



*Empowered lives.
Resilient nations.*

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19 August 2015

Country: Republic of Moldova

Description of the assignment: National Consultant to draft Guidelines for the Funding Committee to support capacity building activities by national institutions

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

Period of assignment/services: September-October 2015 (up to 25 working days)

Application instructions: Proposals should be submitted online by pressing the "Apply online" button no later than 23:59, 31 August 2015.

Requests **for clarification only** must be sent by standard electronic communication to the following e-mail: alexei.ghertescu@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

Promotion and protection of human rights and equality, strengthening justice and development of democratic governance is at the core of the UN work in Moldova. In these areas, the UN is aiming to ensure that difficult and complex reforms designed to strengthen government institutions and the justice sector remain on track, and that support is provided to move from policy and legislative formulation to practical implementation.

Therefore, the **Strengthening Technical Capacities of the National Institutions for the Human Rights Protection and Promotion 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 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 areas relating to human rights, criminal justice, governance and anti-corruption, in performing their key functions.

Component 1 of the Project focuses on **strengthening capacities of the human rights, equality, governance and anti-corruption public institutions in performing their key functions**. This component implies the design and implementation of a systematic training/coaching programme for core staff of the

aforementioned institutions. The aim will be to enhance their capacity to perform effectively in relation to their core functions and mandates.

In addition to the training/coaching itself, the institutions participating should be able to access smaller amounts of funding for their individual institutions for activities which can be justified as prerequisites for implementing the training results most effectively (Activity 1.4 of the Project). The proposed funding should support initiatives suggested by the staff of national institutions who benefit or have benefitted from the training courses in order to facilitate their further capacity development.

Support will be given in a priority manner for the implementation of innovative and/or reform initiatives, advancing human rights of persons belonging to vulnerable, minority or marginalised groups in the Republic of Moldova. The support will not be used for funding visits or trainings abroad and it should complement the strategies and work plans of the national institutions whose staff have benefitted from training, no matter whether this training has been funded under the present programme or by another programme. The management of the funding will be flexible and decisions on funding expedient.

The funds will be managed and administered by UNDP. To assist UNDP and to assess the respective proposals and initiatives a Funding Committee will be established which will evaluate the proposals submitted and decide on financing the suggested activities. The Committee will perform its functions on the basis of the Guidelines that will represent a set of documents regulating the activity of the Committee: relevant instructions and regulations on its activity, templates of the documents used by it, funding application and reporting documentation, a set of clear evaluation criteria for the use of the funds, etc.

2. OBJECTIVE:

The main objective of the present assignment is to draft the Guidelines for the Funding Committee to support capacity building activities by national institutions. The draft guidelines and templates drafted will be then submitted to the Project Board for adoption.

3. SCOPE OF WORK AND EXPECTED OUTPUT:

In order to achieve the objectives the National Consultant shall perform the following tasks:

- To meet with the relevant stakeholders: UNDP Moldova Project staff, National Institute of Justice and national institutions, to identify potential areas of intervention and support provided through the Fund, to hear and discuss proposals and ideas on the activity of the Funding Committee and the prospective provisions of the Guidelines;
- To draft the Guidelines for the Funding Committee, to design the structure and management of the Committee, establish its working processes and draft all relevant instructions and regulations, as well as all necessary templates that will be used for the purposes of the Committee's activity (including all application form, narrative and financial reports). The Guidelines shall also set clear criteria for the selection of the proposals and use of the funding that have to meet the conditions set forth in the Project document, establish transparent decision making procedures, establish effective communication and reporting processes and mechanisms;
- To present the draft Guidelines for discussions among all involved parties and to participate in the respective discussions and consultations;
- To produce the final version of the Guidelines for the Funding Committee (in Romanian and English languages) on the basis of the discussions and consultations held.

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's Degree or equivalent (5-year university education) in Law, Public administration, Political or Social sciences, Business administration or other relevant field;

II. Years of experience and sphere of experience:

- At least 5 years proven professional experience in international relations and development in non-governmental sector, international organizations, development agencies, donors organizations or other similar institutions;
- Previous experience in drafting regulatory documents, internal instructions and regulations and other relevant documents for non-governmental institutions, legal entities, public institutions, etc.;
- Previous experience in drafting regulations and documentation for NGOs, donor's organizations, development agencies and other relevant organizations *for the purposes of establishing and ensuring funding mechanisms* is an asset;

III. Competencies:

- Knowledge of the international development aid mechanisms, familiarity with funding mechanisms and procedures in non-governmental sector;
- Fluency in English and Romanian languages;
- Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language is an asset;

IV. Personal qualities:

- 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;
- 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.

5. 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. explaining how the applicant responds to each of the qualification requirements and why he/she is the most suitable for the work (particularly providing details on the previously implemented similar projects and assignments and previous experience in the fields related to this consultancy as described in the terms of reference);
 - b. describing a short vision on achievement of tasks;
2. Personal information (Personal History Form /P11) including records of past experience in similar projects/assignments and concrete outputs obtained with three references;
 3. Financial proposal (in USD, specifying a total **lump sum** amount)

6. 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.

7. EVALUATION

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

- Master's Degree or equivalent (5-year university education) in Law, Public administration, Political or Social sciences, Business administration or other relevant field;
- At least 5 years proven professional experience in international relations and development in non-governmental sector, international organizations, development agencies, donors organizations or other similar institutions;

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.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
Master's Degree or equivalent (5-year university education) in Law, Public administration, Political or Social sciences, Business administration or other relevant field	(Master – 40 pts., PhD – 50 pts.)	50
At least 5 years proven professional experience in international relations and development in non-governmental sector, international organizations, development agencies, donors organizations or other similar institutions	(5 years of experience – up to 70 pts., 5-7 years of experience – up to 80 pts., more than 7 years – up to 90 pts)	90
Knowledge of the international development aid mechanisms, familiarity with funding mechanisms and procedures in non-governmental sector	(no – 0 pts., to some extent – up to 20 pts., extensive experience – up to 40 pts)	40
Experience in drafting regulatory documents, internal instructions and regulations and other relevant documents for non-governmental institutions, legal entities, public institutions, etc.	(no – 0 pts., to some extent – up to 40 pts., extensive experience – up to 50 pts)	50
Experience in drafting regulations and documentation for NGOs, donor's organizations, development agencies and other relevant organizations <i>for the purposes of establishing and ensuring funding mechanisms</i>	(no – 0 pts., to some extent – up to 20 pts., extensive experience – up to 40 pts)	40
Fluency in English and Romanian; knowledge of other languages relevant for Moldova	(English – 10 pts., Romanian – 10 pts., other languages relevant for Moldova – 5 pts. each up to 10 additional pts.)	30
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