



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **26 March 2015**

Country: Republic of Moldova

Description of the assignment: OHCHR National Consultant on mobilization and empowerment of a self-advocacy group of persons with disabilities in the Transnistrian region of the Republic of Moldova

Project Reference: UNCT Strategic Action Supporting CRPD Implementation in the Transnistrian Region of the Republic of Moldova, Office of the United Nations High Commissioner for Human Rights (OHCHR)

Period of assignment/services: 08 April 2015 - 25 September 2015, 5.5 months

Proposals should be submitted online only, by following the “Apply online” link, no later than [1 April 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, the Office of the High Commissioner for Human Rights (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.

In 2006, the UN adopted the Convention on the Rights of Persons with Disabilities (UNCPRD). As part of its strategy to promote respect for the rights of persons with disabilities in the Transnistrian region of the Republic of Moldova, the UN Country Team has developed a follow up action based on the recommendations provided by the independent senior expert, Mr. Thomas Hammarberg.

The **UNCT Strategic Action Supporting CRPD Implementation in the Transnistrian Region of the Republic of Moldova** is a unique collaborative effort that brings together two UN entities, namely OHCHR and UNDP, local authorities, organizations of persons with disabilities and the broader civil society, on both banks of river Nistru, to advance disability rights on the ground. To ensure ownership and promote the participation, to the fullest extent possible, of persons with disabilities, the project shall be implemented in partnership with the disability rights organisation World of Equal Opportunities through a grants arrangement.

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

OHCHR is recruiting a National Consultant with expertise, derived from their experience in working with organizations of persons with disabilities, to mobilize and empower a grass roots self-advocacy group in Bender.

The National Consultant on mobilization and empowerment of a self-advocacy group of persons with disabilities in the Transnistrian region of the Republic of Moldova is sought to work under the supervision of the UN Human Rights Adviser (OHCHR) and the OHCHR Human Rights Officer.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree or equivalent (3-year university education) in Law, Human Rights, Social Sciences, Political Science, Public Administration or other relevant field.

II. Experience and skills:

- At least 3 years of practical experience in human rights advocacy and promotion;
- At least 3 years of experience in an organization of persons with disabilities;
- Deep knowledge and understanding of international norms and standards related to the rights of persons with disabilities;
- Commitment and high identification with the human rights cause;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;
- Excellent analysis and drafting skills.

III. Language requirements:

- Knowledge of Russian and Romanian languages; English is an asset.
- 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. Detailed proposal explaining why they are the most suitable for 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 or equivalent (3-year university education) in Law, Human Rights, Social Sciences, Political Science, Public Administration or other relevant field;
- At least 3 years of practical experience in human rights advocacy and promotion;
- Fluency in Russian and Romanian.

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 or equivalent (3-year university education) in Law, Human Rights, Social Sciences, Political Science, Public Administration or other relevant field;	University degree - 35 pts.; Master degree – 45 pts.	45
• At least 3 years of practical experience in human rights advocacy and promotion;	3 years –up to 40 pts.; each additional year - 5 pts., up to maximum 60 pts.	60
• At least 3 years of experience in Previous working experience in an organization of persons with disabilities;	up to 3 years – 0 pts.; 3 years –up to 30 pts.; each additional year - 5 pts., up to maximum 50 pts.	50
• Deep knowledge and understanding of international norms and standards related to the rights of persons with disabilities;	Large - 60 pts.; to some extent - 30 pts.; No – 0 pts.	60
• Commitment and high identification	Large - 40 pts.; to some extent - 20	40

with the human rights cause;	pts.; No – 0 pts.	
• Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;	Max – 20 pts.	20
• Excellent analysis and drafting skills.	Max – 15 pts.	15
• 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