

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **07 March 2018**

Country: Republic of Moldova

Description of the assignment: **4 National Consultants** to strengthen capacities of professionals from specialized services which provide services in matter of Combating Domestic Violence, through specialized trainings, as follows:

- 2 Consultants, Social Workers
- 2 Consultants, Psychologists

Project name: Joint Action to Strengthen Human Rights in the Transnistrian Region Project

Period of assignment/services: Up to 30 workdays /per consultant, during March – May 2018.

Proposals should be submitted online by pressing the "Apply Now" button no later than **20 March 2018**.

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

Every second woman in Moldova has suffered different forms of domestic violence (DV) from the age of 15 upwards. Despite improvements in recent years, the situation in the Transnistrian (TN) region has worsened and requires immediate attention. The social services system from the left bank, is mainly based on the NGOs' efforts to prevent domestic violence and protect its victims. Most of the victims are left without psychological support and legal assistance, while the enforcement personnel are not prepared to handle cases of DV in the interest of the victim. The Transnistria region lacks a systemic and coherent programme to train professionals in the region. Most of the specialists have benefited of trainings on their own initiative and personal interest or when opportunities arise. Both education systems, formal and informal, do not offer needed qualifications to provision the assistance for victims of domestic violence or victims of the human trafficking, and the need for such qualifications in the field of health-care, social assistance, psychology, psychiatry, pedagogy and law is just beginning to take shape.

The ***Joint Action to Strengthen Human Rights in the Transnistria region project*** with its 2nd component on ***Enhancing gender equality and combating violence against women*** aims at providing

better services and opportunities to victims and potential victims of human trafficking and domestic violence. The objective of the intervention is to empower vulnerable women by developing new services – as the Residential Centre for Women (Crisis Shelter) and the regional Safety & Prevention Services for Women (hubs), both contributing to the rehabilitation of victims, but also to their economic empowerment. At the same time, specific attention will be paid to mainstream gender and Human-Rights Based Approach through their activities.

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

UNDP seeks **two teams of 2 experts** (*2 Consultants - Social Workers and 2 Consultants - Psychologists*) to **strengthen capacities of professionals from specialized services which provide services in matter of Combating Domestic Violence, through specialized trainings.**

The objective shall be attained through the organization of thematic trainings that will improve the knowledge of practitioners in their work with victims of Domestic Violence, local institutions and partners and also serve as platforms for communication and establishment of partnerships between the participants.

The Consultants will work in two teams of 2 experts, under the supervision of the team leader and UNDP project staff. The services provided by the Consultants shall include, inter alia, a desk research, carrying out meetings, trainings and reports.

This is a part-time consultancy. The National Consultants will work under the direct supervision of and in cooperation with the UNDP Project/Programme Manager and project staff. The Consultants will work outside the project premises and will participate in all assignments related working meetings organised by the project.

The Consultants are expected to carry out a total of **3 training modules**, in accordance with the methodology and agenda defined in Annex 1 – Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

➤ Consultant in Social Work (with responsibilities of leading consultant)

I. Education:

- Advanced University degree in Social Sciences, Development Studies, Public Administration, Law, or other related areas;
- Professional certifications in project writing and management, including Civil Society Development projects;

II. Working experience:

- At least 5 years of experience in supervising/team leading, ability to analyse, plan, communicate effectively orally and in written form, draft reports, organize and meet the expected results;
- At least 5 years of relevant experience in the Social Protection/Social Work field, development of analytical reports in the socio-economic field, including programmes and projects;
- Experience in the field of gender equality and human rights issues, gender-sensitive, human-centred / human rights based approach and best practices particularly related to civil society and local development;

III. Competences and skills

- Fluency in Russian is compulsory. Knowledge of English is an asset.
- **Proven familiarity with the Transnistrian region setting, knowledge and in-depth understanding of the working environment, its sensitivities, economic and political challenges.**

➤ **Consultant in Social Work**

I. Education:

- Advanced University degree in Social Sciences, Public Administration, or other related areas;
- Professional certifications in project writing and management, including Civil Society Development projects.

