



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26 September 2019

---

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant on Monitoring & Evaluation

**Project name:** One UN Joint Action Cross-river support to Human Rights

**Period of assignment/services:** October – November 2019, estimated workload: up to 10 workdays

Proposals should be submitted online by pressing the "Apply Now" button no later than 09 October 2019, 12:00.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [liliana.samburschii@undp.org](mailto:liliana.samburschii@undp.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.

### Important notice

The applicant who has the statute of Government Official / Public Servant, prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the government, and;
- the applicant is certified in writing by the government to be on official leave without pay for the duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted.

---

### 1. BACKGROUND

The human rights context in the Transnistrian region is illustrated by the amplitude and interplay of multiple forms of inequalities vulnerable groups, such as inter alia persons with disabilities, Roma, people living with and affected by HIV/AIDS, children in contact with the law, vulnerable women, prisoners and people who use drugs, are encountering. The ability of vulnerable groups from the region to effectively exercise their rights is impaired by the human rights knowledge, capacity and authority gaps they face. The embryonic civil society environment with weak capacities to influence the policymaking and to reach out

to the most vulnerable ones and low human rights awareness of the CSOs, professionals and the population at large are hindering the realization of human rights in the region. Undeveloped and gender-blind specialized service provision, deriving from human and economic resources capacity gaps and the absence of a comprehensive human rights framework are representing additional major contributing factors to this debilitating juncture.

The Programme will work on reducing inequalities for women, men and children in the Transnistrian region, by ensuring that vulnerable human rights holders are empowered to exercise their rights and duty bearers respect, protect and fulfil human rights to a larger extent. It also aims to contribute to the implementation of the National Human Rights Action Plan 2018-2022.

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

The National Consultant is expected to provide support the achievement of Programme's goals, by helping to ensure a common approach to the process of Monitoring and Evaluation (M&E) of the Programme's progresses.

The overall objective of this assignment is to develop a draft M&E plan for the Programme, based on the findings of a consultative workshop with the representatives of the Programme's implementing partners and the existing results framework. The drafted document should take into consideration the human rights-based approach (HRBA) and to be gender-sensitive.

The selected Consultant will conduct an assessment of the Programme's results matrix and develop an agenda for the consultative one-day workshop. The findings of this workshop should constitute the base of the Programme's draft M&E Plan.

### ***Job Summary / Responsibilities:***

- Undertake the assessment of the Programme's documents, including the results framework.
- Prepare the concept and agenda for one-day consultative workshop with the representatives of the Programme's implementing partners.
- Facilitate one-day consultative workshop with the representatives of the Programme's implementing partners that should identify the main components of the future M&E Plan.
- Identify and recommend the M&E instruments that will help to monitor the Programme's progresses towards the envisaged results.
- Based on the findings of the above-mentioned assessment and consultative workshop, develop a Programme's draft M&E Plan.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Academic Qualifications:**

- University degree in social science, law, human rights or other relevant discipline;
- Post-graduation education/courses in M&E would be considered an advantage.

### **II. Experience:**

- At least 5 years of professional experience in M&E of development projects and programmes, funded by international organisations.

- Proven experience in leading M&E process for development projects and programmes implemented by multiple partners would be considered a strong advantage.
- Proven experience in M&E of development projects and programmes implemented in the Transnistrian region of the Republic of Moldova would be considered a strong advantage.
- Proven experience in working in Transnistrian region of the Republic of Moldova on human rights and empowerment of vulnerable groups, would be considered a strong advantage.

### III. Personal qualities:

- Proven commitment 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;
- Responsibility;
- Flexibility;
- Punctuality

### IV. Language Requirements:

- Fluency in oral and written English and Romanian languages; working knowledge of Russian language would be considered an advantage;
- Knowledge of one or more relevant minority languages, including Bulgarian, Ukrainian or Romani, as well as sign language(s), will be a strong advantage.

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. UNDP 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:

- Cover Letter, explaining why they are the most suitable candidate for the work;
- A methodological note explaining the approach to the tasks to be accomplished;
- Financial proposal (a total lump sum amount in USD);
- Personal CV, including past experience in similar assignments and contact details of at least 3 reference persons;
- Offeror's Letter confirming Interest and Availability.

The United Nations in Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

## **5. FINANCIAL PROPOSAL**

The financial proposal shall specify a total lump sum amount in USD, including local transportation, communication and other relevant costs. Payments are based upon delivery of the services specified in the TOR.

## 6. EVALUATION

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

- University degree in social science, law, human rights or other relevant discipline;
- At least 5 years of professional experience in M&E of development projects and programmes, funded by international organizations.

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
1. University degree in social science, law, human rights or other relevant discipline; Post-graduation education/courses in M&E would be considered an advantage.	University degree – 20 pts, Master's Degree – 30 pts, PhD - 40 pts, additional certifications – 5 pts.	45
2. At least 5 years of professional experience in M&E of development projects and programmes, funded by international organizations;	5 years – 50 pts, each additional year – 10 pts; up to maximum 80 pts.	80
3. Proven experience in leading M&E process for development projects and programmes implemented by multiple partners would be considered a strong advantage;	1 record – 20 pts., each additional record – 10 pts; up to maximum 60 pts.	60
4. Proven experience in M&E of development projects and programmes implemented in the Transnistrian region of the Republic of Moldova would be considered a strong advantage;	1 record – 20 pts., each additional record – 10 pts; up to maximum 50 pts.	50
5. Proven work experience in Transnistrian region of the Republic of Moldova on human rights and	1 record – 10 pts., each additional record – 10 pts; up to maximum 30 pts.	30

empowerment of vulnerable groups, would be considered a strong advantage.		
6. Fluency in oral and written English and Romanian languages; working knowledge of Russian language would be considered an advantage;	Romanian-10 pts.; English – 10 pts.; Russian -5 pts.	25
7. Knowledge of one or more relevant minority languages, including Bulgarian, Ukrainian or Romani, as well as sign language(s), will be a strong advantage.	Romani, Bulgarian, Ukrainian and/or sign language - 5 pts.	5
8. 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	Is part of one of the mentioned under-represented groups – 5 pts.	5
<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**