



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 1 June 2015

---

**Country:** Republic of Moldova

**Description of the assignment:** UN Human Rights Office (OHCHR): National Consultant on Public Awareness of Discrimination Cases

**Project name:** "Combating Discrimination in the Republic of Moldova, including the Transnistrian region"

**Period of assignment/services:** 15 June - 30 September 2015, 10 working days

Proposals should be submitted online only, by following the "Apply online" link, no later than [7 June 2015](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [elena.darii@one.un.org](mailto:elena.darii@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.

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.

In April 2014, OHCHR started the implementation of the European Commission funded project "Combating Discrimination in the Republic of Moldova, including the Transnistrian region". The overall objective of the 18 months project is to address the discrimination in Moldova as concerns people belonging to stigmatized or marginalized groups.

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

The National Consultant on Public Awareness of Discrimination cases is sought to work under the supervision of the UN Human Rights Adviser (OHCHR) and the Anti-Discrimination and National Human Rights Institutions Project Coordinator and effectively collaborate with OHCHR Human Rights Mainstream Consultant and the OHCHR National Consultant on Documentation cases. The activity will be implemented with the view to raise public awareness on the existing discrimination phenomenon in Moldovan society of the most vulnerable, marginalized and stigmatized groups, by enhancing the public record in all areas. The following activities are foreseen to be undertaken:

- 1) Conduct 10 visits to the region in rural and urban areas, including to Transnistria region of Moldova, with the goal to elaborate 10 materials about discrimination cases for mass-media dissemination and public awareness. The materials will be elaborated with direct involvement of representatives of minority groups belonging to Roma and other ethnic groups, religious minorities, LGBT persons and groups, women, older persons, people living with HIV/AIDS, non-citizens, or other members of stigmatized groups in order to collect additional information on cases of discrimination these people were subjected.
- 2) Work closely with the OHCHR team to identify themes and cases for awareness raising, with a view to furthering the strategic goals and purposes of the action as a whole, as well as individual cases or themes coming to light as a result of the work of the project. Through raising awareness on discrimination cases, the consultant will ensure that relevant international law and standards are made known to the public at large. The consultant may be asked to undertake follow up missions to individual cases or issues documented, with a view to checking facts or otherwise collect additional information relevant for public dissemination.
- 3) Publish 10 materials on discrimination cases - the information should be processed and published on [www.discriminare.md](http://www.discriminare.md) and other social networks.
- 4) Take part in and supporting visibility and raising awareness aspects of the project.
- 5) The consultant will keep the record of the number of materials and disseminated cases and will report on the data.
- 6) Responding to queries, participating in the development of reporting.

The consultancy is required to consult the project team on matters of law, ethics and project visibility.

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Academic Qualifications:**

- A degree in law, social sciences, human rights, journalism or other relevant field;

### **II. Experience and skills:**

- At least 3 years of practical experience in human rights domain, documentation and monitoring activities, mass-media work, public awareness;

- Knowledge of anti-discrimination law as set out under international, European and domestic law of the Republic of Moldova;
- Knowledge of the human rights environment in Moldova, its sensitivities and challenges;
- Excellent drafting skills;
- Experience in elaboration and dissemination of mass-media materials by involving vulnerable, marginalized and stigmatized groups;
- Adhere to the core values of the United Nations, in particular, is respectful of differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

### 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. A detailed curriculum vitae of relevant experience;
2. A financial proposal.

## **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 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.). The travel expenditures are to be approved in advance by the Project Manager and shall be covered from the Project budget.

### **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:

- A degree in law, social sciences, human rights, journalism or other relevant field;

- At least 3 years of practical experience in human rights domain, documentation and monitoring activities, mass-media work, public awareness;
- Fluency in Romanian and English. Knowledge of English is an asset.

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>		
<ul style="list-style-type: none"> <li>• University Degree in law, social sciences, human rights or other relevant field;</li> </ul>	University degree – 40 pts.; MA degree – 50 pts.	50
<ul style="list-style-type: none"> <li>• At least 3 years of practical experience in human rights domain, documentation and monitoring activities, mass-media work, public awareness;</li> </ul>	3 years –up to 40 pts.; each additional year - 5 pts., up to maximum 60 pts.	60
<ul style="list-style-type: none"> <li>• Knowledge of anti-discrimination law as set out under international, European and domestic law of the Republic of Moldova;</li> </ul>	Large - 60 pts.; to some extent - 30 pts.; No – 0 pts.	60
<ul style="list-style-type: none"> <li>• Knowledge of the human rights environment in Moldova, its sensitivities and challenges;</li> </ul>	Large - 50 pts.; to some extent - 30 pts.; No – 0 pts.	50
<ul style="list-style-type: none"> <li>• Excellent drafting skills;</li> </ul>	Max – 40 pts.	40
<ul style="list-style-type: none"> <li>• Experience in elaboration and dissemination of mass-media materials by involving vulnerable, marginalized and stigmatized groups;</li> </ul>	Yes – 30 points; No – 0 pts.	30
<ul style="list-style-type: none"> <li>• Working knowledge of one or more additional languages</li> </ul>	Max - 10 pts.	10

relevant for Moldova, including Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset. Knowledge of English is an asset.		
<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><math>S = F_{min} / F * 200</math></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**