



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **25 April 2016**

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**Country:** Republic of Moldova

**Description of the assignment:** OHCHR National Minority Rights Consultant

**Project Reference:** Office of the United Nations High Commissioner for Human Rights (OHCHR)

**Period of assignment/services:** 16 May 2016 - 31 July 2016, up to 35 working days

Proposals should be submitted online only, by following the "Apply online" link, no later than [03 May 2016](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [violeta.fetescu@one.un.org](mailto: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.

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### 1. BACKGROUND

The UN Human Rights Office (OHCHR – Office of the United Nations High Commissioner for Human Rights) 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 for everyone and everywhere.

The UN Human Rights Office in Moldova led by the National Human Rights Coordinator supports and advises the UN RC Office, United Nations Country Team (UNCT) in Moldova, Government, National Human Rights Institutions (NHRIs), civil society and community groups in strengthening human rights and human rights based approach to development.

According to the 2014-2017 OHCHR Country Note on Moldova and 2013-2017 UN-RM Partnership Framework, the Office's thematic priorities for interventions include: (1) countering discrimination, in particular racial discrimination, discrimination on the grounds of disability, religion, sexual orientation and other criteria; (2) combating impunity and strengthening accountability and the rule of law; (3) strengthening the effectiveness of international human rights mechanisms and the progressive development of international human rights law and standards.

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

The national consultant under these Terms of Reference works under the guidance and supervision of the National Human Rights Coordinator. The national consultant works in close collaboration with OHCHR/UN staff and consultants, project partners, beneficiaries and stakeholders for the effective achievement of results, anticipating and resolving complex program-related issues and information delivery.

Under the present Terms of Reference, the national consultant will:

Task 1: Assist the Office in supporting the mission into Moldova of the UN Special Rapporteur on Minority Issues (tentative dates of the mission – 20-29 June 2016), through:

- a) Ensuring communications and liaising with Special Rapporteur's scheduled interlocutors, including public authorities at central, regional and local levels, civil society organizations and minority groups, development partners, as well as other relevant actors;
- b) Organizing and facilitating the meetings of the Special Rapporteur and her team, as well as coordinating administrative and logistical arrangements of the mission;
- c) Advising on the minority issues and situation in the Republic of Moldova.

Task 2: Assist the Office in including Moldovan regions and communities predominantly populated by ethnic minorities – the relevant regional and local authorities, as well as the regional and local civil society and community groups – into national human rights mechanisms and processes, most notably (but not limited to) into preparation of the National Universal Periodic Review Report, preparatory works for the new national human rights action plan, activities of the Equality Council, through:

- a) Ensuring communications with and outreach to all the relevant actors and stakeholders;
- b) Substantively contributing to the inclusion of minority dimension into the relevant frameworks and mechanisms;
- c) Organizing and facilitating the meetings related to this task, including through coordinating the related administrative and logistical arrangements.

Task 3: Assist the Office in its engagement with the Interethnic Relations Bureau, Ministry of Education, other relevant public authorities and institutions, minority groups and associations towards the advancement of minority rights and elimination of discrimination on ethnic and/or linguistic grounds, through:

- a) Communications with the mentioned Office's counterparts in the field;
- b) Supporting Office's internal and external coordination of the work in the field;
- c) Pro-actively advising on Office's approaches to work in the relevant field;
- d) Monitoring the current situation and developments with regard to minority rights, and preparing updates on the status;
- e) Contributing to Office's substantive inputs to the produced documents in the relevant field.

This assignment does not envisage work on or in the Transnistrian region of Moldova.

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

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

- University degree in law, human rights or other relevant discipline (Master's degree – an advantage);

#### **II. Experience and skills:**

- At least three years of professional experience at the national and/or international level in human rights;
- At least two years of professional experience of work with minorities, marginalized or disempowered groups; experience in capacity building for civil society and/or disempowered groups is an advantage;

- Experience of work on UPR, NHRAP, UN treaty bodies, minority rights and issues;
- Experience in human rights and discrimination monitoring and documentation;
- Experience in working with state authorities at central, regional and local levels is a strong advantage;
- Excellent analysis and drafting skills;
- Proven commitment to the core values of the United Nations; in particular, is respectful of differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

### III. Language requirements:

- Fluency in oral and written Russian, and English; knowledge of Romanian is a strong advantage;
- Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, 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 (fee per day);

### 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 in law, human rights or other relevant discipline;

- At least three years of professional experience at the national and/or international level in human rights;
- Fluency in English and Russian.

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:

- responsive/compliant/acceptable, and
- 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
<b><u>Technical</u></b>		
• University degree in law, human rights or other relevant discipline (Master's degree – an advantage);	University degree – 30 pts., Master degree – 40 pts.	40
• At least three years of professional experience at the national and/or international level in human rights;	3 years –up to 40 pts.; each additional year - 5 pts., up to maximum 60 pts.	60
• At least two years of professional experience of work with minorities, marginalized or disempowered groups; experience in capacity building for civil society and/or disempowered groups is an advantage;	2 years –up to 20 pts.; each additional year - 5 pts., up to maximum 40 pts.	40
• Excellent analysis and drafting skills;	Max – 10 pts.	10
• Fluency in oral and written Russian, and English; knowledge of Romanian is a strong advantage; Knowledge of other languages relevant for Moldova;	Russian, English – 5 pts each, Romanian and other languages relevant for Moldova – 5 pts each up to maximum additional 10 pts	20
• Interview (demonstrated competences as specified in the annex 1- Terms of reference).	40 pts.- Experience of work on UPR, NHRAP, UN treaty bodies, minority rights and issues;  40 pts.- Experience in human rights and discrimination monitoring and documentation;  30 pts. - Experience in working with state authorities at central, regional and local levels is a strong advantage;  10 pts. - Commitment and high identification with the human rights	130

	<p>cause.</p> <p>10 pts. - Proven commitment to the core values of the United Nations; in particular, is respectful of differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.</p>	
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
<p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p><b><u><math>S = F_{min} / F * 200</math></u></b></p> <p>S – score received on financial evaluation;</p> <p>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;</p> <p>F – financial offer under consideration.</p>		<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**