



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **06 October 2017**

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**Country:** Republic of Moldova

**Description of the assignment:** Consultant on Local Development and Human Rights

**Project Reference:** UN Human Rights Office (OHCHR) via UNDP Moldova

**Period of assignment/services:** October – December 2017, (up to 20 working days)

Proposals should be submitted online only, by following the "Apply online" link, no later than [16 October 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: [liudmila.iachim@one.un.org](mailto:liudmila.iachim@one.un.org).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [liudmila.iachim@one.un.org](mailto:liudmila.iachim@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 UN Human Rights Office (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 UN Human Rights Office 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 and team of 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 Consultant on Local Development and Human Rights 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 – an advantage);

### **II. Experience and skills:**

- At least five years of professional experience in work with/within local public authorities in local community development, in administration, decision-making processes (experience of applying human rights based approach – is a great advantage);
- At least three years of professional experience at the national and/or international level in human rights work.

### **III. Language requirements:**

- Fluency in oral and written Romanian. Knowledge of Russian and English – an advantage. Knowledge of one or more languages relevant for Moldova, including Bulgarian, Gagauz, 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;
- (ii) Provide a brief methodology on how they will approach and conduct the work.

### **2. Financial proposal (fee per day and lump sum);**

### **3. Personal CV including past experience in similar assignments and the contact details of at least 3 reference persons.**

### **4. Offeror's Letter confirming Interest and Availability.**

## 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 law, human rights or other relevant discipline;
- At least five years of professional experience in work with/within local public authorities in local community development, in administration, decision-making processes;

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
<b><u>Technical</u></b>		
University degree in law, human rights or other relevant discipline (Master's degree – an advantage);	University degree – 50 pts.; Master degree – 60 pts.;	60

At least five years of professional experience in work with/within local public authorities in local community development, in administration, decision-making processes (experience of applying human rights based approach – is a great advantage);	5 years –up to 40 pts.; each additional year - 5 pts., up to maximum 75 pts; experience of applying human rights based approach: No-0, 1 year- additional 5 pts., 2 years- 10 pts., more than 2 years- 15 pts.;	90
At least three years of professional experience at the national and/or international level in human rights work.	No-0; 1 year – 10 pts., 2 years – 20 pts., 3 years - 30 pts.; each additional year - 10 pts., up to maximum 80 pts.	80
Fluency in oral and written Romanian. Knowledge of Russian and English – an advantage.	Max - 30 pts. (10 pts –each language);	30
Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauz, Romani, Ukrainian or sign language is an asset.	Max - 20 pts. (4 pts –each language);	20
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
<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><math>S = F_{min} / F * 200</math></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**