



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **28 June 2012**

Country: Republic of Moldova

Description of the assignment: Pool of 5 National Consultants to support the Center for Human Rights in Moldova (CHR) (i) to develop the Strategic Plan 2013-2017 and (ii) to design Generic Training Plan for the new staff and permanent staff of CHR.

Project name: Support to the Ombudsman Institution, as per international treaty bodies and UPR recommendations

Period of assignment/services: August – December 2012

Proposals should be submitted by email to vacancies-moldova@undp.org , no later than **13 July 2012**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: mircea.esanu@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.

1. BACKGROUND

Support to the Ombudsman Institution, as per international treaty bodies and UPR recommendations project is designed to advance realization of human rights in Moldova by strengthening the Ombudsman Institution. Building on the experience and results achieved within the Torture prevention Project, the project has the aim to advocate for comprehensive amendments the legal and institutional framework related to the Ombudsman Institution and the National Torture Preventive Mechanism, in compliance with identified legal and organizational gaps, treaty bodies and UPR. Additionally, a major component of the project aims strengthening the institutional capacity of the Ombudsman Institution/Centre for Human Rights in exercising its functions, including support in the improvement and implementation of relevant legislative framework in the human rights area. As part of this component and taking in consideration the extended mandate of the Centre for Human Rights (including the NPM function, Children Rights Parliamentary Advocate), the relatively inexperienced management and membership as well as changes in the human rights development context in the country, newly approved Strategy of Justice Reform that includes the Ombudsman Institutions, there is an emerging need to carry out the training needs assessment of Centre for Human Rights Moldova, delivering a ToT on strategic planning and support in developing of such a document in order to increase CHR effectiveness in following years.

According to the Functional Review performed in the framework of the project, at present the Centre does not have a strategic plan lacks strategic thinking and lacking of focus. A planning process does exist but the process is not based on a Centre-wide prioritization of needs and opportunities and is predominantly reactive in nature. The CHR personnel is not well informed about CHR priorities and rationale behind the priorities. Lack of clear focus for activity diminishes individual performance of every employee. Weakened performance of all employees undermines efficiency of whole organization.

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

The objective of this consultancy service is as follows:

- To support the Center for Human Rights in Moldova in their efforts to develop the Strategic Plan for 2013-2017 and corresponding Action Plan, in a participatory manner;
- To support the Center for Human Rights in Moldova in designing the Generic Training Plan for the new staff and permanent staff.

In order to achieve first objective the Consultants shall:

- Undertake a comprehensive desk review of the relevant international and national legal frameworks, relevant studies, research, reports in the area, relevant civil society assessments and other information resources;
- Study the international existing and relevant legislation, experience and recommendation regarding the strategic planning for human rights institutions;
- Conduct an organizational development assessment (including management systems audit);
- Prepare an Institutional Assessment Report with key observations, conclusions and recommendations;
- Prepare and deliver a workshop on strategic planning and follow-up;
- Provide input during the process of developing the Strategic Plan, including SWOT/PESTLE analysis;
- Assist the Center for Human Rights in the process of developing the Action Plan for the implementation of the Strategic Plan;
- Conduct internal communication and feedback from the staff on the Strategic Plan and Action Plan;
- Compile the feedback and provide the final version off the Strategic Plan and Action Plan.

The achievement of the second objective implies the following tasks:

- Undertake a desk review regarding the training needs and current situation regarding professional development off the CHR staff (internal documents, legislation, reports etc.)
- Prepare and conduct the training needs assessment;
- Prepare the draft Standard Training Plan for New Staff;
- Prepare the Curricula for the Standard Training Plan for New Staff;
- Prepare the draft Training Plan for Permanent Staff;
- Consult the draft curriculum with CHR staff and other stakeholders;
- Compile the comments and submit the final version of the curricula for new and permanent staff of the CHR;
- Perform other assignment related tasks.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Degree (University or MA for NC, MA or PhD for TL position) in Law, Public Administration, Psychology, Social Sciences and/or other relevant fields .

II. Years of experience:

- Extensive experience (national consultant at least 3 years/ team leader at least 5 years) in carrying out training needs analysis, policy/strategy development in/for the public administration.

III. Competencies:

- Qualification and proven skills in training curriculum development, as well as training of trainers;
- Proven experience in conducting instructional and participatory trainings, workshops and presentations;

- Proven experience in working with the international organizations (successful experience in working with UN agencies is an asset);
- Strong leadership abilities and excellent (diplomatic) communication presentation skills, ability to facilitate discussions;
- Skills in analysing, generalizing, and systematizing information;
- Skills in developing analytical and informative materials;
- Excellent IT skills including word processing, database applications, presentation software and use of other relevant applications;
- Proficiency in written and spoken Romanian and Russian.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants shall specify for what job position they are applying (National Consultant or Team Leader/National Consultant). The applicants are encouraged to apply for both positions. 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 (if applicable);
2. Financial proposal (a separate financial proposal shall be submitted for each position);
3. Personal History Form P11 including past experience in similar.

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 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:

- Degree in Law, Public Administration, Psychology, Social Sciences and/or other relevant fields (University or MA for National Consultant position; MA or PhD for Team Leader).
- Extensive experience (at least 3/5 years NC/TL) in carrying out training needs analysis, policy/strategy development in/for the public administration

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 – 70% (350 pts);

* Financial Criteria weight – 30% (150 pts).

Only candidates obtaining a minimum of 245 points would be considered for the Financial Evaluation.

Criteria	Scoring National Consultant	Maximum Points Obtainable	Scoring Team Leader/ National Consultant	Maximum Points Obtainable
Technical				
Degree in Law, Public Administration, Psychology, Social Sciences and/or other relevant fields	(under-Master's – 30 pts, Master's – 50 pts)	50	(Master's – 30 pts, PhD's – 40 pts)	40
Experience in carrying out training needs analysis, policy/strategy development in/for the public administration	(3 years – 30 pts, >3 years – 50 pts)	50	(5 years – 20 pts, >5 years – 40 pts)	40
Abilities in designing questionnaires, development of methodology for training needs assessment;	(no – 0, yes – 50 pts.)	50	(no – 0, yes – 40 pts.)	40
Experience in conducting instructional and participatory trainings, workshops and presentations;	(no – 0, yes – 50 pts.)	50	(no – 0, yes – 40 pts.)	40
Proven experience in working with international organizations (successful experience in working with UN agencies is an asset)	(no-0, yes – 50 pts.)	50	(no-0, yes – 40 pts.)	40
Skills in analysing, generalizing, and systematizing information, developing analytical and informative materials;	no-0, yes – 50 pts.)	50	no-0, yes – 40 pts.)	40
Proficiency in English, Romanian and Russian orally and in writing	Romanian - 10 pts and Russian – 10 pts;	20	English – 10 pts Romanian - 10 pts and Russian – 10 pts;	30
IT skills including word processing, database applications, presentation software and use of other relevant applications;	(no – 0, yes – 30 pts.)	30	no – 0, yes – 30 pts.)	30
Previous proven experience in coordinating and leading teams of experts/consultants on similar assignments;	N/A	N/A	no – 0, yes – 50 pts.)	50
Maximum Total Technical Scoring		350		350
Financial				
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 150$ 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.		150		150

Winning candidate

The winning candidates will be the candidates, who have accumulated the highest aggregated score (technical scoring + financial scoring).

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS