



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **12 August 2020**

Country: Republic of Moldova

Description of the assignment: Consultant to develop a human rights training curricula for the staff of the Carabineers' Troops

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

Period of assignment/services: September – December 2020, with estimated workload of up to 38 working days

Proposals should be submitted online only, by following the "Apply online" link, no later than [24 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 approaches, 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.

One of the actors contributing to the rule of law in the Republic of Moldova are the Carabineers Troops. According to the Strategy for the Reformation of the Carabineers Troops for 2017-2020 and of its implementation Plan, one of the general objectives of the Strategy is the professionalization of the

personnel of the troops. The same strategy establishes under the specific objective 2.3.2 the development of the system of continuous professional development based on concrete indicators oriented at improving the practical skills and the abilities on applying the law.

The Strategy also includes a section on "Intolerance to the integrity incidents, discrimination and ill-treatment in the activity of the Carabineers". The Strategy proposes that specific activities such as human rights campaigns and human rights trainings are organized, to develop the system of registration and examination of complaints against the personnel of the Carabineers Troops on alleged acts of discrimination and ill treatment (specific objective 4.2.1. and 4.2.2.). The same general objective has as specific action on the development of the institutional and technical capacities for the prevention of discriminatory behavior, ill-treatment and other disciplinary misconduct (specific objective 4.2.3.).

In 2019 the OHCHR field presence organized a training on human rights for the officers of the Carabineers Troops. The session was focused on combating torture and ill-treatment and promotion of human rights. In 2020, it was decided to build on the previous experience and to continue the engagement with the General Inspectorate of Carabineers. Therefore, it was agreed with the General Inspectorate that the OHCHR Field presence would provide support to the Inspectorate in incorporating a human rights dimension into the continuous training of the carabineers. For that, OHCHR will develop the human rights curricula on specific topics and will provide the educational materials for the on-line training of carabineers troops.

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

The Consultant will work under the direct supervision of the Human Rights Adviser, in close collaboration with the National Human Rights Officers. He/she will also work closely with the General Inspectorate of Carabineers in developing the human rights training curricula and educational materials.

Under the present Terms of Reference, the Consultant will:

- a. Analyse the existing educational program that is being used by the General Inspectorate of Carabineers in the initial and continuous training of the carabineers and assess the extent to which human rights have been and can be mainstreamed in the existing educational programme;
- b. Develop a specific human rights educational curricula for the carabineers on the following topics:
 - International standards on ethical and legal police conduct;
 - Right not to be subjected to torture, or other cruel, inhuman or degrading treatment or punishment;
 - Equality and non-discrimination;
 - Right to freedom of peaceful assembly and association, and right to freedom of expression;
 - International standards on the use of force and right to freedom from arbitrary arrest;
 - Rights of Women, including protection from gender-based violence.
- c. Develop the concept including agenda, methodology, frequency etc of in-person training for all thematic areas, and an on-line training for two thematic areas of trainings for carabineers;
- d. Develop the set of educational materials for the in-person and on-line trainings of the carabineers' troops.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in law, social or political science or related field;
- Post-graduation education/courses in law would be considered an advantage.

II. Experience and skills:

- At least 5 years of professional experience in human rights and law enforcement;
- At least 2 years of experience in providing human rights training programmes.

III. Language requirements:

- Fluency in Romanian language;
- 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 law, social or political science or related field;
- At least 5 years of professional experience in human rights and law enforcement.

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 or political science or related field; Post-graduation education/courses in law would be considered an advantage;	University degree – 70 pts.; Post-graduation / training courses– 85 pts.;	85
At least 5 years of professional experience in human rights and law enforcement;	5 years –up to 50 pts.; each additional year - 10 pts., up to maximum 100 pts.;	100
At least 2 years of experience in providing human rights training programmes;	2 years –up to 40 pts.; each additional year - 10 pts., up to maximum 80 pts.;	80
Good command of oral and written Romanian;	Max - 20 pts.	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
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: <u>S = Fmin / F * 200</u> 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