



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 01 September 2015

Country: Republic of Moldova

Description of the assignment: International Consultant on mainstreaming Human Rights in the National Institute of Justice's training programme

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

Period of assignment/services: October – December 2015 (up to 40 working days)

Application instructions: Proposals should be submitted online by pressing the "Apply online" button no later than 23:59, 16 September 2015.

Requests **for clarification only** must be sent by standard electronic communication to the following e-mail: alexandru.cocirta@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 aiming 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 human rights 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, and in-line with the national priorities, strategies and plans. 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, and mainstreaming human rights based approach, equality, gender issues and inclusion in their work.

For these purposes the Project seeks also to develop the capacities of the National Institute of Justice (NIJ) in the provision of the up to date training services for future and actual judges and prosecutors and other actors of the justice sector, to ensure curricular correspondence with the substantive and procedural international and national human rights law; to mainstream the international and regional human rights instruments and standards, including on gender equality, equality and non-discrimination, racism, intolerance and hate speech, anticorruption and professional ethics, into the curricula.

In addition to this, it is also mentioned in the UN-Moldova Partnership Framework 2013-2017 (UNPF) that

NIJ trains in selected ECHR provisions, but not at all on international human rights law. Subsequently, the following target is set in the UNPF: by 2017, NIJ curriculum substantively amended with modules on each of the international treaties, mechanisms and instruments (ICESCR, ICCPR, CAT, ICERD, CEDAW, CRC, CRPD), including 1951 Refugee Convention. Thus, training curriculum modules (introductory and continuous) on international human rights law need to be developed and implemented by the NIJ.

The Strengthening Technical Capacities of the National Institutions for the Human Rights Protection and Promotion Project is funded by the Ministry of Foreign Affairs of Denmark and implemented by the UNDP Moldova in cooperation with the National Institute of Justice.

2. OBJECTIVE:

The main objectives of this consultancy are:

- To assess the National Institute of Justice's initial and continuous training programmes for judges and prosecutors in terms of integration of international human rights standards;
- To assist the National Institute of Justice in developing a strategic approach to the mainstreaming international human rights standards in initial and continuous training programmes for judges and prosecutors, with a particular focus on UN standards.

3. SCOPE OF WORK AND EXPECTED OUTPUT:

In order to achieve the objective the International Consultant shall perform the following tasks:

- Develop the methodology and other tools relevant for the assignment;
- Conduct a desk review of the existing models and best practices of human rights standards integration in the training programmes for legal professionals in WE, CEE and CIS countries;
- Review the NIJ curricula and training modules to fully understand the ground situation and existing training materials available for training law professionals (judges and prosecutors) and to identify the areas of intervention and key stakeholders to be involved in the assessment and mainstreaming processes;
- Carry out a gap analysis of the NIJ initial and continuous training curricula and training modules on the integration and teaching of the UN human rights standards;
- Produce a well-written and comprehensive needs assessment report (in English) with recommendations on how to mainstream UN Human rights standards in the curricula and bring the existing and future courses in-line with the international standards and framework of initial and continuous professional development (CPD) training, particularly initial and CPD training/programme designed specifically for law professionals;
- Develop the curricula outline and/or solutions on how to most effectively incorporate UN Human rights standards into the NIJ initial and continuous training curricula (into the existing curricular and/or creating new modules) (in English);
- Present the findings and recommendations of the assessment and curricular outline at the roundtables;
- Perform other assignment related tasks.

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's Degree or equivalent (5-year university education) in Human Rights, International Law, Pedagogy, Social Sciences, or other relevant field;

II. Years of experience and sphere of experience:

- At least 5 years of experience in the field of mainstreaming Human Rights standards through training curricula, conducting assignment related training needs assessments and/or strategy development especially in the regional and international context;

- Proven experience in assessing and/or elaborating professional trainings, initial and CPD courses/programmes;
- Proven experience in working with the international or local organizations on similar assignments (successful experience in working with UN agencies is an asset);

III. Competencies:

- Knowledge and understanding of the specific nature and character of continuing professional development and practice-oriented initial and CPD courses and programmes for legal professionals;
- Knowledge of the UN human rights protection mechanisms and standards;
- Knowledge of the human rights situation in the Republic of Moldova and a wider regional context;
- Proven qualification in an education-related discipline is an asset;
- Proficiency in English language;
- Knowledge of Russian and/or Romanian 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.

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 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. providing a brief methodology (max. 3 pages) on how they will approach and conduct the work;
2. Personal information (Personal History Form /P11) including records of past experience in similar projects/assignments and concrete outputs obtained and names and contact details of three reference persons;
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 (including the final narrative report submitted to the UNDP Moldova Justice and Human Rights Programme Analyst). Payments will be performed in 2-3 installments upon the delivery of the outputs 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, travel, per diem and number of anticipated working days).

Travel

Two (2) working missions are expected for the International consultant as specified in the TOR.

All envisaged travel costs (e.g., tickets, accommodation, meals, other relevant expenses) 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.

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 Human Rights, International Law, Pedagogy, Social Sciences, or other relevant field;
- At least 5 years of experience in the field of mainstreaming Human Rights standards through training curricula, conducting assignment related training needs assessments and/or strategy development especially in the regional and international context;

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 and interviews with the short-listed candidates.

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 Human Rights, International Law, Pedagogy, Social Sciences, or other relevant field;	(<i>Master</i> – 30 pts., <i>PhD</i> – 40 pts.)	40
At least 5 years of experience in the field of mainstreaming Human Rights standards through training curricula, conducting assignment related training needs assessments and/or strategy development especially in the regional and international	(<i>5 years</i> – 50 pts., <i>5-7 years</i> – up to 60 pts., <i>more than 7 years</i> – up to 70 pts)	70

context;		
Proven experience in working with the international or local organizations on similar assignments (successful experience in working with UN agencies is an asset);	(no – 0 pts., to some extent – up to 10 pts., extensive experience – up to 20 pts.)	20
Proven qualification in an education-related discipline	(no – 0 pts., to some extent – up to 10 pts., extensive experience – up to 20 pts.)	20
<u>Interview</u>	<ul style="list-style-type: none"> • Proven experience in assessing and/or elaborating professional trainings, initial and CPD courses/programmes; (up to 30 pts.) • Knowledge and understanding of the specific nature and character of continuing professional development and practice-oriented initial and CPD courses and programmes for legal professionals (up to 35 pts.) • Knowledge of the UN human rights protection mechanisms and standards (up to 35 pts.) • Knowledge of the human rights situation in the Republic of Moldova and a wider regional context (up to 30 pts.) • Fluent knowledge of English (10 pts.). Knowledge of Romanian or Russian languages will be an asset (each 5 additional pts., up to max 20 pts.); 	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)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS