



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **29 March 2017**

Country: Republic of Moldova

Description of the assignment: Consultant to provide logistical and administrative support to UNDP and OHCHR Offices in Moldova

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

Period of assignment/services: 18 April - 31 December 2017, up to 200 working days in total (split 50/50 between UNDP and OHCHR)

Proposals should be submitted online only, by following the “Apply online” link, no later than [05 April 2017](#).

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

1.1 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.

The OHCHR field presence in Moldova, led by the National Human Rights Coordinator, assists the UN RC Office, UN Country Team in Moldova (UNCT), Government and civil society in strengthening human rights and human rights based approaches, working closely with the UN Country Team on capacity building and mainstreaming human rights in their work, as well as providing support in 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.

1.2. The UNDP Operations Unit provides a variety of services to other Units in the Country Office, to UNDP development projects and to other UN Agencies. Additionally, in 2016, the Operations Unit will coordinate or contribute to implementation of several complex cross-sectorial and business innovation initiatives: finalization of the “UNDAF innovation facility project on Diversity”, improving the physical accessibility of the UN House, and mainstreaming diversity and accessibility principles into programme and operations; energy saving and greening initiatives based on recommendations of the building Energy Audit; reorganization and digitalizing of CO archive and development of procedures and tools for internal documents’ workflows; other initiatives for improving the working environment and address staff well-being issues.

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

The overall objective of this assignment is to provide logistic and administrative support to UNDP and OHCHR Offices in Moldova, in line with the corporate policies and internal guidance documents of both UN Agencies.

More specifically, the assignment will require the completion of the following tasks:

1. Organize at least 10 public events (workshops, trainings, roundtables and working group meetings) in the framework of OHCHR activities, including preparing invitations and performing follow-up to invitations,;
2. Provide logistic support to events organized by UNDP and OHCHR on behalf of other agencies;
3. Organize small procurement processes (de ex: at least 5 per month) and prepare payment processing for activities within OHCHR office;
4. Assist in selection and recruitment/extension processes of at least 10 national OHCHR consultants under IC modality;
5. Provide support for administration of UN Diversity Interns;
6. Coordinate archiving of procurement, HR and other operations files for UNDP and OHCHR;
7. Arrange external and internal meetings (at least 5 events per month). Participate in discussions and meetings related to management of OHCHR and UNDP activities; take notes and prepare minutes of various meetings, workshops and working group meetings;
8. Assist with administrative and logistics aspects of the at least 6 missions/visits to Moldova; Provide support to experts, national and international consultants as concerns communication, contracts, agenda, visas, hotel reservations, etc;
9. Register incoming OHCHR correspondence and support internal circulation of documents.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University Degree in economics, finance, accounting, law, public administration or other related field;

II. Experience and skills:

- At least 3 years of professional experience in administrative work, accounting/finance, economics, or other substantive area is required;
- Previous experience in development assistance or related work for a donor organization, consulting company or NGO is a very strong advantage;
- Good oral and written communication skills;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advanced knowledge of spreadsheet and database packages, experience in handling of web based management systems;
- Demonstrated multi-tasking and self-management skills;
- Demonstrated commitment to UN's and OHCHR's mission, vision and values;
- Persons from under-represented groups will have a priority under this announcement.

III. Language requirements:

- Fluency in both oral and written English and Romanian is a must. Knowledge of Russian is an advantage;
- Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, 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 (fee per day);
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 economics, finance, accounting, law, public administration or other related field;
- At least 3 years of professional experience in administrative work, accounting/finance, economics, or other substantive area is required;
- Fluency in both oral and written English and Romanian is a must.

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 in economics, finance, accounting, law, public administration or other related field; 	University degree – 30 pts., Master degree – 40 pts.	40
<ul style="list-style-type: none"> At least 3 years of professional experience in administrative work, accounting/finance, economics, or other substantive area is required; 	3 years –up to 40 pts.; each additional year - 5 pts., up to maximum 60 pts.	60
<ul style="list-style-type: none"> Previous experience in development assistance or related work for a donor organization, consulting company or NGO is a very strong advantage; 	Less than 2 years –up to 20 pts.; each additional year - 5 pts., up to maximum 50 pts.	50
<ul style="list-style-type: none"> Good written communication skills; 	Max – 20 pts.	20
<ul style="list-style-type: none"> Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advanced knowledge of spreadsheet and database packages, experience in handling of web based management systems; 	Large - 20 pts.; to some extent - 10 pts.; No – 0 pts.	20
<ul style="list-style-type: none"> Fluency in both oral and written English and Romanian is a must. Knowledge of Russian is an advantage; Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Ukrainian, Romani or sign language is an asset; 	Romanian, English – 5 pts each, Russian and other languages relevant for Moldova – 5 pts each up to maximum additional 15 pts	25
<ul style="list-style-type: none"> Interview (demonstrated competences as specified in the annex 1- Terms of reference); 	30 pts.- Good oral communication skills; 30 pts.- Demonstrated multi-tasking and self-management skills; 10 pts. - Proven commitment to the core values of the United Nations; in particular, is respectful of differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.	70
<ul style="list-style-type: none"> 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). 	No – 0 pts, to one group – 10 pts, to two or more groups – 15 pts.	15
Maximum Total Technical Scoring		300

<u>Financial</u>	
<p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p><u>$S = F_{min} / F * 200$</u></p> <p>S – score received on financial evaluation;</p> <p>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;</p> <p>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