



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **16 August 2018**

Country: Republic of Moldova

Description of the assignment: OHCHR Consultant on Human Rights Empowerment, Mobilization and Monitoring

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

Period of assignment/services: September – December 2018, with estimated workload of up to 30 working days

Proposals should be submitted online only, by following the “Apply online” link, no later than [26 August 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.

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

The Office’s directions of activities for 2018-2019 are oriented towards: a) strengthening the rule of law and accountability for human rights violations; b) enhancing and protecting civic space and people’s participation; c) increasing the engagement of victims of human rights violations with national and international human rights protections systems; d) enhancing equality and countering discrimination; e) integrating human rights into the sustainable development work done in Moldova; f) increasing implementation of the international human rights mechanisms’ outcomes.

As part of the activities oriented towards enhancing and protecting civic space and people’s participation, the OHCHR presence in Moldova is planning to: a) capacitate the representatives of civil society and persons coming from groups vulnerable to human rights violations to monitor and report on the respect and fulfillment of human rights; b) build capacities of groups vulnerable to human rights violations to engage in participation in decision making and policy making process; c) support the establishment of human rights monitoring groups and platforms with the view of engaging effectively into policy and law making process related to human rights with a special emphasis on equality and non-discrimination.

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

Under these Terms of References the Consultant on Human Rights Empowerment, Mobilization and Monitoring will work in close collaboration with the National Human Rights Officer (Human rights Programs Director) and under the supervision of the National Human Rights Coordinator.

The incumbent will work in close collaboration with project partners, beneficiaries and stakeholders for the effective achievement of results, anticipating and resolving complex program-related issues and ensuring information delivery.

Under the present Terms of References, the Consultant will:

Task 1. – Facilitation of the establishment of human rights monitoring/reporting groups and platforms and supporting the human rights monitoring and reporting activities

Deliverables under Task 1:

1.1. A monitoring and reporting group of CSO and CBOs for each thematic priority from the National Human Rights Action Plan created;

1.2. At least 10 info sessions on human rights - based approach in policy making, human rights monitoring and reporting organized and cofacilitated;

1.3. Insure the participation of CSOs and representatives of groups vulnerable to human rights violations to the events organized by OHCHR within the thematic priorities of the National Human Rights Action Plan.

Task 2. Monitor and report on human rights situation in Republic of Moldova

Deliverable under Task 2:

2.1. Weekly reports on development in human rights situation in Republic of Moldova;

2.1. At least 10 draft alternative reports towards Moldova's review by CEDAW from groups vulnerable to human rights violations developed with his/her support.

2.2. Draft reports towards the mid-term review within the Universal Periodic Review from the thematic monitoring platforms developed.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in law, human rights or other relevant discipline (Master's degree – a strong advantage);

II. Experience and skills:

- At least three years of professional experience at the national and/or international level in human rights work;
- At least two years of progressive professional experience in human rights, law or other related fields;
- Experience in drafting the alternative reports for the UN treaty bodies;
- At least 2 years' experience in providing human rights trainings;
- At least one year of experience in civic mobilization and empowerment.

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 law, human rights or other relevant discipline;
- At least three years of professional experience at the national and/or international level in human rights work.

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
Technical		
University degree in law, human rights or other relevant discipline (Master's degree – a strong advantage);	University degree – 40 pts.; Master's degree – 50 pts.;	50
At least three years of professional experience at the national and/or international level in human rights work;	3 years –up to 30 pts.; each additional year - 10 pts., up to maximum 60 pts.;	60
At least two years of progressive professional experience in human rights, law or other related fields;	2 years –up to 20 pts.; each additional year - 10 pts., up to maximum 50 pts.;	50
Experience in drafting the alternative reports for the UN treaty bodies;	No reports drafted- 0 pts.; 1 report – 5 pts.; 2 reports – 10 pts.; 3 reports and more – up to maximum 25 pts.;	25
At least 2 years' experience in providing human rights trainings;	2 years –up to 10 pts.; each additional year - 5 pts., up to maximum 45 pts.;	45
At least one year of experience in civic mobilization and empowerment;	1 year –up to 5 pts.; each additional year - 5 pts., up to maximum 25 pts.;	25
Fluency in oral and written Romanian and Russian, as well as good knowledge of English, is a must;	Max - 15 pts. (5 pts –each language);	15
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
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; 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