



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **21 October 2016**

Country: Republic of Moldova

Description of the assignment: National Consultant, Coordinator of Persons with Disabilities Mobilization and Empowerment activities

Project name: Joint Action to Strengthen Human Rights in Transnistrian Region Project/OHCHR

Period of assignment/services: 21 November 2016 - 20 November 2017 (up to 200 working days), with the possibility of extension

Proposals should be submitted **online by pressing the "Apply Online" button**, no later than **3 November 2016**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: moldova@ohchr.org. UNDP on behalf of OHCHR 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

In summer 2016 the United Nations in Moldova launched a new program "UN Joint Action to Strengthen Human Rights in the Transnistrian Region of the Republic of Moldova". This program is implemented primarily by OHCHR, UNDP and UNAIDS in partnership with civil society organizations, decision-makers and professionals from both banks of the Nistru-river. Under this program OHCHR will work on advancement of the rights of persons with disabilities, as well as of other vulnerable groups in the region. The implementation duration of the OHCHR component will be 2-2,5 years, starting in August 2016.

In the framework of this programme, OHCHR is seeking to recruit a National Consultant in charge of coordinating programme's activities related to mobilization and empowerment of persons with disabilities in the Transnistrian Region of the Republic of Moldova.

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 Programme Manager. The national consultant works in close collaboration with Programme staff and consultants, OHCHR/UN staff and consultants, project partners, organisations and groups of persons with disabilities, as well as other 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:

- Support and coordinate with the programme's staff and partners design and organisation of a series of capacity building and awareness raising events for persons with disabilities, other vulnerable persons, their groups and organizations, as well as regional decision-makers and wider society on preventing and combating discrimination, general international standards with regard to human rights and rights of persons with disabilities, as well as with regard to rights-based concept of disability and vulnerability;
- Provide relevant information regarding human rights, building practical skills for self-advocacy (e.g. running or participating in meetings, or public meetings) and support organisations and groups of persons with disabilities in order to form self-help and advocacy groups;
- Facilitate and support the networking activities between organizations of persons with disabilities, contribute to their empowerment to take action in protection and advancement of non-discrimination and their fundamental human rights as per international standards;
- Facilitate and support the establishment and operationalisation of the Sustainable Development Platform in the Transnistrian region of the Republic of Moldova and its Secretariat;
- Design, facilitate and coordinate with the programme's partners the community mobilization activities in preparation for piloting of the community services for persons with disability;
- Engage with the third parties (different stakeholders, such as representatives from social protection system, etc.) to increase their understanding of CRPD and assist them in applying CRPD standards;
- Undertake research and analysis relating to the situation of persons with disabilities in the Transnistrian region of the Republic of Moldova and community-based services for persons with disability;
- Coordinate closely the process of development and piloting of international human rights standards-compliant community services by the project partners and make recommendations for their multiplication and scaling-up at the next stages of the programme;
- Prepare and coordinate the process of amendment of the relevant regional regulatory framework(s) to bring it into conformity with the UDHR, ICCPR, ICESCR, CRPD, CEDAW, ECHR and other related international human rights standards, as well as with the recommendations of UN Senior Expert Thomas Hammarberg;
- Based on the lessons-learned during the implementation of the programme, develop recommendations for the follow-up phases of the programme;
- Perform other relevant duties as assigned by the Programme Manager

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- a) University degree in social science, law, human rights or other relevant discipline (Master's degree would be considered an advantage);
- b) Post-graduation education/courses on rights of persons with disability and/or community mobilisation would be considered an advantage.

II. Years of experience:

- a) At least five years of professional experience of work with persons with disabilities and their organizations;
- b) At least three years of professional experience at the national and/or international level in area of human rights;
- c) At least three years of professional experience in capacity building and community mobilisation for community groups and/or persons with disabilities;
- d) Previous experience of work on UDHR, ICCPR, ICESCR, CRPD, CEDAW, ECHR and other related international human rights standards;
- e) Previous experience in working in or on the Transnistrian region of the Republic of Moldova on human rights and empowerment of vulnerable groups, especially persons with disability, would be considered a strong advantage;
- f) Previous experience of working with NGOs and the de facto authorities at regional and local levels in Transnistrian region of the Republic of Moldova would be considered a strong advantage.

III. Language Requirements:

- g) Fluency in oral and written Russian, knowledge of Romanian and/or English languages will constitute a strong advantage;
- h) Knowledge of one or more minority languages relevant for Moldova, including Bulgarian, Gagauz, Ukrainian or Romani, as well as sign language(s), will be a strong advantage.

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.

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. Motivation Letter:
 - (i) Explaining why they are the most suitable for the work;
2. Financial proposal (fee per day);
3. Personal CV including past experience in similar projects and at least 3 references.

5. FINANCIAL PROPOSAL

The financial proposal will specify the daily fee. Payments are made to the Individual Consultant based on the number of days worked and submitted timesheet and deliverables, approved by the Programme Manager.

Travel

In-country travel expenses related to visits to and from project's locations on left bank of the Nistru River will be covered by the Project, subject to approval by Programme Manager.

In case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the Programme Manager 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 social science, law, human rights or other relevant discipline (Master's degree would be considered an advantage);
- At least five years of professional experience of work with persons with disabilities and their organizations;
- Previous experience in working in or on the Transnistrian region of the Republic of Moldova on human rights and empowerment of vulnerable groups, especially persons with disability, would be considered a strong advantage.

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>		
• Relevant University Degree	University degree - 10 points, Master degree - 15 points	15
• Post-graduation education/courses on rights of persons with disability and/or community mobilisation	Up to one month courses - 10 points, several months/up to one year courses - 20 points, PhD - 25 points	25
• Five years of professional experience of work with persons with disabilities and their organizations	5 years - 30 points, every additional year of experience - 5 points, up to 40 points max	40
• Three years of professional experience at the national and/or international level in area of human rights	3 years - 25 points, every additional year of experience - 5 points, up to 35 points max	35
• At least three years of professional experience in capacity building and community	3 years - 10 points, every additional year of experience - 2 points, up to 20 points	20

mobilisation for community groups and/or persons with disabilities	max	
<ul style="list-style-type: none"> Previous experience of work on UDHR, ICCPR, ICESCR, CRPD, CEDAW, ECHR and other related international human rights standards 	3 points for experience with one of the treaty bodies, up to 15 points max	15
<ul style="list-style-type: none"> Previous experience in working in or on the Transnistrian region of the Republic of Moldova on human rights and empowerment of vulnerable groups, especially persons with disability 	No experience - 0 points, existing experience in Transnistrian region - 10 points, existing experience in Transnistrian region with persons with disability - 15 points	15
<ul style="list-style-type: none"> Previous experience of working with NGOs and the de facto authorities at regional and local levels in Transnistrian region of the Republic of Moldova 	No experience - 0 points, existing experience - 15 points	15
<ul style="list-style-type: none"> Fluency in English, Romanian and Russian orally and in writing 	Fluency in oral and written Russian - 10 points, knowledge of oral and written Romanian - 5, knowledge of oral and written English - 5	15
<ul style="list-style-type: none"> Knowledge of one or more minority languages relevant for Moldova, including Bulgarian, Gagauz, Ukrainian or Romani, as well as sign language(s), will be a strong advantage 	1 point per additional language, up to 5 points max	5
<ul style="list-style-type: none"> Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness) 	(100 - demonstrated technical knowledge and experience; 30 - communication/ interpersonal skills; 10 - initiative; 10 - creativity/resourcefulness)	100
Maximum Total Technical Scoring		300
<u>Financial</u>		
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; F - financial offer under consideration.		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