



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **17 March 2021**

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**Country:** Republic of Moldova

**Description of the assignment:** National Consultant for developing a full proposal for the UN Partnership on the Rights of Persons with Disabilities Trust Fund (UNPRPD TF)

**Period of assignment/ services:** April – July 2021 (up to 80 working days)

Proposals should be submitted online by pressing the "Apply Online" button, no later than **24 March 2021**.

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

#### ***About the UNPRPD***

The United Nations Partnership on the Rights of Persons with Disabilities (UNPRPD)<sup>1</sup> is a unique collaborative effort that brings together UN entities, governments, organizations of persons with disabilities (OPDs) and the broader civil society to advance the rights of persons with disabilities around the world. The UNPRPD supports the full implementation of the Convention on the Rights of Persons with Disabilities (CRPD) and the realization of disability inclusive Sustainable Development Goals (SDGs) by facilitating policy dialogue, coalition-building and capacity-development at country, regional and global level. In doing so, it leverages the comparative advantage of multiple stakeholders to advance the vision of a "society for all" in the 21st century.

The UN entities participating in the UNPRPD are the International Labour Organization (ILO), the Office of the High Commissioner for Human Rights (OHCHR), the United Nations Department for Economic and Social Affairs (UNDESA), the United Nations Development Programme (UNDP), the United Nations Educational, Cultural and Scientific Organization (UNESCO), the United Nations Population Fund (UNFPA), the United Nations Children's Fund (UNICEF), the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), the World Health Organization (WHO). The UNPRPD

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<sup>1</sup> <http://www.unprpd.org/>

also works closely with multiple civil society organizations (CSOs) including the International Disability Alliance (IDA) and the International Disability and Development Consortium (IDDC).

The primary focus of the UNPRPD is the promotion of country-level joint programmes in which participating UN Organizations engage in collaborative efforts with a range of partners to trigger systemic change.

The programmes are selected and funded through Funding Calls whereby proposals are submitted to the UNPRPD Fund by one or more of the Participating UN Organizations based on in-country-demand in consultation with state institutions, National Human Rights Institutions (NHRIs), organizations of persons with disabilities and civil society partners, or other partners as relevant (e.g. social partners, academia, etc.).

### ***The 4<sup>th</sup> Funding Call***

Proposals under this call are expected to demonstrate the ability to achieve the following two objectives:

1. Advance CRPD implementation at the country level by focusing on the essential preconditions for disability inclusion across sectors, translating these into concrete policies, programs, and/or services which lead to systemic changes through a cohesive, inter-sectoral approach;
2. Improve and increase the implementation of disability inclusive SDGs at the country level by providing fundamental support to the UN's collective response to the SDGs – including UN Country Teams (UNCTs), governments, OPDs, and civil society – to address national priorities and gaps concerning persons with disabilities in their national planning to advance the SDGs.

The first step for the application to this Call was to develop and submit an **Expression of Interest**. The UN Country Team Moldova's submission was successful and was shortlisted for the next phase of the process – Inception Phase.

The **Inception Phase** is a short-term program in itself and will involve a multi-stakeholder process over four months to conduct an **(i) Induction Workshop, (ii) a Situational Analysis, and (iii) to develop the Full Program Proposal**. The Inception Phase will be implemented by UNDP as the main applicant in coordination with other participating UN entities. All above-mentioned activities should be conducted through a broad participation and engagement of OPDs and CSOs representing diverse groups of people with disabilities.

In this context, the Individual Consultant will work with UNDP and other participating UN entities to carry out and complete each of the Inception Phase activities over a period of four months using a multi-stakeholder process and forthcoming UNPRPD templates and materials.

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

Under the guidance of UNDP and with support from other UN Agencies, the Individual Consultant will have to complete the following groups of tasks:

1. ***Prepare for and deliver a five-days Induction Workshop*** – The purpose of the Induction Workshop is to provide basic training on the Convention on the Rights of Persons with Disabilities (CRPD) and disability inclusive SDGs, UNPRPD's Cross-Cutting Approaches outlined in its

Strategic Operational Framework (SOF), and the preconditions for disability inclusion<sup>2</sup>. The Induction Workshop ensures that all stakeholders (UNCT, government, NHRIs, broad OPDs, CSOs and other partners) engaged are informed and prepared to participate in the Situational Analysis. This workshop should be delivered, before the UNCT undertakes the Situational Analysis or engages in drafting the Full Proposal.

