



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **6 July 2016**

Country: Republic of Moldova

Description of the assignment: UN Human Rights Office (OHCHR): National Consultant or Team of National Consultants to review national framework on delivery of social services at the local community level in line with Moldova's human rights commitments

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

Period of assignment/services: August – November 2016

Proposals should be submitted online only, by following the "Apply online" link, no later than [13 July 2016](#).

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

Republic of Moldova, by means of the 2003 Law on Local Public Finances and subsequent amendments thereto, the Law on Regional Development, the National Strategy for Regional Development and the 2012 National Decentralization Strategy, has embarked on a process of decentralization of responsibilities for the establishment and financing of community based social services to the local level. According to the new delimitation and re-distribution of responsibilities among the three levels of Moldovan public authorities the financial responsibility for establishing and maintaining the social protection services based at the community level has been off-loaded from the central budget to the district/rayon level. The decentralization process in the social protection area has led to significant imbalances in fiscal responsibilities across levels of government. The new expenditure mandates have not been matched by adequate local revenues – because of more limited tax bases and weaker administrative capacity, or transfers from the central government. The implementation of these reform initiatives raised serious challenges in terms of securing funding for the establishment and sustainable functioning of the community based social protection services. Local governments have raised serious concerns that starting with 2017, they will be forced to scale-back or stop providing social protection services altogether.

In this context, OHCHR is seeking a team of national consultants to: a) investigate in more details the current situation related to the decentralization of the financial responsibility for the development and the provision of social protection services with the aim of identifying the issues which require monitoring and policy attention, including the presentation of a comprehensive mapping out the existent social protection services at the local level; and b) designing a policy options to ensure effective delivery of social services at the local community level.

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

The **overall goal** of the study on decentralization of social service provision is to delineate the emerging concerns, explore strategic options and provide guidance for rights based and gender responsive decentralizing social services in the Republic of Moldova. A major component of the study will be the mapping out exercise carried out with the aim of identifying the number, type, location and access to social protection services, particularly by women and men representing the most vulnerable groups. The consultant(s) will be responsible for assembling their findings and recommendations in a comprehensive report.

Specific Tasks

More specifically the consultant(s) under this assignment are expected:

- 1) To map and analyze social services, which need to be delivered at the local community level, as per Moldova's international and national human rights standards and commitments;
- 2) To map and analyze the existing policy and legal provisions with regard to such services, particularly in the context of national decentralization framework in place;
- 3) To assess and analyze the de facto situation with delivery of the necessary local community-level social services;
- 4) To assess the costs of delivery of the necessary local community-level social services;
- 5) To develop and propose policy options and relevant legal amendments to ensure effective delivery of the social services, which need to be delivered at the local community level, as per Moldova's international and national human rights standards and commitments.

The work of the consultant(s) should focus on the following types of services:

- 1) Community-based services for persons with disabilities, including mental and psycho-social disabilities, necessary in the light of the on-going deinstitutionalization reform, reform of legal capacity legislation (concerning persons with mental and psycho-social disabilities), disability determination reform;
- 2) Community-based services for Roma people – women and men; children, young and elderly – starting with the Roma community mediators service;
- 3) Community-based services for elderly;
- 4) Community-based services for survivors of Gender-Based Violence in alignment with Istanbul Convention.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The National Consultant must possess the following minimum qualifications criteria:

I. Academic Qualifications:

- University degree in Law, Public Administration, Social Assistance, Human Rights or other relevant field (Master's degree in the relevant fields is advantage);

II. Years and sphere of experience:

- At least 3 years of proven professional experience in policy research and analysis pertaining to the fields of the assignment (law, social services, human rights, local development and decentralization, etc.);

III. Competencies:

- Proven experience and knowledge of human rights and non-discrimination, including research, analysis and drafting analytical reports in the area of human rights and non-discrimination;
- Knowledge and understanding of international human rights framework and national local development / decentralization framework;
- Knowledge and experience of work with the central public authorities, local public authorities, international organizations, non-governmental organizations and vulnerable groups;
- Effective communication, strong analytical and reporting skills;
- Knowledge of Romanian and Russian, both written and spoken, for the purposes of the assignment; Knowledge of English and/or of other minority languages relevant for Moldova is an advantage.

The UN 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. 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 (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, per diems, travel costs, phone calls etc.);
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, Public Administration, Social Assistance, Human Rights or other relevant field;
- At least 3 years of proven professional experience in policy research and analysis pertaining to the fields of the assignment (law, social services, human rights, local development and decentralization, etc.);
- Fluency in Romanian 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:

- 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>		
• University degree in Law, Public Administration, Social Assistance, Human Rights or other relevant field;	University degree– 50 pts.; Master's – 60 pts.	60
• At least 3 years of proven professional experience in policy research and analysis pertaining to the fields of the assignment (law, social services, human rights, local development and decentralization, etc.);	3 years - 40 pts.; each additional year - 5 pts., up to maximum 60 pts.	60
• Fluency in Romanian and Russian. Working knowledge of English and one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.	Max – 10 pts. , each additional language - 5 pts., up to maximum 20 pts.	20
• Interview (demonstrated competences as specified in the annex 1- Terms of reference).	40 pts.- Proven experience and knowledge of human rights and non-discrimination, including research, analysis and drafting analytical reports in the area of human rights and non-discrimination; 40 pts.- Knowledge and understanding of international human rights framework and national local development /	160

	<p>decentralization framework; 30 pts. - Knowledge and experience of work with the central public authorities, local public authorities, international organizations, non-governmental organizations and vulnerable groups; 30 pts. - Effective communication, strong analytical and reporting skills; 20 pts. - 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.</p>	
Maximum Total Technical Scoring		300
<u>Financial</u>		
<p>Evaluation of submitted financial offers will be done based on the following formula: <u>$S = F_{min} / F * 200$</u> 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.</p>		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