



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **9 August 2019**

Country: Republic of Moldova

Description of the assignment: National Consultant on Human Rights Training and Awareness raising in Transnistrian region of the Republic of Moldova

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

Period of assignment/services: 1 October 2019 – 31 July 2020, with estimated workload of up to 200 working days

Proposals should be submitted online only, by following the “Apply online” link, no later than [1 September 2019](#). 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) represents the world's commitment to universal ideals of human dignity. It has a unique mandate from the international community to promote and protect all human rights.

The OHCHR field presence 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 approaches, 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. Thematic priorities for the work of the Office are: (i) Strengthening rule of law and accountability for human rights violations; (ii) Enhancing equality and countering discrimination Integrating human rights in sustainable development; (iii) Enhancing civic space and people's participation.

Starting from 2019 UN OHCHR Moldova jointly with other UN entities will be implementing the Programme One UN Joint Action “Cross-river support to Human Rights” (2019 -2021)¹.

Under the guidance and direct supervision of the National Human Rights Coordinator and in close collaboration with the Programme’s Thematic Area Coordinator, the consultant will contribute to the development of the training and human rights awareness raising materials for the Programme. He/she will also contribute to the organization of the event on human rights training and awareness raising and will deliver expertise in the abovementioned thematic fields.

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

The National Consultant, under these Terms of Reference, works under the guidance and supervision of the National Human Rights Coordinator. The national consultant works in close collaboration with Programme’s Thematic Area Coordinator and OHCHR/UN staff, project partners, organizations and underrepresented groups. He/she will also work as well with other stakeholders for the effective achievement of results, anticipating and resolving complex program-related issues and information delivery.

Under present Terms of Reference, the National Consultant will:

- Develop the concept of the human rights capacity building of underrepresented groups in the Transnistrian region of the Republic of Moldova;
- Undertake human rights capacity building needs assessment of various types of beneficiaries (NGOs, individuals belonging to various underrepresented groups);
- Develop the package of training material for the beneficiaries on the left bank of Nistru river;
- Develop the programme of activities on human rights capacity building of NGOs and persons belonging to underrepresented groups;
- Coordinate with the partners organizations and the agencies jointly implementing the Programme the training and awareness raising activities;
- Deliver expertise and advice in developing the awareness rising and promotional materials aiming at contributing to the awareness rising on human rights in the region;
- Contribute to human rights mainstreaming into the institutional capacity building activities undertaken within the programme by other implementing agencies;
- Deliver the trainings and info sessions on human rights to various NGOs and other beneficiaries in accordance with the results of the needs assessment.

This assignment envisages extensive amount of time to be spent in the Transnistrian region of the Republic of Moldova, and first-hand knowledge of the regional context and environment. Related local travel expenses should be included in the submitted financial proposal.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in social science, law, human rights or other relevant discipline;
- Post-graduation education/courses in human rights would be considered an advantage.

II. Experience and skills:

¹ Henceforth “the Programme”

- At least 3 years of professional experience in organising capacity building, community mobilisation and/or awareness raising activities for community groups;
- Previous experience of work on UDHR, ICCPR, ICESCR, CRPD, CEDAW, ECHR and other related international human rights standards would be considered an advantage;
- Previous experience in working in Transnistrian region of the Republic of Moldova on human rights and empowerment of vulnerable groups, would be considered a strong advantage;
- Previous experience of working with NGOs, decision-makers- at the regional and local levels in the Transnistrian region of the Republic of Moldova would be considered a strong advantage.

III. Language requirements:

- Fluency in oral and written Russian; working knowledge of English language; working knowledge of Romanian language would be considered an advantage;
- Knowledge of one or more relevant minority languages, including Bulgarian, Ukrainian or Romani, as well as sign language(s), will be a strong advantage.

Diversity Clause: Applicants – particularly women – 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 diverse 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;
- (ii) Provide a detailed 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 social science, law, human rights or other relevant discipline;
- At least 3 years of professional experience in organising capacity building, community mobilisation and/or awareness raising activities for community groups;
- Fluency in oral and written Russian, working knowledge of English language.

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
<u>Technical</u>		
University degree in social science, law, human rights or other relevant discipline;	University degree – 40 pts.; Master degree – 55 pts.;	55
Continuous education/courses in human rights would be considered an advantage;	Yes- 10 pts.; No- 0 pts.	10
At least 3 years of professional experience in organising capacity building, community mobilisation and/or awareness raising activities for community groups;	3 years –up to 50 pts.; each additional year - 10 pts., up to maximum 70 pts.;	70
Previous experience of work on UDHR, ICCPR, ICESCR, CRPD, CEDAW, ECHR and other related international human rights standards would be considered an advantage;	Less than 1 year- 0 pts.; 1 year – 10 pts.; 2 years – 20 pts.; 3 years - 30 pts.; each additional year - 10 pts., up to maximum of 40 pts.;	40
Previous experience in working in Transnistrian region of the Republic of Moldova on human rights and empowerment of vulnerable groups, would be	Less than 1 year- 0 pts.; 1 year – 10 pts.; 2 years – 20 pts.; 3 years - 30 pts.; each	40

considered a strong advantage;	additional year - 10 pts., up to maximum of 40 pts.;	
Previous experience of working with NGOs, decision-makers- at the regional and local levels in the Transnistrian region of the Republic of Moldova would be considered a strong advantage;	Less than 1 year- 0 pts.; 1 year – 10 pts.; 2 years – 20 pts.; 3 years - 30 pts.; each additional year - 10 pts., up to maximum of 40 pts.;	40
Fluency in oral and written Russian; working knowledge of English language; working knowledge of Romanian language would be considered an advantage;	Max - 30 pts. (10 pts –each language);	30
Knowledge of one or more relevant minority languages, including Bulgarian, Ukrainian or Romani, as well as sign language(s), will be a strong advantage;	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 – 2 pts, to two or more groups – 5 pts.	5
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