



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **10 July 2018**

Country: Republic of Moldova

Description of the assignment: National Consultant for Diversity and Inclusion

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

Period of assignment/services: August 2018 – December 2019, with estimated workload of up to 250 working days – with possibility of extension for the following year(s).

Proposals should be submitted online only, by following the “Apply online” link, no later than [24 July 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 all other international human rights standards.

UN Human Rights Office in Moldova assists the UN RC Office, UN Country Team in Moldova (UNCT), Government and civil society in strengthening human rights and human rights-based approach, 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 to promote widely non-discrimination,

diversity and inclusion as shared societal values. One of the approaches towards achieving this objective is promotion of non-discrimination, diversity and inclusion through targeted programs, including programs aiming at internal institutional and organizational non-discrimination, diversity and inclusion.

Under these Terms of Reference OHCHR Moldova seeks a national consultant to support the achievement of the above objectives.

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

The Diversity and Inclusion Consultant, under these Terms of Reference works under the guidance and supervision of the head of OHCHR Moldova and Human Rights Programs Director (National Human Rights Officer).

Under the present Terms of References, the Consultant will have the following main tasks:

- 1) Lead Diversity and Inclusion initiatives and activities within UN Moldova, including preparations and roll-out of the new UN Moldova Diversity Survey, development and implementation of UN Moldova Diversity and Inclusion Strategy (and ensuing action plans), lead the UN Moldova Diversity Task Force, mainstream diversity and inclusion into UN Moldova Operations and Communications, as well as perform other relevant actions;
- 2) Lead UN Moldova Diversity Internship Program, develop and implement improvements to this Program, develop and implement Junior Consultancies program within OHCHR Moldova / UN Moldova, coordinate Diversity Interns within OHCHR Moldova;
- 3) Lead Equality Audit within OHCHR Moldova, propose follow-up actions, and promote the developed Equality Audit methodology among UN agencies present in Moldova;
- 4) Lead promotion of Diversity and Inclusion initiatives piloted and practices within OHCHR Moldova and UN Moldova (including Diversity Surveys and Equality Audit, Diversity Internships and Junior Consultancies, etc.) to external institutions and organizations, most notably public institutions, mass media institutions and civil society organizations; coordinate Diversity and Inclusion programmatic activities (informational, educational, media or artistic) with external partners;
- 5) Lead the preparatory and follow-up work with women and men (at least 40% of each) from under-represented groups and organizations to engage them into the above Diversity and Inclusion programs, and continuously follow-up with the beneficiaries of these programs.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in human rights, law, public administration, political science, sociology, 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, law, sociology, political sciences;
- At least two years of professional work on mainstreaming non-discrimination, diversity and inclusion into institutional/organizational setup and operations of public and/or mass media institutions, civil society organizations;
- Proven experience of work with international organizations is a strong asset;
- Proven experience of work with minorities, marginalized or vulnerable groups is a strong asset.

III. Language requirements:

- Good command of oral and written Romanian, Russian and English;
- 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 in human rights, law, public administration, political science, sociology, or other relevant discipline;
- At least three years of professional experience at the national and/or international level in human rights, law, sociology, political sciences;

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 human rights, law, public administration, political science, sociology, or other relevant discipline (Master's degree – a strong advantage);	University degree – 50 pts.; Master degree – 60 pts.; Doctoral degree – 70 pts.;	70
At least three years of professional experience at the national and/or international level in human rights, law, sociology, political sciences;	3 years –up to 40 pts.; each additional year - 10 pts., up to maximum 80 pts.;	80

At least two years of professional work on mainstreaming non-discrimination, diversity and inclusion into institutional/organizational setup and operations of public and/or mass media institutions, civil society organizations;	2 years –up to 30 pts.; each additional year - 5 pts., up to maximum 50 pts.;	50
Proven experience of work with international organizations is a strong asset;	No-0; 1 case- 10 pts., 2 cases – 15 pts., 3 cases and more – 25 pts.,	25
Proven experience of work with minorities, marginalized or vulnerable groups is a strong asset;	No-0; 1 case- 10 pts., 2 cases – 15 pts., 3 cases – 25 pts.; 4 cases and more – 30 pts.,	30
Good command of oral and written Romanian, Russian and English;	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
<u>Financial</u>		
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