



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **16 June 2017**

Country: Republic of Moldova

Description of the assignment: OHCHR Human Rights Mobilization Consultant(s)

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

Period of assignment/services: July – December 2017, with a workload of up to 61 working days indicative, as follows: Lot 1 – 25 days, Sub-Lot 2.1 – 12 days, Sub-Lot 2.2 – 12 days, Sub-Lot 2.3 – 12 days

Proposals should be submitted online only, by following the “Apply online” link, no later than [26 June 2017](#). The applicant, following the job application process, should receive a confirmation e-mail. Confirmation of successful application should be forwarded to the following e-mail: violeta.fetescu@one.un.org.

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

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 Empowerment, Mobilization and Local Development Consultant(s) under these Terms of

Reference work(s) under the guidance and supervision of the National Human Rights Coordinator, and in closest collaboration with other members of OHCHR team. 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.

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 three years of professional experience at the national and/or international level in human rights work;

Specific Requirement for Lot 1:

- At least three years of professional experience in work with vulnerable groups, civil society organizations and/or community-based organizations (experience of coalition-building in this field is a great advantage).

Specific Requirement for Sub-Lot 2.1:

- At least three years of professional experience in work as or closely with University professors (as or with law professors – a great advantage).

Specific Requirement for Sub-Lot 2.2:

- At least three years of professional experience in work as or closely with school teachers (as school principal – a great advantage).

Specific Requirement for Sub-Lot 2.3:

- At least three years of professional experience in work as or closely with medical professionals (as a medical professional in management position – a great advantage).

III. Language requirements:

- Fluency in oral and written Romanian and Russian (English – a strong advantage).
- 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;
- (iii) Indicating which LOT and/or Sub-LOT they are applying for.

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:

- At least three years of professional experience at the national and/or international level in human rights;
- At least three years of professional experience in work with vulnerable groups, civil society organizations and/or community-based organizations --only for Lot 1;
- At least three years of professional experience in work as or closely with University professors—only for Sub-Lot 2.1;
- At least three years of professional experience in work as or closely with school teachers—only for Sub-Lot 2.2;
- At least three years of professional experience in work as or closely with medical professionals –only for Sub-Lot 2.3;
- Fluency in oral and written Romanian and Russian.

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
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		Points Obtainable
Technical		
University degree in law, human rights or other relevant discipline (Master's degree – a strong advantage);	University degree – 40 pts.; Master degree – 50 pts.	50
At least three years of professional experience at the national and/or international level in human rights;	3 years –up to 40 pts.; each additional year - 10 pts., up to maximum 80 pts.	80
<u>Specific Requirement for Lot 1:</u> - At least three years of professional experience in work with vulnerable groups, civil society organizations and/or community-based organizations (experience of coalition-building in this field is a great advantage). <u>Specific Requirement for Sub-Lot 2.1:</u> - At least three years of professional experience in work as or closely with University professors (as or with law professors – a great advantage); <u>Specific Requirement for Sub-Lot 2.2:</u> - At least three years of professional experience in work as or closely with school teachers (as school principal – a great advantage); <u>Specific Requirement for Sub-Lot 2.3:</u> - At least three years of professional experience in work as or closely with medical professionals (as a medical professional in management position – a great advantage).	3 years - up to 50 pts.; each additional year - 10 pts., up to maximum 100 pts. Proven experience considered as a great advantage—additional 25 pts. Note: The criteria under specific requirements will be evaluated separately for each Lot and/or Sub-Lot.	125
Fluency in oral and written Romanian and Russian (English – a strong advantage);	Max - 15 pts. (5 pts –each language);	15
Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset;	Max - 10 pts. (5 pts –each language);	10
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 – 20 pts.	20
Maximum Total Technical Scoring		300

Financial	
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