



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **10 August 2020**

Country: Republic of Moldova

Description of the assignment: Consultant to develop an e-learning training curricula and modules on human rights for the staff of residential institutions and other specialists in social field

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

Period of assignment/services: 25 August 2020 – 31 January 2021, with estimated workload of up to 35 working days

Proposals should be submitted online only, by following the “Apply online” link, no later than [18 August 2020](#). 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: vfetescu@ohchr.org.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: vfetescu@ohchr.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) represents the world's commitment to universal ideals of human dignity. It has a unique mandate from the international community to promote and protect all human rights.

The OHCHR field presence in Moldova, led by the Human Rights Adviser, 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. Thematic priorities for the work of the Office are: (i) Strengthening rule of law and accountability for human rights violations; (ii) Enhancing equality and countering discrimination; (iii) Integrating human rights in sustainable development; (iv) Enhancing civic space and people's participation.

In 2020 one of the activities of the Office is to mainstream human rights in the in-service training program of the staff of residential institutions (Temporary Placement Centers for Persons with Disabilities (adults)) and other employees of the institutions under the authority of the National Agency for Social Assistance (NASA).

An analysis of the training needs of the staff of four Temporary Placement Center for Persons with Disabilities (adults) was conducted by the Office. Trainings on most stringent human rights matters for the staff of the Temporary Placement Centers for Persons with Disabilities (TPCPD) were initiated in 2019.

In order to ensure the sustainability of the intervention, a human rights educational training program for professionals already working in or about to start work in the social field, in the area of support for persons with disabilities, has to be developed (initial and in-service training). Currently, the NASA is in the process of development of an e-learning platform that will include training modules for the staff in the field of social assistance and will be accessible for all the professionals in the field of social assistance, including the staff of TPCPD.

Under the direct supervision of the Human Rights Adviser, in close collaboration with the Human Rights Officers, the consultant will further develop the existing analysis of the needs of human rights education for the staff working in the structures under the NASA. The consultant will also contribute to the development of the educational curricula and the materials for the e-learning training module on human rights for the staff of residential institutions and other specialists in the field of social assistance.

The process of elaborating the training curricula and materials will be based on the Regulation on the organization and functioning of the system of initial and continuous training of personnel in the field of social assistance.

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

The Consultant works under the direct supervision of the Human Rights Adviser, in close collaboration with the Human Rights Officers. He/she will also work closely with staff of the National Agency for Social Assistance for the effective achievement of expected results.

Under the present Terms of Reference, the Consultant will:

- Develop the report on the human rights education needs of the staff of National Agency for Social Assistance and its subordinated structures, which will among others include the analysis of the skills needed by the staff based on their ToRs;
- Based on the assessment, develop a comprehensive e-learning training curriculum on human rights in close cooperation with the NASA, staff of the TPCPD and representative of the working group created in this regard.
- Provide support to NASA in the process of creating the working group for consultation and approval of the e-learning training curricula on human rights for the staff of residential institutions and other specialists in social field.
- Conduct individual and group consultation of the e-learning curricula with the members of the working group, including with the representatives of the TPCPD.
- Incorporate suggestions received through consultations in the e-learning training curricula.
- Facilitate the meeting of the working group for the final presentation and approval of the e-learning training curricula.
- Develop the full content and materials of the e-learning module on human rights for the personnel of the Placement Centers for Persons with Disabilities. The content will also include interactive exercises and lesson self-checks.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

1. Academic Qualifications:

- University degree in social science, law, human rights or other relevant discipline;
- Master's degree / training courses in human rights would be considered an advantage.

II. Experience and skills:

- At least 3 years of professional experience at the national level in human rights work, social assistance work, sociology, as well as experience in promoting human rights issues within the state authorities;
- At least 3 years of experience working in the area of social assistance with persons with disabilities;
- Experience in developing e-learning training programmes is an asset.

III. Language requirements:

- Fluency in Romanian language; Fluency in Russian would be an asset;
- 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 – particularly women – 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 diverse 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;
- (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 social science, law, human rights or other relevant discipline;
- At least 3 years of professional experience in human rights, social assistance work, sociology, as well as proven experience in promoting human rights issues within the state authorities.

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
Technical		
University degree in social science, law, human rights or other relevant discipline; (Master's degree / training courses in human rights would be considered an advantage).	University degree – 50 pts.; Master's degree/ training courses– 65 pts.;	65
At least 3 years of professional experience at the national level in human rights work, social assistance work, sociology, as well as proven experience in promoting human rights issues within the state authorities;	3 years –up to 30 pts.; each additional year - 10 pts., up to maximum 80 pts.;	80
At least 3 years of experience working in the area of social assistance with persons with disabilities;	3 years –up to 20 pts.; each additional year - 10 pts., up to maximum 60 pts.;	60
Experience in developing e-learning training programmes is an asset;	Less than 1 year- 5 pts.; 1 year –up to 20 pts.; each additional year - 10 pts., up to maximum 60 pts.;	60
Good command of oral and written Romanian. Russian is an asset;	Max - 20 pts. (10 pts –each language);	20
Knowledge of one or more relevant minority languages, including Bulgarian, Ukrainian or Romani, as well as sign language(s), will be a strong advantage;	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:</p> <p><u>$S = F_{min} / F * 200$</u></p> <p>S – score received on financial evaluation;</p> <p>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;</p> <p>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