



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 09 November 2012

Country: Republic of Moldova

Description of the assignment: National consultant to develop the first Policy Brief on access of Roma population to labor market through combined study of the available statistical data, data of the ANOFM, additional focus groups and individual questionnaires.

Project name: Formulation of National Human Development Reports

Period of assignment/services: November-December 2012 (expected workload 15 working days)

Proposals should be submitted online by pressing the "Apply Now" button or by email to vacancies-moldova@undp.org, no later than 20 November 2012.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: dumitru.vasilescu@undp.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

Social protection of Roma represents one of the key challenges for Moldova's development agenda given the exposure of this group to various forms of social exclusion, particularly under the current crisis conditions. The Moldovan Government as reflected by the development and adoption of several operational instruments, including the Action Plan for supporting Roma in the Republic of Moldova (2011-2015), increasingly recognizes this.

The donor community and UN Family specifically, strongly supported the Government's efforts through quantitative and qualitative research and capacity building activities that have served to enhance the national dialogue on Roma situation in Moldova, as well as providing a platform for the development of sound policies and the implementation of comprehensive programs of Roma social inclusion. In 2007, for instance, UNDP has commissioned the development of the first comprehensive national report "Roma in the Republic of Moldova" which prompted national key stakeholders for more action. The UNCT has embedded relevant aspects related to Roma inclusion into its strategic planning for the next five years. The new UNPF (2013-2017) recognizes the need for measures that would lead to inclusive economic development and ensure equal opportunities and rights in access to various services for many vulnerable categories of population, including Roma.

Targets for Roma inclusion are explicitly included in the UNPF in the field of education. In 2008, the Parliament approved the Law on Social Welfare that proves on a comparative basis being a more efficient instrument in targeting the most vulnerable households and guaranteeing minimum level of income and floor for social protection. Nonetheless, the extent to which Roma households get access to these and other benefits, access to health insurance and education services and labour market in particular, continues to be rather problematic.

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

The national consultant will desk review all existing surveys and recent analysis on access of Roma to various services, including in particular labour market; will constantly communicate and interact with the national team of expert currently involved in the mapping of the relatively densely populated Roma communities, will apply various techniques to collect additional information where needed, and will finally develop a policy brief that would suggest feasible policy recommendations to maximize access of Roma to local labour market and labour opportunities. The policy brief will mainly focus on: current situation in access to labour market, key current and prospective constraints; key constraints as perceived by Roma people; key feasible ways to improve the functioning of the network of mediators so that access to labour is maximized and constraints removed; key policy recommendations at various levels and with various time horizons, particularly by taking into account the existent policy framework and budgetary constraints.

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

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Advanced degree in Law, Social Science, Economics or other relevant fields.

II. Years of experience:

- At least 5 years of proven analytical skills and previous experience in mapping of communities, analysis of local social and economic needs;
- At least 5 years of demonstrated experience in comparative analysis, research, monitoring, assessment/evaluations in social inclusion and human rights areas.

III. Competencies:

- Familiarity with the situation of Roma population in Moldova and its regional aspects;
- Knowledge of the national regulations, including institutional, legal and policy frameworks, in the area of social inclusion, mainly related to Roma population;
- Excellent communication and teamwork skills;
- Working knowledge of Moldavian/Romanian and Russian. Knowledge of English and Romani will be an advantage;
- Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Ukrainian or sign language is an asset;

- Adheres 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.

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 (if applicable);
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references.

5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments 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 travel, per diems, and number of anticipated working days).

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:

- Advanced degree in Law, Social Science, Economics or other relevant fields.
- At least 5 years of proven analytical skills and previous experience in mapping of communities, analysis of local social and economic needs;
- At least 5 years of demonstrated experience in comparative analysis, research, monitoring, assessment/evaluations in social inclusion and human rights areas.

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		
• Advanced degree in Law, Social Science, Economics or other relevant fields.	(under-Master's – 20 pts, Master's – 30 pts)	30
• At least 5 years of proven analytical skills and previous experience in mapping of communities, analysis of local social and economic needs.	(5 years – 20 pts, >5 years – 30 pts)	30
• At least 5 years of demonstrated experience in comparative analysis, research, monitoring, assessment/ evaluations in social inclusion and human rights areas.	(5 years – 20 pts, >5 years – 30 pts)	30
• Familiarity with the situation of Roma population in Moldova and its regional aspects.	(no – 0, yes – 10 pts.)	10
• Knowledge of the national regulations, including institutional, legal and policy frameworks, in the area of social inclusion, mainly related to Roma population.	(no – 0, yes – 30 pts.)	30
• Excellent communication and teamwork skills.	(no – 0, yes – 10 pts.)	10
• Working knowledge of Moldavian /Romanian and Russian. Knowledge of English and Romani will be an advantage.	(Moldavian/Romanian and Russian – 20 pts; English – 10 pts)	30
• Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Ukrainian or sign language is an asset.	(10 pts for each additional language)	30
• Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness).	(60 – demonstrated technical knowledge and experience; 15 – communication/ interpersonal skills; 15 – initiative; 10 – creativity/resourcefulness)	100
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; F _{min} – 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