



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 23 April 2015

**Country:** Republic of Moldova

**Description of the assignment:** National Short Term Consultant to assess the sectorial Policies and Develop Recommendation with regards to scaling-up of gender specific services for Women who inject drugs, women living with HIV, and women inmates

**Project name:** TDGLOG32FUA/UNODC HIV/AIDS Prevention, Treatment, Care and Support for People Who Use Drugs and People in Prison Settings in Moldova (UNODC Moldova project office).

**Period of assignment/services:** May – July 2015

Proposals should be submitted online by [pressing "Apply online" link by](#) , no later than **May 8th 2015**.

Any request for clarification must be sent by standard electronic communication to the following e-mail: [veaceslav.paladi@unodc.org](mailto:veaceslav.paladi@unodc.org). UNDP/UNODC will respond by standard electronic mail and will send copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

### 1. BACKGROUND

According national statistics data as of December, 2014, a cumulative number of 9398 HIV positive cases were registered in Moldova. HIV prevalence among the general population is currently 0.37%, prevalence in IDUs is up to 16.4%. The revised National HIV/AIDS Program (2011) clearly indicates that a greater emphasis should be put on addressing the vulnerable groups, including PWIDs, SW and MSM and the cross-groups such as women as well. The increasing number of new HIV infections reported, signal a shift towards sexual transmission and a "feminization" of the epidemic. Women and girls who inject drugs in Moldova account for 6.4 per cent (3,220) of the total number of people who inject drugs.

The services provided to vulnerable women are limited: gender sensitive services addressing the specific needs of women and girls do not exist in most of the cities of Moldova, most vulnerable women (women who inject drugs, sex workers, women ex-prisoners), which are usually excluded from services and pushed back into the circle of vulnerability. Both official and unofficial data confirm that women are underrepresented as clients of harm reduction, drug dependence treatment, and psycho-social support services. The existing community and maternal centers where women can get help in difficult situations usually do not accept women who use drugs and women ex-prisoners. Centers for people living with HIV and people using drugs exist in Moldova; however the access of women remains low.

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

## MAIN OBJECTIVES OF THE ASSIGNMENT

UNODC seeks a national consultant to support the MoH, MLSPF, prisons administration, probation services and civil society to incorporate gender responsive policies into their HIV sectorial plan of activities. The consultant/s is expected to find suitable mechanisms to ensure scale-up of women's access to the services and provide sound recommendations with regards to the needs and adjustments which are to be undertaken by Moldova authorities.

**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, Law or Public Administration or related field;

II. Years of experience:

- At least 5 years of work experience in human rights issues and in particular gender aspects;

III. Competencies:

- Excellent knowledge of Moldova's context in terms of human rights issues and in particular gender aspects;
- Previous similar assignments or collaboration with the MoH, MLSPF or penitentiary system;
- Knowledge and understanding of theories, concepts and approaches relevant to HIV prevention, including among injection drug users and in prison settings;
- Sound knowledge of the UNODC/UNAIDS/WHO HIV comprehensive package of services for IDUs
- Deep understanding and knowledge about HIV and harm reduction services provision;
- Being able to work independently, objectively as well as within a team and take initiative;
- Proven analytical skills and ability to work under tight deadlines;
- Knowledge of fluent Romanian and Russian languages.

### DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal explaining why they are the most suitable for the work;
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references or the fully filled Personal History Form (P11).

### 5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments 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 travel, per diems, and number of anticipated working days).

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, Law or Public Administration or related field;
- At least 5 years of work experience in human rights issues and in particular gender aspects.

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:

- responsive/compliant/acceptable, and
- 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
1.	University Degree in Social Sciences, Law or Public Administration or related field.	(University Degree – 10 pts, Master degree – 20, PhD - 30)	30
2.	At least 5 years of work experience in human rights issues and in particular gender aspects.	(5 years – up to 40 pts, more than 5 years – up to 50 pts)	50
3.	Excellent knowledge of Moldova's context in terms of human rights issues and in particular gender aspects.	(no – 0, yes - up to 50)	50
4.	Knowledge of national sectors recent developments and proposed reforms.	(no – 0, yes - up to 50)	50
5.	Knowledge and understanding of theories, concepts and approaches relevant to HIV prevention, including among injection drug users and in prison settings.	(no – 0, yes - up to 40)	40
6.	Sound knowledge of the UNODC/UNAIDS/WHO HIV comprehensive package of services for IDUs	(up to 20 pts.)	20
7.	Deep understanding and knowledge about HIV and harm reduction services provision	(up to 25 pts.)	25
9.	Proven analytical skills and ability to work under tight deadlines	(up to 15 pts.)	15
10.	Knowledge of fluent Romanian and Russian languages	(Romanian – 10 pts, Russian - 10 pts)	20
	<b>Maximum Total Technical Scoring</b>		<b>300</b>

**Financial**

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.

**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**