



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **11 April 2017**

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**Country:** Republic of Moldova

**Description of the assignment:** National Consultant, Regional Coordinator in the Transnistrian region of the Republic of Moldova

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

**Period of assignment/services:** 1 May 2017 - 14 December 2017 (up to 70 working days), with the possibility of extension

Proposals should be submitted online only, by following the "Apply online" link, no later than [25 April 2017](#).

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

The OHCHR's work on improving the right-bank normative and institutional frameworks, including within the EU-supported OHCHR project on anti-discrimination (also covering the Transnistrian region), provided valuable lessons learnt. Specifically, they referred to the complex

rights-based approaches focused on building strong civil society platforms, developing community models, informed by the UN human rights standards. The proposed programme comes to continue and consolidate earlier UN efforts solidly based on the Thomas Hammarberg's recommendations framework

In the framework of this programme, OHCHR is seeking to recruit a National Consultant that will provide coordination and logistical support to programme's activities related to mobilization and empowerment of persons with disabilities (PwDs) and other vulnerable groups, as well as regional decision-makers and stakeholders in the Transnistrian region of the Republic of Moldova.

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

National Consultant will work under guidance and supervision of the Programme Manager and in close collaboration with Programme staff and consultants, OHCHR/UN staff and consultants, project partners, organisations and groups of PwDs, as well as other stakeholders for the effective achievement of results, anticipating and resolving complex program-related issues and information delivery.

The National Consultant will:

- Identify partners and participants for a series of capacity building, community mobilisation and awareness raising events for PwDs;
- Identify locations and facilitate organization of capacity building, community mobilisation and awareness raising events for programme partners and target groups;
- Provide logistical support for the networking activities between organizations of PwDs;
- Identify potential partners and facilitate their participation in the activity of the envisaged Sustainable (Community) Development Platform;
- Provide logistical support for establishment and operationalisation of Sustainable (Community) Development Platform in the Transnistrian region of the Republic of Moldova and its Secretariat;
- Organise exchange/study visits to the right bank of the Nistru river for representatives of the Transnistrian civil society organisations;
- Facilitate establishment and maintenance of working relations with the local stakeholders;
- Engage with the third parties to increase their understanding of CRPD;
- Monitor and inform the Programme Manager and programme's staff on any internal developments that may affect the successful implementation of the programme;
- Provide support to the piloting of community services, which are compliant with international human rights standards;
- 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**

### **1. Academic Qualifications:**

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

## II. Experience and skills:

- At least three years of professional experience in organising capacity building, community mobilisation and/or awareness raising activities for community groups. Work with community groups of PwDs would be considered a strong advantage;
- Previous experience of work on UDHR, ICCPR, ICESCR, CRPD, CEDAW, ECHR and other related international human rights standards would be considered an advantage;
- Previous experience in working in Transnistrian region of the Republic of Moldova on human rights and empowerment of vulnerable groups, especially PwDs, would be considered a strong advantage;
- Previous experience of working with NGOs, decision-makers- at the regional and local levels in the Transnistrian region of the Republic of Moldova would be considered a strong advantage.

## III. Language requirements:

- Fluency in oral and written Russian; working knowledge of English language; working knowledge of Romanian language would be considered an advantage;
- Knowledge of one or more relevant minority languages, including Bulgarian, Ukrainian or Romani, as well as sign language(s), will be a strong advantage

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested candidates must submit the following documents/information to demonstrate their qualifications:

1. Motivation Letter, explaining why they are the most suitable candidate for the work;
2. Financial proposal (fee per day in MDL, including local transportation, communication and other relevant costs);
3. Personal CV, including experience in similar assignments and contact details of at least 3 reference persons.

## **5. FINANCIAL PROPOSAL**

Financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payments are paid in installments and are based upon output, i.e. upon delivery of the services specified in the TOR. 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, travel costs, etc.).

### Travel

This assignment envisages extensive amount of time to be spent in the Transnistrian region of the Republic of Moldova. 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 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, candidates will be short-listed based on the following minimum qualification criteria:

- University degree in social science, law, human rights or other relevant discipline;
- At least three years of professional experience in organising capacity building, community mobilisation and/or awareness raising activities for community groups.;
- Fluency in oral and written Russian.

Short-listed applicants will be further evaluated based on the following methodology:

### Cumulative analysis

The award of the contract shall be made to the candidate, 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>		
• University degree in law, human rights or other relevant discipline (Post-graduation education - strong advantage)	University degree - 20 pts.; Master degree - 30 pts.	30
• At least three years of professional experience in organising capacity building, community mobilisation and/or awareness raising activities for community groups. Work with community groups of PwDs	3 years - up to 20 pts.; each additional year - 5 pts., up to maximum 45 pts.	45
• Previous experience of work on UDHR, ICCPR, ICESCR, CRPD, CEDAW, ECHR and other related international human rights standards would be considered an advantage	Each year - 5 pts, up to maximum 30 pts	30
• Previous experience in working in Transnistrian region of the Republic of Moldova on human rights and empowerment	Less than 2 years - 10 pts.; 2 years - up to 25 pts.; each additional year - 5 pts., up to maximum 45 pts.	45

of vulnerable groups, especially PwDs, would be considered a strong advantage		
<ul style="list-style-type: none"> <li>Previous experience of working with NGOs, decision-makers - at the regional and local levels in the Transnistrian region of the Republic of Moldova would be considered a strong advantage</li> </ul>	3 years of experience - 20 pts.; 2 years - 10 pts.; 1 year-5 pts.	20
<ul style="list-style-type: none"> <li>Fluency in oral and written Russian; working knowledge of English language; working knowledge of Romanian language would be considered an advantage</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>	Russian - 6 pts, English and Romanian - 2 pts each);  Each additional language - 1 pt.	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 non-citizens as self-declared)</li> </ul>	Majority group - 0 pts, one under-represented 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><u><math>S = F_{min} / F * 200</math></u></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**