



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **1 July 2020**

Country: Republic of Moldova

Description of the assignment: Consultant to develop the Roadmap and the Action Plan for the creation of the Roma community mediators' institution on the left bank of Nistru river

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

Period of assignment/services: July 2020 – December 2020 (27 working days), with the possibility of extension

Proposals should be submitted online only, by following the "Apply online" link, no later than [10 July 2020](#). 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: liachim@ohchr.org.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: liachim@ohchr.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 Human Rights Adviser, 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 -2022)¹.

Under the direct supervision of the Programme's Thematic Area Coordinator, in close collaboration with National Human Rights Officers and under overall guidance and supervision of the Human Rights Adviser, the consultant, together with an existing consultant, (referred to as the

¹ Henceforth "the Programme"

team of consultants) undertake field visits in the Transnistria region to map the actions required for the creation of a Roma community mediators institution in the region. Based on the conclusions of the field visits, during which the consultants will organize meetings with Roma in Roma communities located on the left bank of Nistru river, and the experience of creating a Roma community mediators' institution on the right bank of Nistru river, the consultants will prepare an Action Plan for the creation of a Roma community mediators' institution on the left bank.

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

The Team of Consultants works under the direct supervision of the Programme's Thematic Area Coordinator, in close collaboration with National Human Rights Officers, OHCHR/UN staff, project partners, organisations and underrepresented groups. They will also work with other stakeholders for the effective achievement of results, anticipating and resolving complex program-related issues and information delivery.

Under the present Terms of Reference, the Team of Consultants will:

- Undertake field visits on the left bank of Nistru river to collect information on the situation of Roma people, based on a developed survey and on the actual number of Roma living in the area;
- Draft the field visit reports on the visited areas, densely populated by Roma on the left bank of Nistru river;
- Contribute to the analysis of the regulatory framework of the left bank of Nistru river, related to the rights of Roma and to the instauration of Roma community mediators institution, specifically focusing on contributing with experience and knowledge, from the right bank of Nistru river, on the establishment and functioning of the Roma community mediators' institution;
- Develop a roadmap for the creation of the Roma mediator's institution in the Transnistria region based on the observance of the actual situation in the field, coupled with the best practices from the right bank of Nistru river;
- Develop a multi stakeholders action plan for the creation of Roma community mediators' institution on the left bank of Nistru river.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Completed high school education;
- University degree in social science, law, human rights or other relevant discipline would be a strong asset;
- Experience of at least 5 years in the field of Roma rights may be considered in lieu of University degree;
- Post-graduation education/courses in human rights would be considered an advantage.

II. Experience and skills:

- At least 3 years of professional experience in organizing capacity building, community mobilization and/or awareness raising activities for community groups especially in the field of Roma rights;

- Previous experience of working in the Transnistria 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 Transnistria 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 and 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 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. Cover Letter, explaining why they are the most suitable candidate for the work;
2. A methodological note explaining the approach to the tasks to be accomplished;
3. Financial proposal (lump sum and fee per day in USD, local transportation, communication and other relevant costs);
4. Personal CV, including past experience in similar assignments and contact details of at least 3 reference persons;
5. 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 (i.e. whether payments fall in installments or upon completion of the entire contract). Payments 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 and taxes, and number of anticipated working days).

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:

- Completed high school education;
- At least 3 years of professional experience in organizing capacity building, community mobilization and/or awareness raising activities for community groups especially in the field of Roma rights;

The short-listed individual consultants will be further evaluated based on the following methodology:

A two-stage procedure will be used in evaluating the candidates:

1. Technical evaluation – 60% (300 pts.);
2. Financial evaluation – 40% (200 pts.).

Technical evaluation will be based on a thorough desk review of applications.

Only candidates obtaining a minimum of 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

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.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
Completed high school education; University degree in social science, law, human rights or other relevant discipline would be a strong asset; Experience of at least 5 years in the field of Roma rights may be considered in lieu of University degree.	Completed high school education – 35 pts; University degree – 45 pts.; Master’s Degree – 55 pts.	55
Post-graduation education/courses in human rights would be considered an advantage.	(no – 0, yes – 10 pts).	10
At least 3 years of professional experience in organizing capacity building, community mobilization and/or awareness raising activities for community groups especially in the field of Roma rights.	3 years – up to 40 pts., each additional year – 10pts., up to a maximum of 70 pts.	70
Previous experience of working in the Transnistria region of the Republic of Moldova on human rights and empowerment of vulnerable groups.	Less than 1 year – 0 pts., 1 year – 10 pts., 2 years – 20pts., 3 years – 30pts; each additional year – 10pts., up to a maximum	60

	of 60 pts.	
Previous experience of working with NGOs, decision-makers- at the regional and local levels in the Transnistria region of the Republic of Moldova.	Less than 1 year – 0 pts., 1 year – 10 pts., 2 years – 20pts., 3 years – 30pts; each additional year – 10pts., up to a maximum of 60 pts.	60
Fluency in oral and written Russian; working knowledge of English and Romanian language would be considered an advantage.	Maximum 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.	Maximum 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
<u>Financial</u>		
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