



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **11 June 2015**

Country: Republic of Moldova

Description of the assignment: National Consultant to produce 2 (two) short spots on promotion of equality and diversity, and contribute to its dissemination

Project Reference: Office of the United Nations High Commissioner for Human Rights (OHCHR)

Period of assignment/services: 25 June - 30 September 2015 (up to 15 working days indicative)

Proposals should be submitted online only, by following the "Apply online" link, no later than [19 June 2015](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: 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 Union 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. The action aims to strengthen the engaged efforts of persons and groups making common cause to challenge discrimination and claim equality rights. It aims to make a genuine contribution to Moldova's efforts to strengthen human rights and ensure the democratic values of pluralism, broad-mindedness and the celebration of diversity. One major activity of the project is to raise awareness toward the freedom of expression of LGBT group and public assemblies.

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

The National Consultant 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.

As part of the activity of the project on raising awareness toward the freedom of expression of LGBT group and public assemblies, 2 (two) short spots will be produced, which will be further disseminated through social networks and local mass-media. The aim of these materials is to raise awareness of the public at large about the rights of LGBT group and acceptance of diversity.

The National Consultant is expected to undertake the following tasks:

1. To draft the concept of the 2 (two) short spots on promotion of diversity, equality and tolerance;
2. To produce the 2 (two) short spots with the following technical criteria: minimum duration of 30 seconds each, with visual effects, and audio effects that contains a clear message and music (ensuring that the copyright is not infringed). The intensity of sequences will be decided with the contractor, but not less than 24 sequences/second. Cartoons format is encouraged;
3. To offer support in dissemination of the two short spots to a wider audience, through local mass-media and social networks.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- A college degree in arts, social sciences, journalism, human rights or other relevant field.

II. Experience and skills:

- Experience (recent) in producing spots, movies or similar materials for mass-media and public at large;
- Experience in using specific programs necessary for producing spots, movies or similar materials, like: CorelDRAW, Adobe Flash, Adobe Illustrator, Pencil, etc.

III. Language requirements:

- Knowledge of Romanian and Russian languages is a requirement;
- 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. Financial proposal;

2. Personal CV including relevant experience 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:

- A college degree in arts, social sciences, journalism, human rights or other relevant field;
- Experience (recent) in producing spots, movies or similar materials for mass-media and public at large.

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>		
• A college degree in arts, social sciences, journalism, human rights or other relevant field.	College degree – 45 pts. University degree – 60 pts.	60
• Experience (recent) in producing	3 years - 40 pts.; >3 years - 60 pts.	60

spots, movies or similar materials for mass-media and public at large;		
• Experience in using specific programs necessary for producing spots, movies or similar materials, like: CorelDRAW, Adobe Flash, Adobe Illustrator, Pencil, etc.	Yes - 60 pts.; to some extent - 30 pts.; No – 0 pts.	60
• Experience in promotion of human rights of vulnerable groups, including LGBT rights;	Yes - 40 pts.; to some extent - 20 pts.; No – 0 pts.	40
• Knowledge of Romanian and Russian languages is a requirement;	Max.-20 points	20
• Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset;	Max.-10 points	10
• Knowledge of English is an asset;	Max- 20 pts.;	20
• Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.	Yes - 30 pts.; to some extent - 15 pts.; No – 0 pts.	30
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