



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **26 November 2014**

Country: Republic of Moldova

Description of the assignment: National Consultant on Documentation of Discrimination cases

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

Period of assignment/services: 1 January - 31 December 2015 (up to 110 working days indicative)

Proposals should be submitted online only, by following the “Apply online” link, no later than [07 December 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

Beginning 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.

In April 2014, OHCHR started the implementation of the European Commission funded project “Combating Discrimination in the Republic of Moldova, including the Transnistrian region”. The overall objective of the 18 months project is to address the 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.

In 2015 the OHCHR HRA jointly with UNDP will implement the project Supporting National Human Rights Institutions as per International Treaty Bodies and UPR Recommendations, with the financial support of the Norwegian Government. The overall project goal is to contribute to the effective protection and promotion of human rights, equality and non-discrimination in the Republic of Moldova. The project seeks to catalyze the emergence of the strongest possible independent national human rights institutions for Moldova – Ombudsperson Office and Equality Council – and to increase their focus around core strategic human rights goals to maximize their impact.

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

A national consultant on documentation of discrimination cases is sought to work under the supervision of the UN Human Rights Adviser (OHCHR) and the Anti-Discrimination and National Human Rights Institutions Projects Coordinator. The activity will be implemented with the view to strengthen fact-based documentation in discrimination cases and issues enhancing the public record in all areas, as well as to assist victims of discrimination in taking action to seek remedy for unequal treatment.

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 sciences, human rights, journalism or other relevant field;

II. Experience:

- At least 3 years of practical experience in human rights domain, monitoring activities, conducting research;
- Commitment to human rights; knowledge of international norms and standards in the area of the rights of minorities;
- 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, its sensitivities and challenges;
- Experience with working with vulnerable, marginalized or stigmatized groups; demonstrated cultural sensitivity;
- Understanding and awareness of standard human rights documentation methodologies;
- Excellent drafting skills; excellent communication, listening and teamwork skills; Ability to focus on goals and adapt processes to achieving goals.

III. Language requirements:

- Fluency in Romanian and Russian. Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset. Knowledge of English 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 in law, social sciences, human rights, journalism or other relevant field;
- At least three years of practical experience in human rights domain, monitoring activities, conducting research;
- Fluency in Romanian and Russian.

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 sciences, human rights, journalism or other relevant field;	University degree – 30 pts., Master degree – 40 pts.	40
• At least three years of practical experience in human rights domain, monitoring activities, conducting research;	3 years - 30 pts.; >3 years - 40 pts.	40
• Commitment to human rights; knowledge of international norms and standards in the area of the rights of minorities;	Yes - 40 pts.; to some extent - 20 pts.; No – 0 pts.	40

• Understanding of anti-discrimination law as set out under international, European and domestic law of the Republic of Moldova;	Yes - 40 pts.; to some extent - 20 pts.; No – 0 pts.	40
• Knowledge and in-depth understanding of the human rights environment in Moldova, its sensitivities and challenges;	Yes - 40 pts.; to some extent - 20 pts.; No – 0 pts.	40
• Experience with working with vulnerable, marginalized or stigmatized groups; demonstrated cultural sensitivity;	Yes - 40 pts.; to some extent - 20 pts.; No – 0 pts.	40
• Understanding and awareness of standard human rights documentation methodologies;	Yes - 30 pts.; to some extent - 15 pts.; No – 0 pts.	30
• Excellent drafting skills; excellent communication, listening and teamwork skills; Ability to focus on goals and adapt processes to achieving goals.	Max – 15 pts.;	15
• Fluency in Romanian and Russian. Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset. Knowledge of English is an asset.	Max – 15 pts.;	15
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