



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 20 May 2015

Country: Republic of Moldova

Description of the assignment: Two National Consultants to undertake training needs assessment (1) of the National Institutions for the purpose of Human Rights Protection and Promotion and (2) capacities assessment of the National Institute of Justice

Project name: Strengthening Technical Capacities of the National Institutions for the Human Rights Protection and Promotion

Period of assignment/services: July – September 2015

- Senior National Consultant/Team Leader – up to 45 working days
- National Consultant – up to 35 working days

Application instructions: Proposals should be submitted online by pressing the "Apply Online" button no later than **31 May 2015**.

Requests **for clarification only** must be sent by standard electronic communication to the following e-mail: alexandru.cocirta@undp.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 project is seeking to support the implementation of the relevant human rights reforms, plans and commitments, in order to ensure that the capacities of the national human rights institutions are strengthened, so that they are able to perform their key functions on the human rights monitoring, reporting, promotion and protection.

The overall objective of the project is to improve human rights protection and rule of law, including effective national implementation of European and international instruments in the Republic of Moldova, through the strengthening institutional capacities of key actors in relation to justice and vulnerable groups.

The project seeks to strengthen the capacities of public institutions, which have a mandate in the areas relating to human rights, criminal justice, governance and anti-corruption, in performing their key functions. These institutions include the Human Rights Centre (Ombudsperson Office) and the National Torture Prevention Mechanism, the Equality Council, the Ombudsperson in Psychiatry, the National Anti-Corruption Centre, the Parliamentary Human Rights Commission, the National Legal Aid Council, the upcoming Monitoring Mechanism on the CRPD implementation, the National Institute of Justice, and the Constitutional Court. In addition to this, key ministries (Health, Social Protection and Education) will be involved in order to strengthen the "governance" and "human rights" components. This should be viewed in light of the fact that these ministries are key for the implementation of and reporting on a good part of international human rights recommendations, and at the same time as their staff persons were not properly trained yet to perform such kind of work.

The project's first and major Activity consists of the design and implementation of a systematic

training/coaching programme for core staff of the above-mentioned institutions. The aim will be to enhance their capacity to perform effectively in relation to their core functions and mandates. This includes, but is not limited to, the monitoring and documentation, case handling, data and findings' analysis, reporting, advocacy, human rights based approach application, mainstreaming equality, inclusion and gender issues, policy making and the legislative process; and focus on the interaction with other stakeholders such as civil society, media, Parliament, State bodies, the general public, victims of violations, and the international community (donors, UN, EU and CoE mechanisms). Strategic planning and programme design will also be addressed. Key processes such as those relating to law and policy reform and implementation in general and in particular to the UPR, reporting to the human rights bodies and the National Human Rights Action Plan implementation process, where these institutions have a key and distinct role to play, will be in focus.

2. Objective:

The main objective of the assignment is to assess: 1) the training needs of the National Institutions for the purpose of Human Rights Protection and Promotion in Moldova (Output 1) and 2) the capacities of the National Institute of Justice – NIJ (Output 2).

In order to achieve the overall objective of the assignment:

SENIOR NATIONAL CONSULTANT/Team Leader shall perform the following tasks:

- Review the basic documentation related to the assignment in order to identify the areas of intervention and key actors to be involved in the training needs and capacity assessment;
- Develop methodology and tools for training needs assessment of the National Institutions and capacity building needs assessment of the NIJ;
- Undertake training needs assessment of the above listed National Institutions and capacity building needs assessment of the NIJ;
- Develop training needs and capacity building needs assessment report and PPT of the key findings, conclusions and recommendations (both in Romanian);
- Present (at the round table) the findings, conclusions and recommendations of the assessment;
- Provide Executive Summary of the report (up to 5 pages in English)
- Proofread the translated version of the report (in English)
- Interact with the UNDP project team to ensure the compliance with the expected deliverables of the contract;
- Perform other assignment related tasks.

The Senior National Consultant/Team Leader is responsible for the quality of all deliverables and for the fulfillment of the objectives of the assignment.

