



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 23 April 2013

Country: Republic of Moldova

Description of the assignment: National consultant for implementation of awareness raising campaign on trafficking in persons in the Republic of Moldova

Project name: GLOT55: "Promoting the implementation of the Protocol to Prevent, Suppress and Punish Trafficking in Persons, especially Women and Children, and the Protocol against Smuggling of Migrants by Land, Sea and Air, both supplementing the United Nations Convention against Transnational Organized Crime"

Period of assignment/services: 10 May – 31 August 2013 .

Proposals should be submitted only online, no later than **30 April 2013**.

Any request for clarification must be sent by standard electronic communication to the following e-mail: ina.tcaci@unodc.org. UNDP/UNODC will respond by standard electronic mail and will send copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The objective of the global project GLOT55 is to support selected Member States in preventing and combating human trafficking and migrant smuggling by promoting the ratification and implementation of the Protocol to Prevent, Suppress and Punish Trafficking in Persons especially Women and Children (the Trafficking Protocol) and the Protocol against Smuggling of Migrants by Land, Sea and Air (Smuggling Protocol) both supplementing the United Nations Convention against Transnational Organized Crime (UNTOC).

Trafficking in persons remains to be a major concern for Moldova. Over the last years, Moldova has undertaken a host of anti-trafficking efforts including establishment of a National Committee, adoption of National Action Plans, creation of a specialized police unit, designation of focal points within the office of the Prosecutor General, establishment of an Inter-Agency Center for Combating Trafficking in Persons (CCTIP) and reform of criminal legislation especially the Criminal Procedure Code and Criminal Code. While the laws, actions plan and respective structures are in place, and the establishment of a sustainable system of identification, assistance and protection of trafficked persons is an ongoing process, the prosecution of traffickers and the access to justice of their victims has, so far, been limited. Moreover, vulnerable people continue to fall prey to the ploys of traffickers.

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

The National Consultant, under the general direction of UNODC, will undertake and provide logistic support to the UNODC HTMSS team for implementation of all aspects of the awareness raising campaign in Moldova, with the aim to identify the most vulnerable groups to trafficking in persons, and the best means for out-reach. The national consultancy will also aim at supporting the development and implementation of media activities as well as publication and dissemination of information material addressing particular vulnerable groups. The national consultancy will include direct and continuous coordination and collaboration with the Permanent Secretariat of the National Committee for Combating Trafficking in Human Beings and other relevant actors and service providers in the country dealing with provision of assistance and protection to victims of TIP and people at risk.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University Degree or equivalent in communications, journalism, international relations, or Public Administration or related field connected with strategic communication and public information;

II. Years of experience:

- Experience in organizing public event and awareness informational campaigns;
- A minimum of five years of progressively responsible professional experience in project or in an area related to trafficking of human beings;
- Previous experience or related work for a donor organization, consulting company, or NGO. Previous experience in working with UN Agencies will be considered an asset;

III. Competencies:

- Sound knowledge of national and regional institutional and legal framework in the area of trafficking in persons and prevention activities;
- Ability to work independently and take initiative;
- Good knowledge of English, Romanian and Russian is required.
- Computer literacy and ability to effectively use office technology equipment, IT tools.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal explaining why they are the most suitable for the work;
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references or the fully filled Personal History Form (P11).

5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments 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, travel, per diems, and number of anticipated working days).

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 or equivalent in communications, journalism, international relations, or Public Administration or related field connected with strategic communication and public information;
- A minimum of five years of progressively responsible professional experience in project or in an area related to trafficking of human beings;
- Experience in organizing national and regional preventive and awareness raising campaigns and other project events, such as trainings, meetings, round tables etc.;

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

	Criteria	Scoring	Maximum Points Obtainable
1.	University Degree or equivalent in communications, journalism, international relations, or Public Administration or related field connected with strategic communication and public information;	(University Degree – 10 pts, Master degree – 20, PhD - 30)	30
2.	Experience in organizing national and regional preventive and awareness raising campaigns and other project events, such as trainings, meetings, round tables etc;	(up to 60 pts)	60
3.	A minimum of five years of progressively responsible professional experience in project or in an area related to trafficking of human beings;	(up to 60 pts)	60
4.	Previous experience or related work for a donor organization, consulting company, or NGO. Previous	(up to 30 pts.)	30

	experience in working with UN Agencies will be considered an asset;		
5.	Sound knowledge of national and regional institutional and legal framework in the area of trafficking in persons and prevention activities;	(up to 50 pts.)	50
6.	Ability to work independently and take initiative;	(up to 20 pts.)	20
7.	Ability to meet deadlines and prioritize multiple tasks,	(up to 20 pts.)	20
8.	Good knowledge of English, Romanian and Russian is required.	(English – 10 pts, Romanian – 10 pts, Russian - 10 pts)	30
Maximum Total Technical Scoring			300

Financial

Evaluation of submitted financial offers will be done based on the following formula: **$S = F_{min} / F * 200$**

S – score received on financial evaluation;

F_{min} – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;

F – financial offer under consideration.

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