the issue of torture and ill-treatment in mental health facilities	(no – 0 pts., to some extent – up to 25 pts., yes – up to 50 pts., in mental health facilities – 10 additional pts.,)	60
Proven experience (at least 3 years) in developing and conducting trainings, workshops and presentations and ability to facilitate discussions	(0-3 years – up to 20 pts., 3 – 5 years – up to 30 pts., 5 – 10 years and more – up to 40 pts.)	40
Experience in developing training curricula, methodologies and tools for training activities	(no – 0 pts., to some extent – 20 pts., yes – up to 40 pts.)	40

Experience in analysing, generalizing, and systematizing information, drafting studies, reports	(no – 0 pts., to some extent – 20 pts., yes – up to 40 pts.)	40
Knowledge of Romanian, Russian, English and other languages relevant for Moldova	(Romanian, Russian – 10 pts. each, English or other language – 5 pts. each up to 10 additional pts.)	30
<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 REFERENCE (TOR)**

**ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**