NATIONAL CONSULTANT shall perform the following tasks:

- Review the basic documentation related to the assignment in order to identify the areas of intervention and key actors to be involved in the training needs and capacity assessment;
- Provide input on methodology and tools for training needs assessment of the National Institutions and capacity building needs assessment of the NIJ;
- Undertake training needs assessment of the above listed National Institutions and capacity building needs assessment of the NIJ and provide necessary support to the Senior National Consultant;
- Provide input on training needs and capacity building needs assessment report and PPT of the key findings, conclusions and recommendations (both in Romanian);

- Co-present (at the round table) the findings, conclusions and recommendations of the assessment;
- Interact with the Senior National Consultant/Team Leader to ensure the compliance with the expected deliverables of the contract;
- Perform other assignment related tasks.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's Degree or equivalent (5-year university education) in public Administration, Management, Social Sciences, Human Rights, Law or other relevant field;

II. Experience and competences:

Senior National Consultant/Team Leader:

- Minimum of 7 years of experience in assessment of/research and/or consulting within the similar development initiatives;
- Proven experience in capacity building (trainings, consultancy) on management of public institutions;
- Previous work with Moldovan Government/Public Officials, UNDP or other UN agencies;
- Good working command of English and Romanian.
- Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language is an asset.

National Consultant:

- Minimum of 5 years of experience in assessment of/research and/or consulting within the similar development initiatives;
- Proven experience in capacity building (trainings, consultancy) on management of public institutions;
- Previous work with Moldovan Government/Public Officials, UNDP or other UN agencies is an asset;
- Good working command of Romanian.
- Working knowledge of English, one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language is an asset.

III. Personal qualities: responsibility, creativity, flexibility and punctuality.

The UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Technical Proposal:

- a. stating for which position the applicant is applying;
- b. explaining how applicant responds to each of the qualification requirements (particularly providing details on the previously implemented similar projects) and why he/she is the most suitable for the work;
- c. describing a short vision on achievement of tasks;

2. Personal information (as a detailed CV or as a Personal History Form /P11) with three references;
3. Financial proposal (in USD, specifying a total lump sum amount)

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 fees and taxes, and number of anticipated working days).

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.

No travel costs are envisaged under this assignment.

6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- University degree in public Administration, Management, Social Sciences, Human Rights, Law or other relevant field;
- Minimum of 7 years (for Senior Consultant's applicants) and 5 years (for National Consultant's applicants) of experience in assessment of/research and/or consulting within the similar development initiatives;

The short-listed individual consultants will be further evaluated based on the following methodology:

A two-stage procedure will be used in evaluating the candidates:

1. Technical evaluation (max 300 points) – 60%;
2. Financial evaluation (max 200 points) – 40%.

Technical evaluation will be based on a thorough desk review of applications.

Only candidates obtaining a minimum of 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

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.

	Senior National Consultant		National Consultant	
Criteria	Scoring	Maximum Points Obtainable	Scoring	Maximum Points Obtainable
Technical				
Master's Degree or equivalent (5-year university education) in public Administration, Management, Social Sciences, Human Rights, Law or other relevant field;	(Bachelor – 20 pts., Master – 30 pts., PhD – 40 pts.)	40	(Bachelor – 20 pts., Master – 30 pts., PhD – 40 pts.)	40
Proven experience (at least 7 years for Senior Consultant's applicants and at least 5 years for National Consultant's applicants) of experience in assessment of/research and/or consulting within the similar development initiatives;	(7 years of experience – 50 pts., more than 7 years of experience – 5 pts. for each additional year of experience up to a maximum of 20 additional points)	70	(5 years of experience – 50 pts., more than 5 years of experience – 5 pts. for each additional year of experience up to a maximum of 20 additional points)	70
Proven experience in capacity building (trainings, consultancy) on management of public institutions;	(no – 0 pts., to some extent – up to 30 pts., yes/extensive – up to 50 pts.)	50	(no – 0 pts., to some extent – up to 30 pts., yes/extensive – up to 50 pts.)	50
Previous work with Moldovan Government/Public Officials, UNDP or other UN agencies is an asset;	(no – 0, yes – 20 pts., additional 10 pts. for successful similar experience with UN Agencies)	30	(no – 0, yes – 20 pts., additional 10 pts. for successful similar experience with UN Agencies)	30
Knowledge of Romanian, English, and other languages relevant for Moldova	(English – 10 pts., Romanian – 10 pts., Russian or other language – 5 pts. each up to 10 additional pts.)	30	(Romanian – 10 pts., English, Russian or other language – 5 pts. each up to 20 additional pts.)	30
Interview	(50 – demonstrated technical knowledge and experience; 10 - communication/ interpersonal skills; 10 – initiative; 10 – creativity/resourcefulness)	80	(50 – demonstrated technical knowledge and experience; 10 - communication/ interpersonal skills; 10 – initiative; 10 – creativity/resourcefulness)	80
Maximum Total Technical Scoring		300		300
Financial				
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$		200		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.			
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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