



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **18 August 2017**

Country: Republic of Moldova

Description of the assignment: OHCHR Short-Term Consultant on Physical Accessibility

Project Reference: UN Human Rights Office – OHCHR Moldova: Diversity, Equality and Inclusion Program

Period of assignment/services: 1 month (4 September 2017- 5 October 2017), up to 14 working days with flexible work schedule

Proposals should be submitted online only, by following the “Apply online” link, no later than [25 August 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 his mandate by a National Human Rights Officer.

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.

As a part of its mandate of promoting the human diversity, nondiscrimination and inclusion of people from groups most vulnerable to human rights violations in all socio-economic fields, OHCHR made one of its priorities consolidation of efforts in improving physical and mainstreaming informational accessibility in public and private institutions, including conference centers and hotel, which are contracted by UN for organization of events.

Since 2010 UN Moldova makes efforts towards mainstreaming diversity, equality and inclusion principles into operations, procurement, human resources and communications areas. Physical and informational accessibility has been one of the key priorities within the established UN Diversity Initiative. In 2015, the UNDP Communications intern with the support of the OHCHR checked the accessibility of a number of hotels and conference centers in Chisinau. Thus, an evaluation list for analyzed venues was produced. The information was used by the UN in the process of procurement of events organization services. By mid-2017 the collected information regarding the accessible venues got outdated and needs to be updated with new venues and other information. Having a complete, updated list with accessible venues will help to promote the idea of contracting services from vendors with accessible venues, and thus incentivize other partners to accommodate the needs of persons with disabilities.

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

Under the guidance of the National Human Rights Coordinator the **overall objective** of the Consultant on Physical Accessibility will have the following responsibilities and duties:

1. Provide support to UN Moldova and OHCHR team, in particular to Diversity, Equality and Inclusion Program Coordinator (OHCHR) in consulting public and private institutions on improving physical accessibility in their premises;
2. Take part in relevant working meetings, related to accessibility efforts coordination and provide technical expertise;
3. Analyze all the documents, produced by UNDP Communications Intern – Checklist for hotels and conference centers, ranked venues and accessibility analysis of the existing spaces in Chisinau and come with a detailed and explicit further actions plan;
4. Make a thorough documentation on the lack, partial and full accessibility of the hotels and conference centers in Chisinau, according to the checklist and standards;
5. Elaborate a set of recommendations for each documented space to improve its reasonable accommodation;

6. Produce an activity report and an up-dated accessible venues list;
7. Hold an info-session with the power-point presentation of the results of the research.
8. Other duties as assigned by supervisor(s).

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- University Degree in architecture and License of Architect;

Experience and skills:

- At least three (3) years of professional experience in designing construction project proposals with the focus on accessibility and their practical successful implementation;
- Experience in creating innovative solutions, confirmed by works (drawings/technical designs) done;
- Proven experience in applying national laws and regulations on accessibility, including the national norms on constructions;
- Experience in drawing technical schemes of the necessary external and internal renovations in premises;

Language requirements:

- Fluency in both oral and written Romanian and Russian, is a must. Fluency in English - would be an asset. Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.

Diversity Clause: Applicants from under-represented groups (persons with disabilities, Roma and other ethnic, linguistic or religious minorities, persons living with HIV, refugees and other noncitizens) will have an advantage during the selection process. OHCHR is committed to reasonably accommodate the working environment for the persons with special needs.

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 including relevant past experience;
- (ii) Provide a brief methodology on how they will approach and conduct the work.

2. Financial proposal with daily fee and total lump sum for the whole working period;
3. Personal CV including past experience in similar projects and at least 3 references, one (1) or two (2) recommendation letters.

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 made in 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 architecture and License of Architect;
- At least three (3) years of professional experience in designing construction project proposals with the focus on accessibility and their practical successful implementation;

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
<u>Technical</u>		
University Degree in architecture and License of Architect;	University degree – 40 pts.; Master degree – 50 pts.; PHD degree – 60pts.;	60
At least three (3) years of professional experience in designing construction project proposals with the focus on accessibility and their practical successful implementation;	3 years –up to 60 pts.; each additional year - 5 pts., up to maximum 80 pts;	80
Experience in creating innovative solutions, confirmed by works (drawings/technical designs) done;	No – 0 pts.; each innovative input - 5 pts; up to a maximum of 25 pts.;	25
Proven experience in applying national laws and regulations on accessibility, including the national norms on constructions;	Less than 2 years – 0 pts.; 2 years – up to 15 pts.; 3 years –up to 20 pts.; each additional year - 5 pts., up to maximum 35 pts;	35
Experience in drawing technical schemes of the necessary external and internal renovations in premises (completed assignments/projects);	No-0 pts., each completed project - 10 points; up to a maximum of 60 pts.;	60
Fluency in both oral and written Romanian and Russian, is a must. Fluency in English - would be an asset;	Max - 15 pts. (5 pts –each language);	25
Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset;	Max - 10 pts. (2 pts –each language);	
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