II. Working experience:

- At least 3 years of relevant experience in the Social Protection/Social Work field, development of analytical reports in the socio-economic field, including programmes and projects;
- Experience in the field of gender equality and human rights issues, gender-sensitive, human-centred / human rights based approach and best practices particularly related to civil society and local development;

III. Competences and skills

- Strong communication and presentation skills;
- Fluency in Russian is compulsory. Knowledge of English is an asset.
- **Proven familiarity with the Transnistrian region setting, knowledge and in-depth understanding of the working environment, its sensitivities, economic and political challenges.**

➤ **Consultant in Psychology/Psychotherapy**

I. Education:

- Advanced University degree in Psychology;
- Professional certifications in project writing and management, including Civil Society Development projects;

II. Working experience:

- At least 3 years of relevant experience in the Psychology, Family therapy, Family counselling, development of analytical reports in the socio-economic field, including programmes and projects;

- Experience in working with persons suffering of Post-Traumatic Stress Disorder (PTSD) symptoms, will constitute an advantage;
- Experience in the field of gender equality and human rights issues, gender-sensitive, human-centred / human rights based approach and best practices particularly related to civil society and local development;

III. Competences and skills:

- Strong communication and presentation skills;
- Fluency in Russian is compulsory. Knowledge of English is an asset.
- **Proven familiarity with the Transnistrian region setting, knowledge and in-depth understanding of the working environment, its sensitivities, economic and political challenges.**

Personal qualities (for all candidates):

- 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 and punctuality.

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.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

This call is for individual applications only.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications (in separate files):

1. **Proposal:** explaining why they are the most suitable for the work and providing a list of relevant publications and a brief methodology on how they will approach and conduct the work;
2. **Financial proposal in lump sum, USD.** The individual travel related costs are required to be included in the financial proposal of each Consultant;
3. **The duly filled Personal History Form** (P11 – template attached to the announcement) including past experience in similar assignments and the contact details of at least 3 reference persons.

Important Note: National Consultants shall clearly indicate the position/SECTOR AREA they are applying for.

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). The payment for services provided by the Contractor under the SCBM

Programme will be made post factum on a lump-sum deliverables basis, as per contract, after the work has been accepted by the UNDP Project/Programme Manager. In order to assist the requesting unit in the comparison of offers, the financial proposal will include a breakdown of this lump sum amount (including fee per day, travel, per diem, mobile phone costs, number of anticipated working days, etc.).

Travel and other logistic arrangements

The Consultants are expected to carry out field research that involves extensive travel into the Transnistrian region, and should budget the travel accordingly.

Travel outside duty station (Chisinau), other administrative costs and logistical aspects should be arranged by the Consultants and budgeted accordingly in the financial offer of the Lead Consultant.

UNDP will arrange the accommodation (including meals) of the participants in locations accessible to people from Transnistrian region, and for their transportation to the venue of the event. The training venues will be located in (3* +) facilities which are accessible to persons with disabilities.

6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria indicated for each position separately:

➤ Consultant in Social Work (with responsibilities of leading consultant)

I. Education:

- Advanced University degree in Social Sciences, Development Studies, Public Administration, Law, or other related areas;

II. Working experience:

- At least 5 years of experience in supervising/team leading, ability to analyse, plan, communicate effectively orally and in written form, draft reports, organize and meet the expected results;

➤ Consultant in Social Work

I. Education:

- Advanced University degree in Social Sciences, Public Administration, or other related areas;

II. Working experience:

- At least 3 years of relevant experience in the Social Protection/Social Work field, development of analytical reports in the socio-economic field, including programmes and projects;

➤ Consultant in Psychology/Psychotherapy

I. Education:

- Advanced University degree in Psychology;

II. Working experience:

- At least 3 years of relevant experience in the Psychology, Family therapy, Family counselling, development of analytical reports in the socio-economic field, including programmes and projects;

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 points);

* Financial Criteria weight – 40% (200 points).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Each position will be evaluated separately.

➤ ***Consultant in Social Work (with responsibilities of leading consultant)***

Criteria	Scoring	Maximum Points Obtainable
Technical		
1. Advanced University degree in Social Sciences, Development Studies, Public Administration, Law, or other related areas	<i>BA + 5 years of experience – 20 pts., Master's – 30 pts., PhD – 50 pts.</i>	50
2. Professional certifications in project writing and management, including Civil Society Development projects	<i>None – 0 pts., 1 valid certification – 10 pts, more than 2 valid certifications – up to 30 pts.</i>	30
3. At least 5 years of experience in supervising/team leading, ability to analyse, plan, communicate effectively orally and in written form, draft reports, organize and meet the expected results	<i>Less than 5 years – 0 pts., 5 years – 30 pts, each additional year – 5 pts; up to 60 pts.</i>	60
4. At least 5 years of relevant experience in the Social Protection/Social Work field, development of analytical reports in the socio-economic field, including programmes and projects	<i>Less than 5 years– 0 pts., 5years – 20 pts, each additional year – 5 pts; up to max. 60 pts</i>	60
Interview		
5. Proven experience in the field of gender equality and human rights issues, gender-sensitive, human-centred / human rights based approach and best practices particularly related to civil society and local development	<i>None – 0 pts., poor experience – 5 pts., good experience - 15 pts., excellent experience - 40 pts.</i>	40

