



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **25 May 2018**

**Country:** Republic of Moldova

**Description of the assignment:** Human Rights Consultant

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

**Period of assignment/services:** June 2018, with estimated workload of up to 20 working days – with possibility of extension for the following period/year(s)

Proposals should be submitted online only, by following the “Apply online” link, no later than [3 June 2018](#). 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: [violeta.fetescu@one.un.org](mailto:violeta.fetescu@one.un.org).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [violeta.fetescu@one.un.org](mailto:violeta.fetescu@one.un.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) is a United Nations structure with a unique mandate from the international community to promote and protect human rights universally towards full implementation of the 1948 Universal Declaration of Human Rights and all other international human rights standards.

UN Human Rights Office in Moldova, led by the National Human Rights Coordinator, 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.

One of the Office’s strategic priorities for 2018-2021 is to work towards the promotion of the new national human rights framework. The framework is envisaged as an inclusive institutional setup consisting of the National Human Rights Action Plan (NHRAP), National Human Rights Council and the permanent National Human Rights Secretariat. Its implementation is requesting a solid human rights empowerment dimension of Moldovan civil society and establishment of a sustainable and institutionalized human rights monitoring framework.

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

The Human Rights Consultant, under these Terms of Reference works under the guidance and supervision of the National Human Rights Coordinator and Human Rights Programs Director (National Human Rights Officer).

Under the present Terms of References, the Consultant will have the following main tasks:

1. Assist and support the OHCHR team in promotion of the new national human rights framework consisting of the inclusive National Human Rights Action Plan (NHRAP), National Human Rights Council and the permanent National Human Rights Secretariat;

2. Ensure the involvement of civil society actors in monitoring over the implementation of the new NHRAP, UPR outcome recommendations and the concluding observations of the UN human rights treaty bodies issued for Republic of Moldova;
3. Continuously monitor human rights developments in the Republic of Moldova, assist in activities related to human rights monitoring;
4. Provide support to OHCHR Moldova in organization of the visit of the UN Special Rapporteur on Human Rights Defenders to the Republic of Moldova during the last week of June 2018.

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

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

- I. Academic Qualifications:
  - University degree in human rights, law, political science, sociology, or other relevant discipline (Master's degree – a strong advantage);
- II. Experience and skills:
  - At least two years of professional experience at the national and/or international level in human rights, law, sociology, political sciences (experience of work on human rights issues is a strong advantage);
  - Experience in working with beneficiaries, civil society and public sector is a strong asset;
  - Experience of working with minorities, marginalized or stigmatized groups is a strong asset.
- III. Language requirements:
  - Fluency in oral and written Romanian, Russian, and English.  
Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.

Diversity Clause: Applicants 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 special 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 including relevant past experience;
  - (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 human rights, law, political science, sociology, or other relevant discipline;
- At least two years of professional experience at the national and/or international level human rights, law, sociology, political sciences.

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:

- responsive/compliant/acceptable, and
- 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
<b>Technical</b>		
University degree in human rights, law, political science, sociology, or other relevant discipline (Master's degree – a strong advantage);	University degree – 60 pts.; Master degree – 80 pts.;	80
At least two years of professional experience at the national and/or international level human rights, law, sociology, political sciences;	2 years –up to 50 pts.; each additional year - 5 pts., up to maximum 80 pts.;	80
Experience in working with beneficiaries, civil society and public sector is a strong asset;	Less than 1 year- 0 pts.; 1 year – 10 pts.; 2 years – 20 pts.; 3 years - 30 pts.; each additional year - 5 pts., up to maximum of 40 pts.	40
Experience of working with minorities, marginalized or stigmatized groups is a strong asset.	Less than 1 year- 0 pts.; 1 year – 10 pts.; 2 years – 20 pts.; 3 years - 30 pts.; each additional year - 5 pts., up to maximum of 40 pts.	40
Fluency in oral and written Romanian and Russian, as well as good knowledge of English, is a must;	Max - 30 pts. (10 pts –each language);	30
Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauz, Romani, Ukrainian or sign language is an asset;	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 – 10 pts, to two or more groups – 20 pts.	20
<b>Maximum Total Technical Scoring</b>		<b>300</b>

<b>Financial</b>	
<p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p><b><math>S = F_{min} / F * 200</math></b></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>	<b>200</b>

#### 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**