



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26 September 2019

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**Country:** Republic of Moldova

**Description of the assignment:** National Consultant on Institutional Capacity Assessment and Development

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

**Period of assignment/services:** October 2019 - October 2020 (up to 205 working days)

Proposals should be submitted online by pressing the "Apply Now" button no later than [10 October 2019](#).

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.

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### 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 policy-making 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 strengthening the institutional capacity of the Sustainable (Community) Development Platform (SCDP), its members and partners.

The overall objective of this assignment is to assess and consolidate the capacities of the Programme's beneficiaries and partner organizations, in order to ensure their sustainability and independent operation in a human rights-based approach (HRBA) and gender-sensitive manner.

In interaction with the CSOs the Consultant will apply the "learning-by-doing" approach, in order to ensure a practical application of the received theoretical knowledge.

The selected Consultant will conduct a comprehensive institutional assessment of the Programme's beneficiaries, as well as of the existing administrative structures of the SDCP and will elaborate capacity development methodology and plan, applying HRBA. This should also take into consideration any other assessments of the beneficiary CSOs, conducted in the past, and build on them.

The above-mentioned plan will have to address, but not be limited to, the following institutional capacity development issues:

1. Strategic planning and budgeting
2. Financial control and management (transparency and accountability)
3. Monitoring/assessment systems and tools for data collection/assessment to strengthen the analytical dimension of the institutional progress reports
4. Internal democracy and communication
5. Results-Based Management
6. Human-Rights-Based Approach
7. Gender and environmental mainstreaming
8. Capacity to jointly work on common projects with CSOs from the right bank of the Nistru river
9. Volunteering etc.

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

- Undertake the assessment of the institutional capacities of CSOs representing the target vulnerable groups: persons with disabilities (PwDs), Roma, people living with and affected by HIV/AIDS, children in contact with the law, vulnerable women, prisoners and people who use drugs. Produce a mapping of existing NGOs active in the above-mentioned area and populate the initial baseline of their capacities, as per assessed above.
- Based on the findings of the above-mentioned assessment develop a methodology for capacity building activities for the representatives of the afore-mentioned groups. The methodology should include the tools for further assessment (including self-assessment) of the NGOs.
- Elaborate an institutional capacity building plan for the beneficiaries of the programme, addressing the issues mentioned above.

- Develop training materials for trainings on selected subjects in the area of institutional capacity development.
- Provide training sessions for the programme's beneficiaries on selected subjects.
- Provide coaching support for the selected organizations in the process of development of institutional capacities.
- Organize exchange visits on the right and left bank of the Nistru river for the Programme's beneficiaries to the selected organizations.

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 human rights would be considered an advantage.

#### **II. Years of experience:**

- At least 5 years of professional experience in organizing capacity building, community mobilization and/or awareness raising activities for community groups.
- At least 3 years of professional experience in organizing capacity building in the area of institutional development of CSOs.
- Proven experience of collaboration with NGOs, decision-makers at the regional and local levels in the Transnistrian region of the Republic of Moldova would be considered a strong advantage.
- Proven work experience 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 Russian; working knowledge of Romanian language; working knowledge of English 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);
- 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. 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:

- At least 5 years of professional experience in organizing capacity building, community mobilization and/or awareness raising activities for community groups.
- At least 3 years of professional experience in organizing capacity building in the area of institutional development of CSOs.

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 human rights 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 organizing capacity building, community mobilization and/or awareness raising activities for community groups;	5 years – 50 pts, each additional year – 10 pts; up to maximum 80 pts.	80
3. At least 3 years of professional experience in organizing capacity building in the area of institutional development of CSOs;	3 years – 30 pts, each additional year – 10 pts; up to maximum 60 pts.	60
4. Proven experience of collaboration with NGOs, decision-makers at the regional and local levels in the Transnistrian region of the Republic of Moldova would be considered a strong advantage	1 record – 10 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 empowerment of vulnerable groups, would be considered a strong advantage.	1 record – 10 pts., each additional record – 10 pts; up to maximum 30 pts.	30
6. Fluency in oral and written Russian; working knowledge of Romanian language; working knowledge of English language would be considered an advantage;	Russian -10 pts.; Romanian-10 pts.; English – 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>Financial</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**