The Induction Workshop is a standardized training module developed by UNPRPD's Technical Secretariat to ensure consistency between country level stakeholders. It is important to ensure that persons with disabilities play a key role in the delivery of the workshop. Due to the Covid-19 situation, the workshop will be organized virtually/online.

Tasks included:

- Get familiar with the standardized training module, developed by the UNPRPD Technical Secretariat, and prepare/adjust the handout training materials;
- Identify the list of potential partners to be engaged in the workshop and ensure common understanding of the applicable standards;
- Review and clear the training materials translated into Romanian to ensure harmonization and compliance with the terminology used at the national level;
- Prepare a short training delivery strategy taking into account the online environment;
- Lead and guide the team of consultants engaged to deliver the induction training sessions;
- Circulate the training hand-outs to the participants before and after the training, as necessary;
- Deliver the training sessions/modules assigned;
- Elaborate, distribute, collect and analyse the training evaluation forms;
- Submit a post-training activity report, including the analysis of evaluation forms collected;
- Undertake any other actions required to complete the task described above at point 1.

2. **Facilitate the Situational Analysis process** – The purpose of the Situational Analysis is to engage stakeholders in a broader analysis on contextual factors affecting CRPD and SDG implementation and the preconditions for disability inclusion in order to inform wider planning within the country and to inform planning for UNPRPD programs and ensure they are based on the national needs that respond to national challenges. UNDP intends to engage a third-party provider/civil society organization/OPD to carry out the situational analysis under the guidance and monitoring of the National Consultant.

Tasks included:

- Get familiar with the template for the Situational Analysis, provided by the UNPRPD Technical Secretariat;
- Develop the draft Terms of Reference for the engagement of the third-party provider to conduct the Situational Analysis;
- Develop with the third-party provider the methodology (including, timeframe, quality indicators, profiles of experts, etc.) for the Situational Analysis;
- Review and clear the implementation plan of the Situational Analysis, proposed by the third-party provider;
- Review and clear the tools (questionnaire, focus group/interview guidelines, etc.) proposed by the third-party provider for conducting the Situational Analysis;
- Monitor and undertake the quality assurance role while the third-party provider will conduct the Situational Analysis;

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<sup>2</sup> Equality and non-discrimination, service delivery, accessibility, participation of persons with disabilities, CRPD compliant budgeting and financial management, and accountability and governance.

- Facilitate the validation session(s), organized by the third-party provider in the context of conducting the Situational Analysis;
  - Review and clear the Situational Analysis report, prepared and submitted by the third-party provider;
  - Review and clear the English translation of the Situational Analysis report;
  - Undertake any other actions required to complete the task described above at point 2.
3. **Develop the Full Program Proposal** – Drawing on learning from the Induction Workshop and Situational Analysis, the Full Proposal outlines the program theory of change, objectives, activities, outputs, and outcomes, as well as the structure and nature of the multi-stakeholder partnership that will drive the implementation of the program. In addition, the Full Proposal includes a full program budget. Each program partner should be involved in the design of the program, and the Full Proposal should be developed through one or more workshops (virtual or in person), depending on the local context and needs of the stakeholder group. The Full Proposal is subject to a quality check by the Technical Secretariat and validation by the UNPRPD Management Committee. The Full Proposal template will be shared by the UNPRPD Technical Secretariat after completion of the Induction Workshop and Situational Analysis.

