



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **31 December 2015**

Country: Republic of Moldova

Description of the assignment: OHCHR National Consultant on the Rights of Persons with Disabilities

Project Reference: Paradigm Shift: UNCT Moldova Strategic Action Supporting CRPD Implementation, UNPRPD, Office of the United Nations High Commissioner for Human Rights (OHCHR)

Period of assignment/services: 25 January 2016 - 31 December 2016

Proposals should be submitted online only, by following the “Apply online” link, no later than [12 January 2016](#).

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

The Office of the United Nations High Commissioner for Human Rights (OHCHR) represents the world's commitment to universal ideals of human dignity. It has a unique mandate from the international community to promote and protect all human rights.

The National Human Rights Coordinator under the umbrella of OHCHR field presence in Moldova assists the UN RC Office, UN Country Team in Moldova, Government and civil society in strengthening human rights and human rights based approaches, working closely with the UNCT on capacity building and mainstreaming human rights in their work, as well as providing support in their engagement with national actors on human rights, including advising national authorities upon request. Thematic priorities for work are: Countering discrimination, in particular racial discrimination, discrimination on the grounds of sex and gender, religion, disability and against others who are marginalized; Combating impunity and strengthening accountability and the rule of law; Strengthening the effectiveness of international human rights mechanisms and the progressive development of international human rights law and standards.

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

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

The overall objective of the National Consultant's assignment is to facilitate the process of legal capacity and deinstitutionalization reform in the broader contexts of intersecting processes,

including decentralization, inclusive education, etc.

Summary of Key Functions:

- Assist in the conceptualization of a system of assisted decision making for adults with intellectual or mental disabilities, based on the CRPD and building on the best practices in applying national provisions on “patronaj” agreements and international best practices;
- Develop a full spectrum of informational, educational and training materials on and provide appropriate trainings about supported decision-making;
- Participate in the working groups and processes on legal capacity and deinstitutionalization created at the level of institutions and act as OHCHR’s focal point on legal capacity reform;
- Substantially assist in setting up the supported decision making program for the persons included in the deinstitutionalization process;
- Help developing the protocols for assessing the decision-making support needs for adults included in the deinstitutionalization program;
- Provide on-going coaching and mentoring in supported decision-making;
- Engage with the third parties such as social assistants, financial institutions, health care service workers or government agencies to increase their understanding of supported decision making arrangements and assist them in applying supported decision-making arrangements;
- Provide relevant information regarding human rights, building practical skills for self-advocacy (e.g. running or participating in meetings, or public meetings) and support the persons with disabilities (and their caregivers) to form/join and register advocacy groups;
- Support the OHCHR team in meeting the goals related to the promotion, implementation and monitoring of the UN Convention on the Rights of Persons with Disabilities.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree, preferably in law, social science, psychology or other discipline related to human rights (Master’s degree – an advantage);

II. Experience and skills:

- At least two years of relevant professional experience at the national or international level in human rights, in particular as concerns the international law on the rights of persons with disabilities, or related area;
- Proven experience in working on deinstitutionalization and legal capacity related issues;
- Proven experience of working with organizations of persons with disabilities;
- Proven experience of developing and delivering training modules related to the concepts supported decision making concept, independent living and other provisions;
- Proven experience in conducting research, monitoring and documentation, and development of policy papers;
- Experience in working with persons with mental or intellectual impairments is a strong asset.

III. Language requirements:

- Fluency in oral and written Romanian, Russian, and English;

- Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, and Ukrainian, Romani or sign language 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. Proposal:
 - (i) Explaining why they are the most suitable for the work;
 - (ii) Provide a brief methodology on how they will approach and conduct the work.
2. Financial proposal;
3. Personal CV including past experience in similar projects 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:

- University degree, preferably in law, social science, psychology or other discipline related to human rights;
- At least two years of relevant professional experience at the national or international level in human rights, in particular as concerns the international law on the rights of persons with disabilities, or related area;
- Fluency in oral and written Romanian, 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>		
<ul style="list-style-type: none"> University degree, preferably in law, social science, psychology or other discipline related to human rights (Master's degree – a strong advantage); 	University degree – 40 pts.; Master degree – 50 pts.	50
<ul style="list-style-type: none"> At least two years of relevant professional experience at the national or international level in human rights, in particular as concerns the international law on the rights of persons with disabilities, or related area; 	2 years –up to 30 pts.; each additional year - 5 pts., up to maximum 50 pts.	50
<ul style="list-style-type: none"> Proven experience in working on deinstitutionalization and legal capacity related issues; 	Large - 40 pts.; to some extent - 20 pts.; No – 0 pts.	40
<ul style="list-style-type: none"> Proven experience of working with organizations of persons with disabilities; 	Large - 40 pts.; to some extent - 20 pts.; No – 0 pts.	40
<ul style="list-style-type: none"> Proven experience of developing and delivering training modules related to the concepts supported decision making concept, independent living and other provisions; 	Large - 40 pts.; to some extent - 20 pts.; No – 0 pts.	40
<ul style="list-style-type: none"> Proven experience in conducting research, monitoring and documentation, and development of policy papers; 	Large - 35 pts.; to some extent - 20 pts.; No – 0 pts.	35

<ul style="list-style-type: none"> • Experience in working with persons with mental or intellectual impairments is a strong asset; 	Large - 30 pts.; to some extent - 15 pts.; No – 0 pts.	30
<ul style="list-style-type: none"> • Fluency in oral and written Romanian, Russian, and English; • Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset. 	Max - 5 pts. Max - 10 pts.	15
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