



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **21 January 2015**

**Country:** Republic of Moldova

**Description of the assignment:** Diversity Outreach National Consultant

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

**Period of assignment/services:** 5 February 2015- 31 May 2015, 28 working days

Proposals should be submitted online only, by following the "Apply online" link, no later than [28 January 2015](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [violeta.fetescu@one.un.org](mailto: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 centers around the world, as well as a workforce of 689 international human rights officers serving in UN peace missions or political offices.

The OHCHR is implementing the activities in conformity with the Country Note for the Republic of Moldova for 2014-2017, including action as concerns 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.

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

The Diversity Outreach National Consultant will contribute substantively to realization of the Expected Achievements of the OHCHR Country Note for the Republic of Moldova for the period 2014-2017.

The incumbent will ensure the provision of development services and products (commensurate with the scope of the Country Note activities) of the highest quality and standards to national counterparts and for beneficiaries.

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 or other relevant field;

II. Experience and skills:

- At least 3 years of practical experience in human rights domain, monitoring activities, conducting research;
- At least 2 years of practical experience in conducting advocacy activities;
- 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.

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 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:

- University degree in law, social sciences, human rights or other relevant field;
- At least 3 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
<b><u>Technical</u></b>		
• University degree in law, social sciences, human rights or other relevant field;	University degree – 40 pts.; Masters – 60 pts.	60
• At least 3 years of practical experience in human rights domain, monitoring activities, conducting research;	3 years –up to 40 pts.; each additional year - 5 pts., up to maximum 60 pts.	60
• At least 2 years of practical experience in conducting advocacy activities;	2 years –up to 40 pts.; each additional year - 5 pts., up to maximum 40 pts.	40
• 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 - 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
• 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 – 10 pts.	10

<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><u><math>S = F_{min} / F * 200</math></u></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 REFERENCES (TOR)**

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