



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **11 February 2015**

Country: Republic of Moldova

Description of the assignment: National Support Consultant(s) (up to 2) to conduct a study on human rights attitudes in the Republic of Moldova

Project Reference: Supporting National Human Rights Institutions as per International Treaty Bodies and UPR Recommendations, Office of the United Nations High Commissioner for Human Rights (OHCHR)

Period of assignment/services: 1 March - 30 September 2015, up to 33 working days

Proposals should be submitted online only, by following the “Apply online” link, no later than [22 February 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

Since July 2008, OHCHR has deployed a Human Rights Adviser (HRA) 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 Institutions (NHRI), and civil society in strengthening human rights and applying the human rights based approach to their respective activities.

The Project “Supporting National Human Rights Institutions as per International Treaty Bodies and UPR Recommendations” is implemented during 2015 and 2016 by OHCHR HRA jointly with UNDP and in cooperation with the Ombudsperson Office and Equality Council and with the financial support of the Norwegian Government. The overall goal of the project 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

OHCHR Moldova seeks to recruit a team of national consultants composed of a National Leading Consultant and National Support Consultant(s), to elaborate a new study on human rights attitudes in the Republic of Moldova. The new study on human rights attitudes should be focused on the public’s opinion regarding:

- human rights awareness (knowledge, access to information, etc.);
- vulnerable groups subject to human rights violations (people with disabilities, people living with HIV, women, ethnic/linguistic minorities including Roma, LGBT etc.);
- frequently violated human rights;
- responsibility over human rights violations;
- etc.

The 2004 sociological study¹ and relevant existing policies in the field, including the National Human Rights Action Plan 2011-2014, will serve as baselines and criteria for the collected data.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in social sciences, political sciences, law, economics, human rights, or other relevant field;

II. Experience and skills:

- At least 3 years of proven experience in administering questionnaires, conducting in depth-interviews and focus-groups in the field of human rights;
- Knowledge and in-depth understanding of the human rights environment in Moldova, its sensitivities and challenges is an asset;
- Excellent communication and negotiation skills;
- Demonstrated understanding of ethical and legal frameworks surrounding the undertaking of attitude surveys;
- Excellent drafting skills;
- Ability to focus on goals and adapt processes to achieving goals;
- Experience in working with UN or other international organizations is an asset.

III. Language requirements:

- Fluency in Romanian, Russian and English. Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian 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 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.

¹ Ibid.

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 social sciences, political sciences, law, economics, human rights, or other relevant field;
- At least 3 years of proven experience in administering questionnaires, conducting in depth-interviews and focus-groups in the field of human rights;
- 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>		
• University degree in social sciences, political sciences, law, economics, human rights, or other relevant field;	University degree – 40 pts., Master's degree – 60 pts.	60
• At least 3 years of proven experience in administering questionnaires, conducting in depth-interviews and focus-groups in the field of human	3 years –up to 40 pts.; each additional year - 5 pts., up to maximum 60 pts.	60

rights;		
• Excellent drafting skills;	Max- 20 pts.;	20
• Experience in working with UN or other international organizations is an asset;	Yes - 10 pts.; No - 0 pts.	10
• 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
<ul style="list-style-type: none"> Interview: <ol style="list-style-type: none"> 1. Knowledge and in-depth understanding of the human rights environment in Moldova, its sensitivities and challenges is an asset; 2. Excellent communication and negotiation skills; 3. Demonstrated understanding of ethical and legal frameworks surrounding the undertaking of attitude surveys; 4. Ability to focus on goals and adapt processes to achieving goals. 	Max- 40 pts.;; Max- 40 pts.;; Max- 40 pts.;; Max- 20 pts.;	140
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