



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **7 July 2015**

Country: Republic of Moldova

Description of the assignment: National Consultant: HIV/AIDS and the Law: Transnistrian Region of the Republic of Moldova

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

Period of assignment/services: 1 August 2015-31 December 2015, up to 50 working days, depending on methodology

Proposals should be submitted online only, by following the "Apply online" link, no later than [20 July 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, 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.

As part of One UN joint activities with UNODC, UNAIDS, UNDP and WHO, OHCHR is currently involved in a project supported by the Swedish International Development Agency (SIDA) to strengthen efforts to address HIV/AIDS in the Transnistrian region of the Republic of Moldova. The action follows up the 2013 recommendations of UN Senior Expert Thomas Hammarberg.

The current consultancy aims to assess the rules framework, policy and practice in the Transnistrian region from the point-of-view of international human rights law.

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

The scope of this Consultancy is to provide comprehensive written assessment of the rules framework, policy and practice in the Transnistrian region from the point-of-view of international human rights law, including recommendations for improving the regulatory and policy framework and practice. The consultancy aims to set out analysis of the regulatory framework (including the

de facto legal framework as well as relevant de facto ministerial rules and guidelines and any other regulatory materials), as well as to summarize existing factual research and to present new empirical research, including first hand documentation of the situation of persons living with HIV/AIDS in the Transnistrian region, with a view to bringing recommendations for improvements to existing law, policy and practice, from a human rights point-of-view.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Completed university studies in a relevant field law, social sciences, health and/or other relevant field.

II. Experience:

- At least 3 years of experience in HIV/AIDS-related or other human rights areas;
- Experience with/on human rights issues in healthcare is an asset;
- Experience in working with international organizations (successful experience in working with UN and European agencies) is an asset.

III. Competencies:

- Demonstrated knowledge of international human rights law and standards as concerns HIV/AIDS;
- Excellent knowledge of human rights law and standards of relevance to persons living with HIV/AIDS, including but not limited to the ban on discrimination, rights to privacy, confidentiality and data protection, as well as other relevant areas of law and standards;
- Knowledge of good and best practices in securing the rights of persons with HIV/AIDS, with particular reference to the Central and Eastern European Region;
- Detailed knowledge of policies relevant for persons living with HIV/AIDS;
- Knowledge of human rights in the Republic of Moldova, in particular as concerns HIV/AIDS;
- Knowledge of human rights in the Transnistrian region of the Republic of Moldova, in particular as concerns HIV/AIDS will be considered an asset;
- Experience in analysis, drafting studies and reports;
- Adherence 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.

IV. Language requirements:

- Excellent knowledge of Russian and English;
- Knowledge of one or more additional languages relevant for Moldova, including State Language/Romanian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.

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

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Cover letter explaining why the persons are the most suitable for the work;
2. Curriculum Vitae detailing relevant experience and including the contact details of at least 3

- reference persons;
3. A written methodology of circa 1000 words (indicative), indicating how the candidate proposes to approach and undertake the work;
 4. Financial proposal (fee per working day and the total amount, including also any possible research costs, including travel and/or meeting costs, as relevant).

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:

- Completed university studies in a relevant field law, social sciences, health and/or other relevant field;
- At least 3 years of experience in HIV/AIDS-related or other human rights areas;
- Excellent knowledge of Russian and English.

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>		

• Completed university studies in a relevant field law, social sciences, health and/or other relevant field;	University degree – 35 pts., Masters degree – 45 pts.	45
• At least 3 years of experience in HIV/AIDS-related or other human rights areas;	3 years - 30 pts.; >3 years - 40 pts.	40
• Experience with/on human rights issues in healthcare is an asset;	Yes - 30 pts.; to some extent - 15 pts.; No – 0 pts.	30
• Experience in working with international organizations (successful experience in working with UN and European agencies) is an asset;	Yes - 30 pts.; to some extent - 15 pts.; No – 0 pts.	30
• Demonstrated knowledge of international human rights law and standards as concerns HIV/AIDS;	Yes - 30 pts.; to some extent - 15 pts.; No – 0 pts.	30
• Excellent knowledge of Russian and English;	Max- 15 pts.;	15
• Knowledge of one or more additional languages relevant for Moldova, including State Language/Romanian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset;	Max – 10 pts.;	10
• Interview (demonstrated competences as specified in the annex 1- Terms of reference).	(70 – Job Knowledge/ In-depth knowledge of the Subject-matter; 30 – Development and Operational Effectiveness ;)	100
Maximum Total Technical Scoring		300
<u>Financial</u>		
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.		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