



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18 April 2016

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**Country:** Republic of Moldova

**Description of the assignment:** National Consultant to provide strategic advisory support to the National Institute of Justice of Moldova

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

**Period of assignment/services:** May 2016 – November 2017 (up to 110 working days in total)

**Application instructions:** Proposals should be submitted online by pressing the "Apply Online" button no later than **03 May 2016**.

Requests **for clarification only** must be sent by standard electronic communication to the following e-mail: [alexandru.cocirta@undp.org](mailto: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.

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### 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 also seeks 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 the end of 2016 the existing strategy of the National Institute of justice expires. Currently the NIJ is working on developing its new strategy for the next 3-4 years period. The Project seeks to ensure consecutiveness, consistency, strategic approach and human rights based approaches in the course of drafting and implementing the new strategy and assist the NIJ in strategic capacity and institutional development.

## **2. Objective:**

The main objective of this consultancy is to provide substantive expert support to the National Institute of Justice in developing a new strategy for the next 3-4 years period and the related implementation plan, provide advice and consultancy on strategic institutional and capacity development.

**For detailed information of the tasks to be undertaken, please refer to the Terms of Reference.**

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Academic Qualifications:**

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

### **II. Working experience:**

- At least 5 years of proven previous experience in institutional development and capacity building for public institutions;
- Previous experience in working with international development partners and stakeholders in public sector development programs, especially in the area of capacity building, is an asset;
- Previous working experience associated with the National Institute of Justice is a strong asset;

### **III. Competencies:**

- Good knowledge of policy elaboration, strategic development and planning issues and functioning mechanisms at Moldovan public institutions;
- Good knowledge of human rights based approach application in developing and implementing strategies, policies and capacity building by public institutions;
- Skills in organizing workshops and training programmes, providing consultancy and advisory opinions to Moldovan public institutions;
- Excellent written and oral communication and presentation skills, ability to facilitate discussions, analytical skills;
- Fluency in Romanian, knowledge of English is a strong asset;
- 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.

#### 4. 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. stating for which position the applicant is applying;
  - b. explaining how applicant responds to each of the qualification requirements (particularly providing details on the previously implemented similar projects) and why he/she is the most suitable for the work;
  - c. describing a short vision on achievement of tasks;
2. Personal information (as a detailed CV or as a Personal History Form /P11) with three references;
3. Financial proposal (LUMP SUM) in USD, **specifying requested amount per day (fee).**

#### 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 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.

#### 6. 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 Public administration, Management, Political Sciences, Law, Human Rights, Social sciences, or other relevant field;
- Minimum of 5 years of proven professional experience in institutional development and capacity building for public 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
<b>Technical</b>		
Master's Degree or equivalent (5-year university education) in Public administration, Management, Political Sciences, Law, Human Rights, Social sciences, or other relevant field;	<i>(Master – 20 pts., PhD – 25 pts.)</i>	25
Minimum of 5 years of proven professional experience in institutional development and capacity building for public institutions;	<i>(5 years of experience – 50 pts., more than 5 years of experience – 5 pts. for each additional year of experience up to a maximum of 15 additional points)</i>	65
Previous experience in working with international development partners and stakeholders in public sector development programs, especially in the area of capacity building, is an asset;	<i>(no – 0 pts., to some extent – up to 15 pts., yes/extensive – up to 30 pts.)</i>	30
Previous working experience associated with the National Institute of Justice is a strong asset;	<i>(no – 0 pts., to some extent – up to 15 pts., yes/extensive – up to 30 pts.)</i>	30
Interview	<ul style="list-style-type: none"> <li>• Good knowledge of policy elaboration, strategic development and planning issues and functioning mechanisms at Moldovan public institutions; (up to 50 pts.);</li> <li>• Skills in organizing workshops and training programmes, providing consultancy and advisory opinions to Moldovan public institutions (up to 50 pts.);</li> <li>• Excellent written and oral communication and presentation skills, ability to facilitate discussions, analytical skills (up to 30 pts.);</li> <li>• Proficiency in Romanian – 10 pts., knowledge of English, Russian or other language – 5 pts. each up to 10 additional pts.).</li> </ul>	150
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b>Financial</b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> 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.		<b>200</b>

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**