



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **28 October 2014**

**Country:** Republic of Moldova

**Description of the assignment:** National consultant to support DPI on effective HIV services implementation in prisons

**Project name:** XCEA01 OFID/UNODC Partnership on Effective HIV/AIDS Prevention & Care among vulnerable groups in Central Asia & Eastern Europe (UNODC Moldova project office).

**Period of assignment/services:** November – December 2014

Proposals should be submitted online by [pressing "Apply online" link by](#) , no later than **12 November 2014.**

Any request for clarification must be sent by standard electronic communication to the following e-mail: [ina.tcaci@unodc.org](mailto:ina.tcaci@unodc.org). UNDP/UNODC will respond by standard electronic mail and will send copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

### 1. BACKGROUND

Eastern Europe and Central Asia is the only region where HIV prevalence clearly remains on the rise. The HIV epidemic that is mainly IDU-driven poses one of the most formidable challenges to the development, progress and stability of the countries of the region. Republic of Moldova is experiencing a concentrated HIV epidemic in the European region and the Commonwealth of Independent States, and requires a long-term, sustained national response. The epidemic is likely to cause significant damage to public health in Moldova, and may continue to expand in the absence of well-designed and managed HIV/AIDS services targeted to most-at-risk populations (MARPs).

Institutions of the penitentiary system are commonly recognized as facilities with higher risk of dangerous infections spreading, one of the top concerns being HIV, TB and Hepatitis. In Moldova, the Ministry of Justice and the Department of Penitentiary Institutions as the agency coordinating work of all penitentiary sector, is involved in implementing national HIV/AIDS response strategy. State policy framework guiding the HIV response in the Republic of Moldova is implemented through the National Program on Prevention and Control of HIV/AIDS and STIs for 2011-2016, which has as priority national strategies: prevention, epidemiological surveillance and treatment, care and support. According to National HIV/AIDS Programme, the DPI is one of the stakeholders responsible for achieving the National HIV/AIDS indicators.

National and international organizations provide technical and financial support to penitentiary system in development of HIV services, including HIV prevention, AIDS treatment and care for PLWH. Therefore, projects funded by Global Fund, Council of Europe, UNODC, Pompidou Group, European Union and NGOs at national and local levels implement projects related to HIV/AIDS in cooperation with DPI.

It is noteworthy to mention that the Parliament of Republic of Moldova has adopted the Justice

Sector Reform Strategy for 2011-2016. The aim of the strategy is to build an accessible, efficient, independent, transparent, professional justice sector with high public accountability, consistent with European standards and ensuring the rule of law. One of reform provision is to transfer the Penitentiary Medical Service under Ministry of Health authority. Even though growth and progress is registered, the country faces challenges related to universal access to services of HIV prevention, treatment, care and support among MARPs and in closed settings. Thus the Department of Penitentiary Institutions needs serious and continuous medical service improvement.

OST estimated coverage is less than 1% at the moment (in 2012 304 patients in OST from estimated 31 562 IDU). Geographical availability of the OST in the country better in the penitentiary than in the community, with OST programs available only in Chisinau and Balti cities and in 11 penitentiary institutions out of 17 prisons. OST both in community and prisons still lacks full multidisciplinary approach to address multiple social needs of patients and the complete package of services does not always include wraparound services. Although in March 2014, four more OST sites were opened in prisons (Prison 9 – Pruncul, Prison 4 – Taraclia, Prison 17 Rezina and Prisons 7 – Cahul) by September 2014 only 12 new patients have initiated the program, 6 have dropout from the program only after a few months after the initiation.

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

### **MAIN OBJECTIVES OF THE ASSIGNMENT**

UNODC seeks a national consultant to support the DPI (Ministry of Justice) in implementing international/national recommendations on the HIV comprehensive package of services in prisons. The consultant/s is expected to provide his services to the Ministry of Justice in accordance with a list of activities agreed between both parties.

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

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

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

- University Degree in Medicine, Law or Public Administration or related field;

### **II. Years of experience:**

- At least 7 years of work experience within or tangential collaboration with penitentiary system;

### **III. Competencies:**

- Excellent knowledge of Moldova justice system and human rights issues;
- Knowledge of national justice sectors recent developments and proposed reforms;
- Knowledge and understanding of theories, concepts and approaches relevant to HIV prevention, including among injection drug users and in prison settings;
- Sound knowledge of the UNODC/UNAIDS/WHO HIV comprehensive package of services for IDUs
- Deep understanding and knowledge about HIV and harm reduction services provision;
- Being able to work independently, objectively as well as within a team, and take initiative;
- Proven analytical skills and ability to work under tight deadlines;
- Knowledge of fluent Romanian and Russian languages.

## **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 at least 3 references or the fully filled Personal History Form (P11).

## 5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments 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 travel, per diems, and number of anticipated working days).

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 Medicine, Law or Public Administration or related field;
- At least 7 years of work experience within or tangential collaboration with penitentiary system.

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
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			Points Obtainable
1.	University Degree in Medicine, Law or Public Administration or related field.	(University Degree – 10 pts, Master degree – 20, PhD - 30)	30
2.	At least 7 years of work experience within or tangential collaboration with penitentiary system.	(7 years – up to 40 pts, more than 7 years – up to 50 pts)	50
3.	Excellent knowledge of Moldova justice system and human rights issues.	(no – 0, yes - up to 50)	50
4.	Knowledge of national justice sectors recent developments and proposed reforms.	(no – 0, yes - up to 50)	50
5.	Knowledge and understanding of theories, concepts and approaches relevant to HIV prevention, including among injection drug users and in prison settings.	(no – 0, yes - up to 40)	40
6.	Sound knowledge of the UNODC/UNAIDS/WHO HIV comprehensive package of services for IDUs	(up to 20 pts.)	20
7.	Deep understanding and knowledge about HIV and harm reduction services provision	(up to 20 pts.)	20
8.	Being able to work independently, objectively as well as within a team, and take initiative	(up to 10 pts.)	10
9.	Proven analytical skills and ability to work under tight deadlines	(up to 10 pts.)	10
10.	Knowledge of fluent Romanian and Russian languages	(Romanian – 10 pts, Russian - 10 pts)	20
<b>Maximum Total Technical Scoring</b>			<b>300</b>

#### **Financial**

Evaluation of submitted financial offers will be done based on the following formula:  **$S = F_{min} / F * 200$**

S – score received on financial evaluation;

F<sub>min</sub> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;

F – financial offer under consideration.

#### **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**