



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **4 January 2018**

Country: Republic of Moldova

Description of the assignment: National Consultant – Adviser on the Rights of Persons with Disabilities

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

Period of assignment/services: January- December 2018, 11 months, with estimated workload of up to 180 working days – with possibility of extension for the following period/year(s)

Proposals should be submitted online only, by following the “Apply online” link, no later than [15 January 2018](#). 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.

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

1. BACKGROUND

The UN Human Rights Office (Office of the UN High Commissioner for Human Rights – OHCHR) is a United Nations structure with a unique mandate from the international community to promote and protect human rights universally towards full implementation of the 1948 Universal Declaration of Human Rights and other international human rights standards.

UN Human Rights Office in Moldova, led by the National Human Rights Coordinator, assists the UN RC Office, UN Country Team in Moldova (UNCT), Government and civil society in strengthening human rights and human rights based approaches, working closely with the UN Country Team on capacity building and mainstreaming human rights in their work, as well as providing support in engagement with national actors on human rights, including advising national authorities upon request.

One of the Office’s strategic priorities for 2018-2021 is work in the field of Rights of Persons with Disabilities, including in the Transnistrian region of Moldova. In particular, the objective of this work is implementation of all provisions of the UN Convention on the Rights of Persons with Disabilities, as well as of the 2017 Concluding Observations on Moldova of the UN Committee on the Rights of Persons with Disabilities, 2016 Report of the UN Special Rapporteur on the Rights of Persons with Disabilities following 2015 official visit to the country and region, 2013 and further follow-up recommendations of UN Senior Human Rights Expert Thomas Hammarberg.

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

Under the guidance of the National Human Rights Coordinator and Human Rights in the Transnistrian Region Program Manager, the Consultant shall:

1. Advise and assist in disability determination reform(s) in the Transnistrian region of Moldova, following-up on disability determination reform in mainland Moldova and drawing on the positive experiences of this reform;
2. Advise and assist in reform(s) on prevention of institutionalization and deinstitutionalization of persons with disabilities in the Transnistrian region of Moldova, following-up on deinstitutionalization reform in mainland Moldova and drawing on the positive experiences of this reform;
3. Advise and assist in reform(s) on development of community services for persons with disabilities towards ensuring independent/autonomous living with dignity in the Transnistrian region of Moldova, following-up on community services reform in mainland Moldova and drawing on the positive experiences of this reform;
4. Advise and assist in reform(s) on inclusive education, assisted employment of persons with disabilities, prevention and combatting of violence against persons with disabilities in custody in the Transnistrian region of Moldova, following-up on such reforms in mainland Moldova and drawing on the positive experiences of these reforms;
5. Advise and assist in Office's work towards empowerment of persons with disabilities, restoration of legal capacity of persons with disabilities in conditions of equality with others, physical and informational accessibility, as well as work with mass media and educators on the subjects concerning rights of persons with disabilities – across both banks of Nistru-river;
6. Strengthening active groups and organizations of persons with disabilities and network(s) of persons with psychosocial and intellectual disabilities, at both banks of Nistru-river;
7. Promoting international principles and standards on rights of persons with disabilities (in the first place CRPD) for various stakeholders, incl. health, social, educational and justice fields, through trainings, on both banks of Nistru-river.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- I. Academic Qualifications:
 - University degree, preferably in law, social science, psychology or other discipline related to human rights and/or persons with disabilities (Master's or doctoral degree – an advantage);
- II. Experience and skills:
 - At least five (5) years of relevant professional experience at the national and/or international level on rights of persons with disabilities, based on international standards on rights of persons with disabilities;
 - Proven practical experience in working on reforms concerning persons with disabilities (particularly such reforms as disability determination, deinstitutionalization, legal capacity, inclusive education, community services for persons with disabilities or similar reforms);

- Proven experience of developing and delivering training modules related to the concepts of supported decision making, independent living and other disability related inclusion measures;
- Proven experience in conducting research, monitoring and documentation, and development of policy papers;
- Proven experience of working with organizations of persons with disabilities;
- Experience in working with persons with psychosocial or intellectual disabilities is a strong asset.

III. Language requirements:

- Fluency in both oral and written Romanian and Russian, as well as good knowledge of English, is a must. 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 (fee per day and total amount);

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, preferably in law, social science, psychology or other discipline related to human rights and/or persons with disabilities (Master's or doctoral degree – an advantage);
- At least five (5) years of relevant professional experience at the national and/or international level on rights of persons with disabilities, based on international standards on rights of persons with disabilities.

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:

- responsive/compliant/acceptable, and
- 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, preferably in law, social science, psychology or other discipline related to human rights and/or persons with disabilities (Master's or Doctoral degree – an advantage);	University degree – 40 pts.; Master degree – 50 pts.; Doctoral degree – 60 pts.;	60
At least five (5) years of relevant professional experience at the national and/or international level on rights of persons with disabilities, based on international standards on rights of persons with disabilities;	5 years –up to 50 pts.; each additional year - 5 pts., up to maximum 80 pts.;	80
Practical knowledge of work on reforms concerning persons with disabilities (particularly such reforms as disability determination, deinstitutionalization, legal capacity, inclusive education, community services for persons with disabilities or similar reforms);	No-0; 1 case- 10 pts., 2 cases – 15 pts., 3 cases– 20 pts., 4 cases– 25 pts.; 5 cases and more -30 pts.;	30
Proven experience of developing and delivering training modules related to the concepts of supported decision making, independent living and other	No-0; 1 case- 5 pts., 2 cases – 10 pts., 3 cases and more – 15 pts.;	15

disability related inclusion measures;		
Professional experience in conducting research, monitoring and documentation, and development of policy papers;	No-0; 1 case- 5 pts., 2 cases – 10 pts., 3 cases– 15 pts.; 4 cases and more -20 pts.;	20
Experience of work with organizations of persons with disabilities;	Less than 1 year- 0 pts.; 1 year – 5 pts.; 2 years – 10 pts.; 3 years - 15 pts.; each additional year - 5 pts., up to maximum of 25 pts.	25
Experience of work with persons with psychosocial or intellectual disabilities is a strong asset.	Less than 1 year- 0 pts.; 1 year – 5 pts.; 2 years – 10 pts.; 3 years - 15 pts.; each additional year - 5 pts., up to maximum of 25 pts	25
Fluency in oral and written Romanian and Russian, as well as good knowledge of English, is a must;	Max - 30 pts. (10 pts –each language);	30
Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauz, Romani, Ukrainian or sign language is an asset;	Max - 10 pts. (2 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 – 2 pts, to two or more groups – 5 pts.	5
Maximum Total Technical Scoring		300
Financial		
<p>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.</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