Tasks included:

- Get familiar with the Full Proposal template, provided by the UNPRPD Technical Secretariat;
- Draft the Full Proposal (including a program budget) through a broad, multi-stakeholder process, taking into account the requirements for the Funding Call (e.g., Call Objectives, eligibility/selection criteria, budget ceiling, etc.), UNPRPD’s strategic priorities and Cross-Cutting Approaches, learning on the preconditions for disability inclusion, and findings from the Situational Analysis;
- Organize three consultation sessions with the national stakeholders (including state institutions, OPDs, CSOs, NHRIs) in the process of drafting the Full Proposal;
- Recommend the final list of partners to be engaged in program implementation;
- Address any comments or feedback following the quality check by the UNPRPD Technical Secretariat;
- Make a presentation of the Full Proposal to the identified partners and implementing agencies for the endorsement as part of the local project appraisal procedure;
- Undertake any other actions required to complete the task described above at point 3.

The Induction Workshop, Situational Analysis, and Full Proposal processes should include all potential program partners, such as participating UN organizations, state stakeholders, NHRIs, OPDs, persons with disabilities and civil society, and additional stakeholders, such as donors, private sector, should be consulted during the data collection process of the Situational Analysis.

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

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### **Academic Qualifications:**

- Master’s Degree (or 5 years university degree) in Law, Social Sciences or a related field.

#### **Experience and knowledge:**

- Minimum of 7 years of relevant experience in the field of human rights, rights of people with disabilities with focus on analytical work in the related fields;

- Minimum of 5 years working/professional evidenced experience in policy analysis and drafting policy and/or project documents;
- Extensive experience of conducting consultations with the state institutions and civil society organizations and development partners (minimum 5 projects in total).

#### **Competencies:**

- Proven analytical and drafting skills, including in the identification of key issues and how they interrelate in policy context of public and private finance;
- Fluent written and oral (technical level) of English, Romanian and Russian languages.

#### **Personal qualities:**

- Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

The United Nations Country Team in the Republic of Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply. Please mention in your CV if you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.

#### **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- ✓ Offeror's Letter confirming Interest and Availability;
- ✓ Proposal (Motivation Letter): explaining why they are the most suitable for the work including previous experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
- ✓ Financial proposal (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.);
- ✓ Duly completed and signed Personal History Form (P11) or personal CV.

#### **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, taxes, travel costs, accommodation costs, communication, 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:

- Master’s Degree (or 5 years university degree) in Law, Social Sciences or a related field;
- Minimum of 7 years of relevant experience in the field of human rights, rights of people with disabilities with focus on analytical work in the related fields.

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:

- 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 of 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<b><u>Technical</u></b>		
Master’s Degree (or 5 years university degree) in Law, Social Sciences or a related field	<i>Yes – 30 pts., No – 0 pts.</i>	30
Minimum of 7 years of relevant experience in the field of human rights, rights of people with disabilities with focus on analytical work in the related fields	<i>7 years – 50 pts., each additional year of experience – 10 pts. up to a maximum of 70 pts</i>	70
Minimum of 5 years working/professional evidenced experience in policy analysis and drafting policy and/or project documents	<i>5 years – 40 pts., each additional year of experience – 10 pts. up to a maximum of 60 pts</i>	60
Extensive experience of conducting consultations with the state institutions and civil society organizations and development partners (minimum 5 projects in total)	<i>5 projects – 40 pts., each additional project – 10 pts. up to a maximum of 60 pts</i>	60
Proven analytical and drafting skills, including in the identification of key issues and how they interrelate in policy context of public and private finance	<i>Yes – up to 40 pts., No – 0 pts.</i>	40

Fluent written and oral (technical level) of English, Romanian and Russian languages	<i>English – 10 pts., Romanian – 10 pts., Russian – 10 pts.</i>	30
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment <sup>3</sup>	<i>no – 0 pts., to one group – 5 pts., to two or more groups – 10 pts.</i>	10
<b>Maximum Total Technical Scoring</b>		<b>300</b>

<b><u>Financial</u></b>	
Evaluation of submitted financial offers will be done based on the following formula: <b><u>S = Fmin / F * 200</u></b> <b>S</b> – score received on financial evaluation; <b>Fmin</b> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; <b>F</b> – 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**

<sup>3</sup> Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees and other noncitizens.