

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **17 August 2015**

Country: Republic of Moldova

Description of the assignment: International Consultant on Human Rights

Project name: Democracy Programme / Parliament

Period of assignment/services: 57 WD during October 2015 – April 2016

Proposals should be submitted online by pressing the "Apply Now" button no later than 04 September 2015

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: sergiu.galitchi@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 UNDP Programme "Improving the quality of Moldovan democracy through parliamentary and electoral support" aims to enhance parliamentary capacity in carrying out its core functions, thus contributing to viable democracy and open society in Moldova. The project adopts a comprehensive, long-term approach to parliamentary development including strengthening of the legislatures law-making, representation and oversight roles.

In recent years there has been some positive developments regarding the human rights situation in Moldova. New legislation and policies have strengthened protection against discrimination and facilitated the promotion of freedom of expression. However, significant human rights issues still persist, including, but not limited to the following: Human Rights Based Approach mainstreaming, disaggregated data collection, concerns regarding fair trials, inadequate conditions in prisons, hate speech, violence against women, trafficking in human beings, marginalisation of Roma community, respecting the rights of people belonging to ethnic and linguistic minorities, mainstreaming of gender equality, reforms regarding the rights of persons with disabilities, harassment of LGBT people, further advancing the reform of the National Human Rights Institutions, implementation of UPR and other international recommendations.

Protection and promotion of human rights and fundamental freedoms represent a priority of the state, confirmed in the government policies and in the framework-programme of the National Human Rights Action Plan of the Republic of Moldova (NHRAP).

According to the NHRAP for 2011-2014, the Standing Parliamentary Committee for Human Rights and Interethnic Relations (CHRIR) carries out the oversight of the implementation of the NHRAP and regularly informs the Parliament on the progress of the actions envisaged in the Plan.

In order to enhance the oversight and legislative functions of the Parliament of the Republic of Moldova in terms of the obligation to respect, protect and fulfil human rights, UNDP Democracy Programme is seeking to contract an international consultant to provide advice and guidance to the CHRIR on the mainstreaming of Human Rights Based Approach and the international human rights standards in its work, transfer knowledge and skills in order to strengthen capacity of the CHRIR in its human rights legislative and human rights oversight functions.

2. SCOPE OF WORK:

The expected output for the international consultant's assignment is to enhance the capacity of the CHRIR to mainstream of Human Rights Based Approach throughout its work, to exercise its oversight functions in terms of implementation of the NHRAPs, to oversight NHRIs work and cooperate with them, to scrutinise the existing legislation and policies in the light of international obligations on human rights and gender equality.

Furthermore the international consultant shall assess and advance the oversight work of the Parliament of the Republic of Moldova (*in particular the CHRIR*) regarding the Government of Moldova, the Ombudsperson Office and Equality Council in the context of ensuring the compliance with the rule of law and human rights. The assessment should include areas of improvement and recommendations based on European and international best practices.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Master degree in Human Rights, Law, Social Sciences or Humanities;

Working experience:

- At least 8 years of professional experience in human rights, governance, parliamentary services and democracy;
- At least 3 years of proven experience in organizing, facilitating and conducting seminars, trainings and round tables with state institutions/agencies/organizations on human rights related issues;
- Experience in the Human Rights Based Approach mainstreaming and application would be an asset;
- Experience in advisory work on parliamentary development or practical experience as Member of Parliament or parliamentary staffer is a strong advantage;
- Experience in comparative analysis, research, assessment on the implementation of the international human rights standards and related national policies and strategies;
- Working experience with the international inter-governmental organizations is a strong advantage;

Competencies:

- Extensive knowledge of international human rights standards and Human Rights Based Approach mainstreaming
- Familiarity with human rights context and legal system in the Republic of Moldova is an asset;
- Solid knowledge and understanding of elaboration of National Human Rights Action Plans;
- Strong analytical and drafting skills;
- Ability to analyse, plan, communicate effectively orally and in writing, draft report, organize and meet expected results;
- Ability to adapt to different environments (cultural, economic, political and social);
- Fluency in English. Knowledge of Romanian or Russian languages will be an asset;

Computer literacy and ability to effectively use office technology equipment, IT tools.

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;

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. Proposal:
 - Explaining why they are the most suitable for the work including past experience in similar assignments;
 - Providing a brief information on each of the above qualifications, item by item and a brief methodology on how they will approach and conduct the work (if applicable);
2. Financial proposal (in USD), specifying a fee per day and total requested amount including all related costs, e.g. fees, per diems, travel costs, phone calls etc.;
3. Duly filled in and signed Personal History Form (P11) and at least 3 names for a reference check.

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 shall include a breakdown of this lump sum amount (including fee, taxes, travel, per diems, 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.

6. EVALUATION

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

- Master degree in Human Rights, Law, Social Sciences or Humanities;
- At least 8 years of professional experience in human rights, governance, parliamentary services and democracy;
- At least 3 years of proven experience in organizing, facilitating and conducting seminars, trainings and round tables with state institutions/agencies/organizations on human rights related issues;

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
Technical		
Master degree in Human Rights, Law, Social Sciences or Humanities;	<i>MA – 10 pts., PhD – 15</i>	15
At least 8 years of professional experience in human rights, governance, parliamentary	<i>8 years – 30 pts., each additional year of experience – 5 pts. up to a maximum of 50</i>	50

services and democracy;	<i>points;</i>	
At least 3 years of proven experience in organizing, facilitating and conducting seminars, trainings and round tables with state institutions/agencies/organizations on human rights related issues;	<i>3 years – 15 pts., each additional year of experience – 5 pts. up to a maximum of 40 points;</i>	40
Experience in advisory work on parliamentary development or practical experience as Member of Parliament or parliamentary staffer is a strong advantage;	<i>No- 0 pts., Yes – up to 15 pts.</i>	15
Experience in comparative analysis, research, assessment on the implementation of the international human rights standards and related national policies and strategies;	<i>No- 0 pts., Yes – up to 15 pts.</i>	15
Working experience with the international inter-governmental organizations is a strong advantage;	<i>No- 0 pts., Yes – up to 15 pts.</i>	15
<u>Interview</u>	<ul style="list-style-type: none"> • Extensive knowledge of international human rights standards and Human Rights Based Approach mainstreaming (<i>up to 30 pts.</i>); • Familiarity with human rights context and legal system in the Republic of Moldova is an asset (<i>up to 20 pts.</i>); • Solid knowledge and understanding of elaboration of National Human Rights Action Plans (<i>up to 20 pts.</i>); • Strong analytical and drafting skills (<i>up to 20 pts.</i>); • Ability to analyse, plan, communicate effectively orally and in writing, draft report, organize and meet expected results (<i>up to 20 pts.</i>); • Ability to adapt to different environments (cultural, economic, political and social) (<i>up to 20 pts.</i>); • Fluency in English (<i>10 pts.</i>). Knowledge of Romanian or Russian languages will be an asset (<i>each 5 additional pts., up to max 20 pts.</i>); 	150
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)

