



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **20 October 2020**

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**Country:** Republic of Moldova

**Description of the assignment:** Consultant to facilitate the drafting of the Human Rights Framework on the left bank of Nistru River

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

**Period of assignment/services:** November 2020 – June 2021 (up to 28 working days)

Proposals should be submitted online only, by following the “Apply online” link, no later than [2 November 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](mailto:liachim@ohchr.org).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [liachim@ohchr.org](mailto: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.

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### 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 (iii) Integrating human rights in sustainable development; (iv) Enhancing civic space and people's participation.

Starting from 2019 UN OHCHR Moldova jointly with other UN entities is implementing the One UN Joint Action “Cross-river support to Human Rights” (2019 -2022)<sup>1</sup>. Under one of the project outputs, it is envisaged to support the implementation of the recommendations of the UN human rights expert Thomas Hammarberg as well as UN human rights mechanisms and to facilitate an

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<sup>1</sup> Henceforth “the Programme”

alignment of local frameworks and practices with international human rights standards, including by facilitation the drafting of a human rights framework. The human rights framework will focus on the implementation of the recommendations made by Thomas Hammarberg in 2013 and 2019 as well as recommendations received from UN human rights mechanisms (including from UN treaty bodies, Special Procedures and the Universal Periodic Review) that relate specifically to the region and are within the responsibility of the respective duty bearers.

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

Under the direct supervision of the Programme's Thematic Area Coordinator, under close overall guidance and supervision of the Human Rights Adviser, the consultant will facilitate the drafting of the Human Rights Framework in the Transnistria region of the Republic of Moldova.

Under the present Terms of Reference, the Consultant will:

- Cluster by thematic areas the recommendations of Thomas Hammarberg (2013 and 2019) and of UN human rights mechanisms (including from UN treaty bodies, Special Procedures and the Universal Periodic Review) with regard to the Transnistria region and present the results of the clustering exercise;
- Facilitate the meetings of thematic sub-working groups and public consultations (which will consist of representatives of duty bearers and civil society) in the conduct of a prioritisation exercise, and develop a first draft of the Human Rights Framework for the various thematic areas;
- Deliver expertise and advice on integrating human rights, human rights-based approach and gender mainstreaming in developing the Human Rights Framework in thematic areas with special attention to different underrepresented groups;
- Coordinate with CSOs and representatives of the Platform for Sustainable Community Development and other existing platforms their participation and proposals to drafting the Human Rights Framework for the various thematic areas.

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

### **II. Experience and skills:**

- At least 5 years of professional experience in in the field of human rights, policy drafting and working with underrepresented groups;
- Excellent knowledge of international human rights standards;
- Advanced knowledge of human rights recommendations issued by international experts and UN human rights mechanisms with particular focus on the Transnistria region;

- Experience in drafting policy documents including in the area of human 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 regional and local levels in the Transnistria region of the Republic of Moldova would be considered a strong advantage;
- Good writing skills, ability to present information logically, clearly and concisely.

### **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), would be considered 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 (fee per day in USD, including 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 and other costs

All envisaged travel and communication costs must be included in the financial proposal. The consultant is expected to conduct up to 10 travels to Tiraspol. The fee must also include all travel to join the duty station/repatriation travel and communication costs with representatives of CSOs and OHCHR. 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. Meeting costs will be covered by OHCHR.

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, social science or other relevant discipline;
- At least 5 years of professional experience in the field of human rights, policy drafting and working with underrepresented groups;
- Fluency in oral and written Russian.

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

### Cumulative analysis

- 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 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:

- 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.

<b>Technical Evaluation Criteria</b>	<b>Scoring</b>	<b>Maximum Points Obtainable</b>
University degree in law, human rights, social science or other relevant discipline	University degree – 20 pts.; Master's or higher Degree – 30 pts.	30
At least 5 years of professional experience in in the field of human rights, policy drafting and working with underrepresented groups	5 years – up to 15 pts., each additional year – 5 pts., up to a maximum of 35 pts.	35
Previous experience of work in the Transnistria region of the Republic of Moldova on human rights and empowerment of vulnerable groups, would be considered a strong advantage	Less than 1 year – 0 pts., 1 year – 5 pts., 2 years – 10 pts., 3 years – 15 pts; each additional year – 5 pts., up to a maximum of 35 pts.	35
Post-graduation education/courses in human rights would be considered an advantage	(no – 0, yes – 5 pts).	5
Previous experience of work with NGOs, decision-makers at regional and local levels in the	Less than 1 year – 0 pts., 1 year – 5 pts., 2 years – 10 pts., 3 years –	30

Transnistria region of the Republic of Moldova would be considered a strong advantage	15 pts; each additional year – 5 pts., up to a maximum of 30 pts	
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 5 pts., (1 pt. - each language).	5
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
<b>Written test (demonstrated professional experience and knowledge)</b>		
Knowledge of particular needs of vulnerable groups in Transnistria region and of ways to empower them	(limited –10 pts, satisfactory – 15 pts, extensive – 25 pts.)	25
Experience in drafting policy documents including in the area of human rights	limited –15 pts, satisfactory – 20 pts, extensive – 30 pts.	30
Good writing skills, ability to present information logically, clearly and concisely	limited –<5 pts, satisfactory – <10 pts, extensive – <20 pts.	20
<b>Interview (demonstrated technical knowledge and experience; resourcefulness)</b>		
Excellent knowledge of international human rights standards;	limited –10 pts, satisfactory – 15 pts, extensive – 30 pts	30
Advanced knowledge of human rights recommendations issued by international experts and UN human rights mechanisms with particular focus on the Transnistria region	limited –15 pts, satisfactory – 20 pts, extensive – 35 pts.	35
Fluency in oral and written Russian; working knowledge of English and Romanian language would be considered an advantage	Maximum 15 pts., (Russian – 5 pts., English – 5 pts., Romanian – 5 pts.	15
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b>Financial</b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> S – score received on financial evaluation; F <sub>min</sub> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.		<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**