



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **09 January 2013**

Country: Republic of Moldova

Description of the assignment: National Consultant on Anti-Discrimination and Human Rights Mainstreaming

Project Reference: UN OHCHR Human Rights Adviser

Period of assignment/services: 1 February 2013 -30 January 2014, 12 months

Proposals should be submitted online only, by following the "Apply online" link, no later than [23 January 2013](#).

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 High Commissioner for Human Rights (OHCHR) has had a Human Rights Adviser, based in the Office of the United Nations Resident Coordinator in the Republic of Moldova (UN RC Office), since July 2008. The Human Rights Adviser assists the UN RC Office, UN Country Team in Moldova, Government, National Human Rights Institution (NHRI) and civil society in strengthening human rights and human rights based approaches. The Human Rights Adviser works in a context of UNCT Moldova commitment to human rights mainstreaming. As a component of this work, several areas of human rights research are sought, to be carried out, completed and finally delivered during the calendar year 2013.

The multiple contexts for the current consultancy are as follows:

1. Anti-discrimination Law trainings;
2. Committee on the Elimination of All Forms of Discrimination against Women review of Moldova 2013;
3. Roma inclusion policies;
4. The Moldovan Centre for Human Rights (CpDOM);
5. International Covenant on Economic Social and Cultural Rights;
6. Human Rights in Transnistria region;
7. Other Methodological Support to the Human Rights Adviser.

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

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

To support the UN Human Rights Adviser and the Centre for Human Rights in 1) strengthening documentation of discrimination and related diversity issues; 2) providing methodological support for human rights, anti-discrimination and diversity trainings; 3) following up the recommendations provided by the Senior Expert subsequent to the human rights monitoring mission in Transnistria in 2012; 4)

providing other support for the Human Rights Adviser within the scope of work.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in law, social sciences, human rights or other relevant field;

II. Years of experience:

- At least 3 years of proven professional experience in the human rights area;

III. Competencies:

- Commitment to human rights; advanced knowledge of human rights law and practice;
- Detailed understanding of anti-discrimination law as set out under international, European and domestic law;
- Understanding of human rights and discrimination documentation methodologies; previous experience with human rights documentation work a strong asset;
- Demonstrated competence cultural sensitivity and work in a multi-cultural environment;
- 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.

IV. Language requirements:

- Fluency in Romanian and English. Knowledge of Romani or Russian a strong asset;
- Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Ukrainian or sign language is an asset.

V. Personal qualities and skills:

- Ability to work independently;
- Ability and willingness to deploy to the field, sometimes on short notice, for different types of monitoring missions;
- Responsibility, creativity, flexibility and punctuality.

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, emphasized on their understanding of anti-discrimination law, human rights and discrimination documentation methodologies; previous experience with human rights documentation work etc.

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. Payments are paid in equal 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.).

6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- University degree in law, social sciences, human rights or other relevant field;
- At least 3 years of proven professional experience in the human rights area;
- Fluency in Romanian and English.

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 law, social sciences, human rights or other relevant field	University degree – 45 pts., Master degree – 55 pts.	55
• At least 3 years of proven professional experience in the human rights area	3 years - 50 pts.; >3 years - 60 pts.	60
• Detailed understanding of anti-discrimination law as set out under international, European and domestic law	Yes - 60 pts.; to some extent - 30 pts.; No – 0 pts.	60
• Commitment to human rights; advanced knowledge of human rights law and practice	Yes - 60 pts.; to some extent - 30 pts.; No – 0 pts.	60
• Understanding of human rights and discrimination documentation methodologies; previous experience with human rights documentation work	Max -50 pts.	50
• 1. Working knowledge of Romani or Russian is a strong asset 2. Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Ukrainian or sign language	1. Max – 8 pts.; 2. Max – 7 pts.	15
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