6. Fluency in Russian is compulsory. Knowledge of English is an asset.	<i>Russian - 20 pts. English - 10 pts</i>	30
7. Proven familiarity with the Transnistrian region setting, knowledge and in-depth understanding of the working environment, its sensitivities, economic and political challenges	<i>None – 0 pts., fair knowledge/understanding – 10 pts., good knowledge/understanding – 20 pts., excellent knowledge /understanding - to 30 pts.</i>	30
Maximum Total Technical Scoring		300

➤ **Consultant in Social Work**

Criteria	Scoring	Maximum Points Obtainable
Technical		
1. Advanced University degree in Social Sciences, Public Administration, or other related areas	<i>BA + 5 years of experience – 20 pts., Master’s – 30 pts., PhD – 50 pts.</i>	50
2. Professional certifications in project writing and management, including Civil Society Development projects	<i>None – 0 pts., 1 valid certification – 10pts, more than 2 valid certifications – up to 30 pts.</i>	30
3. At least 3 years of relevant experience in the Social Protection/Social Work field, development of analytical reports in the socio-economic field, including programmes and projects	<i>3 years -40 pts, each additional year – 5 pts; up to 60 pts.</i>	60
4. Proven experience in the field of gender equality and human rights issues, gender-sensitive, human-centred / human rights based approach and best practices particularly related to civil society and local development	<i>None – 0 pts., poor experience – 10 pts., good experience - 20 pts., excellent experience - 55 pts.</i>	55
Interview		
5. Strong communication and presentation skills	<i>None – 0 pts., poor – 10 pts., good - 40 pts., excellent - 50 pts.</i>	50
8. Fluency in Russian is compulsory. Knowledge of English is an asset.	<i>Russian - 20 pts. English - 5 pts</i>	25
9. Proven familiarity with the Transnistrian region setting, knowledge and in-depth understanding of the working environment, its sensitivities, economic and political challenges	<i>None – 0 pts., fair knowledge/understanding – 10 pts., good knowledge/understanding – 20 pts., excellent knowledge /understanding - to 30 pts.</i>	30
Maximum Total Technical Scoring		300

➤ **Consultant in Psychology/Psychotherapy**

Criteria	Scoring	Maximum Points Obtainable
Technical		
1. Advanced University degree in Psychology	<i>BA + 5 years of experience – 20 pts., Master’s – 30 pts., PhD – 45pts.</i>	45
2. Professional certifications in project writing and management, including Civil Society Development projects	<i>None – 0 pts., 1 valid certification – 5 pts, more than 2 valid certifications – up to 20 pts.</i>	20
3. At least 3 years of relevant experience in the Psychology, Family therapy, Family counselling, development of analytical reports in the socio-economic field, including programmes and projects	<i>3 years -40 pts, each additional year – 5 pts; up to 50 pts.</i>	50
4. Experience in working with persons suffering of Post-Traumatic Stress Disorder (PTSD) symptoms, will constitute an advantage	<i>None – pts., less than 1 year – 10 pts., 1 year – 20 pts, each additional year – 5 pts; up to max. 40 pts</i>	40
5. Proven experience in the field of gender equality and human rights issues, gender-sensitive, human-centred / human rights based approach and best practices particularly related to civil society and local development	<i>None – 0 pts., poor experience – 5 pts., good experience - 15 pts., excellent experience – 40 pts.</i>	40
Interview		
6. Strong communication and presentation skills	<i>None – 0 pts., poor – 10 pts., good - 40 pts., excellent - 50 pts.</i>	50
7. Fluency in Russian is compulsory. Knowledge of English is an asset.	<i>Russian - 20 pts. English - 5 pts</i>	25
8. Proven familiarity with the Transnistrian region setting, knowledge and in-depth understanding of the working environment, its sensitivities, economic and political challenges	<i>None – 0 pts., fair knowledge/understanding – 10 pts., good knowledge/understanding – 20 pts., excellent knowledge /understanding - to 30 pts.</i>	30
Maximum Total Technical Scoring		300
Financial Evaluation valid for all 4 (four) positions:		
Evaluation of submitted financial offers will be done based on the following formula: <u>S = Fmin / F * 150</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

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.