



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **20 September 2016**

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**Country:** Republic of Moldova

**Description of the assignment:** A group of Technical Consultants to review nominations and to provide recommendations for the 2016 UN Human Rights Awards

**Project Reference:** UN Moldova

**Period of assignment/services:** October-December 2016

Proposals should be submitted online only, by following the "Apply online" link, no later than [26 September 2016](#).

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

Promotion of human rights is one of the major priorities of the United Nations Country Team in Moldova. Organized since 2004, the UN Human Rights Awards competition aims to highlight and award creative, innovative, effective, timely and engaged human rights initiatives and actions. The Awards are presented during the Human Rights Gala of Awards ceremony, which is organized annually on or around 10 December - international Human Rights Day.

The competition is based on nominations with the public being encouraged to nominate civil society organizations and individuals, journalists, media organizations, public authorities, etc., who have made an outstanding and genuine contribution to the human rights promotion and protection in Moldova during September 2015 - August 2016.

Materials derived from this public consultation process, as well as other available materials, including through obtained through an additional independent research, are to be reviewed by the technical consultants and by an Independent Awards Board, as per the UN Human Rights Awards Regulation (attached to these Terms of Reference).

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

To review materials received through the public consultation process, as well as to conduct independent research, as needed. Provide a detailed recommendation as to Awards, and submit these recommendations to the Independent Awards Board for final decision on the winners, based on human

rights reasons and the criteria set out in the Awards Regulation.

Under the present Terms of References the national consultants will:

- Familiarize themselves with the UN Human Rights Awards Regulation;
- Participate in all working meetings of the team of consultants, including those organized by the UN office;
- Review the nominations and pre-evaluate the nominees;
- Conduct research for potential nominations among NGOs, media or public authorities and individuals, whose initiatives and activities deserve an award;
- Together with other members of the technical team, and with the guidance of UN Resident Coordinator's Office (UN RCO) and Office of the UN High Commissioner for Human Rights (OHCHR), as well as of other relevant parties, develop in writing comprehensive recommendations for the awards nominations to be presented to the Independent Awards Board;
- Participate, together with members of the Independent Awards Board, at final evaluation meeting(s);
- On an as-needed basis, work with the Independent Awards Board to clarify questions and/or requests for further information as to nominees for the Awards;
- Support the invitation of awardees and guests to the UN Human Rights Awards Gala.

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

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

I. Academic Qualifications:

- University degree in law, human rights, journalism or other relevant field.

II. Experience and skills:

- At least 5 years of professional and/or consistent experience in the field of human rights and/or media work;
- Experience of work or collaboration with human rights NGOs and media institutions, as well as with individual activists and journalists in the Republic of Moldova, as well as with other relevant actors at the national, regional and local level;
- Previous experience of research work in the area of human rights and/or media;
- Successful experience of work with the UN system organizations or other international organizations will be an advantage.

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 in law, human rights, journalism or other relevant field;
- At least five years of professional and/or consistent experience in the field of human rights and/or media work;
- Previous experience of research work in the area of human rights and/or media.

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
<b><u>Technical</u></b>		

<ul style="list-style-type: none"> <li>University degree in law, human rights, journalism or other relevant field.</li> </ul>	University degree – 40 pts.; Master degree – 55 pts.	55
<ul style="list-style-type: none"> <li>At least 5 years of professional and/or consistent experience in the field of human rights and/or media work;</li> </ul>	5 years –up to 30 pts.; each additional year - 5 pts., up to maximum 60 pts.	60
<ul style="list-style-type: none"> <li>Experience of work or collaboration with human rights NGOs and media institutions, as well as with individual activists and journalists in the Republic of Moldova, as well as with other relevant actors at the national, regional and local level;</li> </ul>	Less than 3 years - 5 pts.; 3 years - up to 30 pts.; each additional year - 5 pts., up to maximum 60 pts.	60
<ul style="list-style-type: none"> <li>Previous experience of research work in the area of human rights and/or media;</li> </ul>	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"> <li>Successful experience of work with the UN system organizations or other international organizations will be an advantage.</li> </ul>	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"> <li>Excellent knowledge of Romanian and/or Russian. Knowledge of English is an advantage.</li> </ul>	Romanian - 5 pts., Russian-5 pts., English- 5 pts.	15
<ul style="list-style-type: none"> <li>Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.</li> </ul>	Max - 10 pts.	10
<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:  <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.</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)**

