



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **2 September 2019**

Country: Republic of Moldova

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

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

Period of assignment/services: 23 September 2019 – 31 January 2020, with estimated workload of up to 30 working days

Proposals should be submitted online only, by following the “Apply online” link, no later than [16 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) 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 priorities 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.

In May 2018 the Parliament adopted nationally-owned, long-term commitment to advance human rights - the National Human Rights Action Plan for 2018 – 2022 (henceforth NHRAP).

The coordination of the implementation of the NHRAP is under the responsibility of the National Human Rights Council. In order to ensure the sustainability of the coordination work done by the Council, based on the provisions of the Plan, the Permanent Human Rights Secretariat was established.

The Permanent Human Rights Secretariat assist with the current work of the Council and serves as a focal point between the Council and its local structures, on the one hand, and between the implementing central public authorities and the Council, on the other.

Local human rights focal points are to be established by the local public administration authorities at municipal and district level. They will be responsible for developing plans and programs for the implementation of the provisions of NHRAP at local level; conducting human rights monitoring and developing biannual reports on the respect of human rights at local level, with their subsequent submission to the Permanent Secretariat.

Strengthening the capacities of the national human rights reporting and follow up mechanisms for a better implementation, coordination, monitoring and reporting of the recommendations from UPR and treaty bodies is one of the key priorities of the Office of the High Commissioner for Human Rights (OHCHR) in Moldova.

Therefore, the Office is planning to provide support to Permanent Human Rights Secretariat in conducting the necessary human rights monitoring and coordination, as well as providing guidance to representatives of local structure to monitor and report on the respect and fulfillment of human rights.

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

Under these Terms of References the Human Rights Mobilization, Monitoring and Coordination Consultant will work in close collaboration with the National Human Rights Officer and under the supervision of the National Human Rights Coordinator.

The incumbent will also work in closely with representatives of the Permanent Secretariat for Human Rights and local structures of the Human Rights Council for the effective achievement of results, anticipating and resolving complex program-related issues and ensuring information

In particular, the Consultant will:

Task 1. – Provide technical support to Permanent Human Rights Secretariat in human rights policy monitoring and coordination

Deliverables under Task 1:

1.1. One inclusive coordination meeting of the National Human Rights Council organized jointly with the Permanent Human Rights Secretariat;

1.2. Working materials for the meeting of the National Human Rights Council developed.

Task 2. Provide assistance to local structures of the Human Rights Council in conducting human rights monitoring and advocacy

Deliverable under Task 2:

2.1. At least 3 coaching sessions to local structures of the Human Rights Council in human rights monitoring and reporting provided.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in law, public administration, international relations, economics or other relevant discipline (Master's degree – an advantage).

II. Experience and skills:

- At least three years of professional experience in human rights, results-based management and/or public administration work;
- Experience in drafting and analyzing public policies, their monitoring and reporting on the degree of their implementation;
- At least 1-year experience in providing human rights or good governance trainings;
- At least one year of experience in civic mobilization and/or empowerment.

III. Language requirements:

- Good command of oral and written Romanian. Russian and English are an asset;
- Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.

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 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, public administration, international relations, economics or other relevant discipline;
- At least three years of professional experience in human rights, results-based management and/or public administration 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
<u>Technical</u>		
University degree in law, public administration, international relations, economics or other relevant discipline; (Master's degree – an advantage).	University degree – 40 pts.; Master's degree – 55 pts.;	55
At least three years of professional experience in human rights, results-based management and/or public administration work;	3 years –up to 30 pts.; each additional year - 10 pts., up to maximum 60 pts.;	60
Experience in drafting and analyzing public policies, their monitoring and reporting on the degree of their implementation;	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 50 pts.;	50
At least 1-year experience in providing human rights or	1 year –up to 20 pts.; each	

good governance trainings;	additional year - 10 pts., up to maximum 40 pts.;	40
At least one year of experience in civic mobilization and/or empowerment;	1 year –up to 20 pts.; each additional year - 10 pts., up to maximum 50 pts.;	50
Good command of oral and written Romanian. Russian and English are an asset;	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 = Fmin / 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