



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **27 July 2016**

Country: Republic of Moldova

Description of the assignment: OHCHR National Consultant on National Capacity Building in Promotion 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: 15 August 2016 - 30 December 2016, estimated volume of work – up to 30 full working days

Proposals should be submitted online only, by following the “Apply online” link, no later than [7 August 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. We have 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 provide expertise, technical assistance, guidance and transfer of knowledge to the Ministry of Labor, Social Protection and Family (MLSPF), Government Council for Rights of Persons with Disabilities, specialized Advisor(s) at the Prime-Minister's Office and other national stakeholders in order to elaborate and implement meaningful actions in the effort to implement the CRPD requirements, during the process of development and implementation of disability reform in the broader contexts of deinstitutionalization and decentralization processes.

Summary of Key Functions:

- Mapping of all planned and ongoing reforms in the field of persons with disabilities;
- Technical support to the Ministry of Labor, Social Protection and Family (MLSPF), Government Council for Rights of Persons with Disabilities, specialized Advisor(s) at the Prime-Minister's Office, other national stakeholders and OHCHR/UN in:
 - Structuring and keeping track of implementing activities in the field of the rights of persons with disabilities as per the agreed plans;
 - Preparing and circulating updates on the above activities and progresses;
 - Preparing the coordination meetings on advancing the rights of persons with disabilities.
- Support and offer expertise in the development and implementation of policies in the field of rights of persons with disabilities;
- Support mainstreaming of rights and equality for persons with disabilities into the mainstream social protection policies and measures;

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.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree, preferably in law, social science, psychology or other discipline related to human rights;

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 standards on the rights of persons with disabilities, or related area;
- Proven experience in working with CRPD;
- Proven experience of working with persons with disabilities;
- Proven experience of working with different national stakeholders, including high level;
- Proven experience in conducting research, monitoring and documentation, and development of policy papers.

III. Language requirements:

- Fluency in oral and written Romanian and English, fluency in Russian is an asset.
- Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian 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 detailed 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 standards on the rights of persons with disabilities, or related area;
- Fluency in oral and written Romanian 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
Technical		
<ul style="list-style-type: none"> University degree, preferably in law, social science, psychology or other discipline related to human rights; 	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 standards on the rights of persons with disabilities, or related area; 	2 years – up to 30 pts.; each additional year - 5 pts., up to maximum 55 pts.	55
<ul style="list-style-type: none"> Proven experience in working with CRPD; 	Large - 50 pts.; to some extent - 25 pts.; No – 0 pts.	50
<ul style="list-style-type: none"> Proven experience of working with persons with disabilities; 	Less than 3 years - 5 pts.; 3 years - up to 30 pts.; each additional year - 5 pts., up to maximum 50 pts.	50
<ul style="list-style-type: none"> Proven experience of working with different national stakeholders, including high level; 	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 - 40 pts.; to some extent - 20 pts.; No – 0 pts.	40
<ul style="list-style-type: none"> Fluency in oral and written Romanian and English; fluency in Russian is an asset. Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset. 	Romanian, English – 3 pts each, Russian and other languages relevant for Moldova – 3 pts each up to maximum additional 15 pts	15
Maximum Total Technical Scoring		300
Financial		
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;		200

F – financial offer under consideration.	
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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