



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **23 March 2017**

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**Country:** Republic of Moldova

**Description of the assignment:** OHCHR Anti-Discrimination Advocacy and Strengthening NHRIs Consultant

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

**Period of assignment/services:** April - November 2017, with a workload of up to 110 working days indicative

Proposals should be submitted online only, by following the "Apply online" link, no later than [2 April 2017](#).

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 Office of the United Nations High Commissioner for Human Rights (OHCHR) 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.

OHCHR 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. The National Human Rights Coordinator is assisted in the accomplishment of this mandate by a team of staff and consultants.

According to the Country Note for the Republic of Moldova 2014-2017, the 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 Anti-Discrimination and NHRIs consultant under these Terms of Reference works under the guidance and supervision of the National Human Rights Coordinator, and in closest collaboration with the National Human Rights Officer and other members of OHCHR team in

Moldova. The national consultant works in close collaboration with project partners, beneficiaries and stakeholders for the effective achievement of results, anticipating and resolving complex program-related issues and ensuring information delivery.

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

Task 1: Assist in advocating for and advancing legislative amendments aiming at strengthening the national anti-discrimination standards and policies (including, but not limited to the Law on Ensuring Equality and hate crime legislation), as well as at institutional strengthening of the two NHRIs – Ombudsperson’s Office and Equality Council;

Task 2: Assist the office in supporting strategic planning and capacity building of two NHRIs – Ombudsperson’s Office and Equality Council – including through:

2.1) Facilitating development/amendment of the Ombudsperson’s Office institutional Strategic Development Plan, including by engaging topic-specific consultants;

2.2) Facilitating alternative submissions by NHRIs towards UN treaty bodies;

2.3) Supporting presentations and public discussions of the Annual Report(s) of the NHRI(s) across the country;

2.4) Supporting outreach of the NHRI(s) to civil society and vulnerable groups across the country, including through production of info-materials;

2.5) Supporting preparation and submission of application towards A-status (as per Paris Principles) for the Ombudsperson’s Office.

Task 3: Assist the office in development and delivery of training modules/sessions in collaboration with the National Institute of Justice, particularly on discrimination and equality;

Task 4: Assist the office in promoting the gathering of disaggregated official data and statistics by criteria protected by the anti-discrimination standards, mainly through advocacy meetings and methodological guidance to the National Bureau of Statistics, Ministry of Labor, Social Protection and Family, State Chancellery, civil society organizations and other relevant actors;

Task 5: Assist in development of the new comprehensive program on anti-discrimination and NHRIs and in securing its funding, including a component on the new Equality & Discrimination / Human Rights Perceptions Study(ies).

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 or other relevant discipline (Master’s degree – a strong advantage);

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

- At least five years of professional experience at the national and/or international level in human rights, especially on anti-discrimination work;
- At least two years of professional experience in law and policy advocacy;
- At least two year of professional experience in institutional capacity development work;
- Experience of working with minorities, marginalized or stigmatized groups is a strong asset.

#### **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 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 in law, human rights or other relevant discipline;
- At least five years of professional experience at the national and/or international level in human rights, especially on anti-discrimination work;
- Fluency in oral and written Romanian, Russian, 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
<b>Technical</b>		
<ul style="list-style-type: none"> <li>University degree in law, human rights or other relevant discipline (Master's degree – a strong advantage);</li> </ul>	University degree – 20 pts.; Master degree – 30 pts.	30
<ul style="list-style-type: none"> <li>At least five years of professional experience at the national and/or international level in human rights, especially on anti-discrimination work;</li> </ul>	5 years –up to 20 pts.; each additional year - 5 pts., up to maximum 45 pts.	45
<ul style="list-style-type: none"> <li>At least two years of professional experience in law and policy advocacy;</li> </ul>	Less than 2 years - 10 pts.; 2 years - up to 20 pts.; each additional year - 5 pts., up to maximum 40 pts.	40
<ul style="list-style-type: none"> <li>At least two year of professional experience in institutional capacity development work;</li> </ul>	Less than 2 years - 5 pts.; 2 years - up to 20 pts.; each additional year - 5 pts., up to maximum 35 pts.	35
<ul style="list-style-type: none"> <li>Experience of working with minorities, marginalized or stigmatized groups is a strong asset;</li> </ul>	Large - 20 pts.; to some extent - 10 pts.; No – 0 pts.	20
<ul style="list-style-type: none"> <li>Fluency in oral and written Romanian, Russian, and English;</li> <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 - 6 pts. (2 pts –each language);  Max - 9 pts.	15
<ul style="list-style-type: none"> <li>Interview (demonstrated competences as specified in the annex 1- Terms of reference);</li> </ul>	60 – Job Knowledge/ In-depth knowledge of the subject-matter; 40 – Development and Operational Effectiveness.	100
<ul style="list-style-type: none"> <li>Belonging to the under-represented groups within the UN Moldova (persons with disabilities, Roma and other ethnic, linguistic or religious minorities, persons living with HIV, refugees and other noncitizens as self-declared).</li> </ul>	No – 0 pts, to one group – 10 pts, to two or more groups – 15 pts.	15

<b>Maximum Total Technical Scoring</b>	<b>300</b>
<b><u>Financial</u></b>	
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.	<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**