



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **09 January 2015**

Country: Republic of Moldova

Description of the assignment: National Consultant to conduct analysis of relevant NHRIs legislation and assessment of the implementation of International Treaty Body Recommendations

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

Period of assignment/services: 1 February 2015- 30 December 2015, 11 months

Proposals should be submitted online only, by following the “Apply online” link, no later than [20 January 2015](#).

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 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 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

The Law on Ensuring Equality was adopted in May 2012; a new Law on Peoples Advocate (Ombudsperson) was adopted in April 2014 replacing the previous legal basis of the Moldovan Centre for Human Rights. Although these laws were discussed and drafted in a transparent and inclusive manner, both of them were further amended before the adoption by the Parliament. The amendments provoked discussions and doubts regarding the compliance to the international standards. In addition, some legislative shortcomings have been already identified by the Council on Preventing and Combating Discrimination and Ensuring Equality (EqC) with the application of the existing provisions on practice. Analysis of the both laws, as well as the Law on the EqC's Regulation adopted in December 2012 and other relevant legislation and regulations, in light of the international standards and recommendations will be made, presented and debated. The results

on the analyses will be consulted with civil society and submitted to the responsible State institutions for the strengthening of the legislative framework.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Masters degree in law, social sciences, human rights, journalism or other relevant field;

II. Experience and skills:

- At least 4 years of practical experience in human rights domain, monitoring activities, conducting research;
- Understanding of anti-discrimination law as set out under international, European and domestic law of the Republic of Moldova;
- Knowledge of international norms and standards in the area of the rights of minorities;
- Knowledge and in-depth understanding of the human rights environment in Moldova, its sensitivities and challenges;
- Excellent drafting skills.

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, and Ukrainian, Romani 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 detailed 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:

- Masters degree in law, social sciences, human rights, journalism or other relevant field;
- At least 4 years of practical experience in human rights domain, monitoring activities, conducting research;
- 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
<u>Technical</u>		
• Masters degree in law, social sciences, human rights, journalism or other relevant field;	Masters degree – 40 pts.; PhD – 60 pts.	60
• At least 4 years of practical experience in human rights domain, monitoring activities, conducting research;	4 years –up to 40 pts.; each additional year - 5 pts., up to maximum 60 pts.	60
• Understanding of anti-discrimination law as set out under international, European and domestic law of the Republic of Moldova;	Yes - 50 pts.; to some extent - 25 pts.; No – 0 pts.	50
• Knowledge of international norms and standards in the area of the rights of minorities;	Yes - 50 pts.; to some extent - 25 pts.; No – 0 pts.	50
• Knowledge and in-depth understanding of the human rights environment in Moldova, its sensitivities and challenges;	Yes - 50 pts.; to some extent - 25 pts.; No – 0 pts.	50
• Excellent drafting skills;	Max- 20 pts.	20
• Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Ukrainian, Romani or sign language is an asset.	Max – 10 pts.	10

Maximum Total Technical Scoring	300
<u>Financial</u>	
Evaluation of submitted financial offers will be done based on the following formula: <u>$S = F_{min} / F * 200$</u> 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