



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **19 March 2021**

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**Country:** Republic of Moldova

**Description of the assignment:** Consultant to conduct an assessment and to develop recommendations for CRPD compliant regulatory framework on the left bank of Nistru River

**Project Reference:** UN Human Rights Office (OHCHR), One UN Joint Action "Cross-river support to Human Rights" (2019 -2022)

**Period of assignment/services:** April – December 2021 (up to 30 working days)

Proposals should be submitted online only, by following the "Apply online" link, no later than [5 April 2021](#). 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 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 process of developing regional regulatory framework in compliance with the Convention on the Rights of Persons with Disabilities (CRPD). It is planned to conduct a preliminary

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<sup>1</sup> Henceforth "the Programme"

assessment on social services for people with disabilities against international standard to advance interventions in three main directions: a) regulatory framework in the field of deinstitutionalization of persons with disabilities; b) disability determination system; c) regulatory framework in the field of employment of persons with disabilities. The results of the assessment will serve as a basis for amending the regulatory framework and will be used in the advocacy efforts by CSOs to further promote the community-based services concept in the region.

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

Under the direct supervision of the Programme's Thematic Area Coordinator and close overall guidance and supervision of the Human Rights Adviser, the consultant will conduct an assessment and develop a set of recommendations for a CRPD compliant regulatory framework in three particular areas (regulatory framework in the field of deinstitutionalization of persons with disabilities; disability determination system; regulatory framework in the field of employment of persons with disabilities) on the left bank of Nistru River.

Under the present Terms of Reference, the Consultant will:

- a. Perform a desk review of available documents (primary and secondary normative documents) relevant for three particular areas (regulatory framework in the field of deinstitutionalization of persons with disabilities; disability determination system; regulatory framework in the field of employment of persons with disabilities);
- b. Perform data collection, including interviews, meetings with relevant CSOs working with people with disabilities and other stakeholders acting in the field, and conduct an interim validation of the findings;
- c. Conduct a data analysis and develop an assessment report with key findings, recommendations, including on proposed normative and institutional changes, based on all sources of information used;
- d. Present and validate the findings from the assessment report during a multi-stakeholder meeting, including persons with disabilities, CSOs working with people with disabilities, organisations of persons with disabilities, representatives of relevant institutions, activists and other stakeholders;
- e. Develop, upon agreement with OHCHR, at least 2 recommendations of the assessment into concrete advocacy actions in partnership with CSOs and activists working with and for persons with disabilities on the left bank.

This assignment envisages work and travel in the Transnistria region of the Republic of Moldova, with transportation arrangements being covered by the Programme.

*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;
- At least 4 years of professional experience of working in the context of international human rights standards of persons with disabilities;
- 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;
- Previous experience of work with NGOs, decision-makers at regional and local levels 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), 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

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. The 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 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

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 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.

Technical Evaluation Criteria	Scoring	Maximum Points Obtainable
University degree in law, human rights, social science or other relevant discipline	University degree – 40 pts.; Master’s or higher Degree – 50 pts.	50
Post-graduation education/courses in human rights would be considered an advantage	(no – 0, yes – 15 pts).	15
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 20 pts., each additional year – 10 pts., up to a maximum of 70 pts.	70
At least 4 years of professional experience of working in the context of international human rights	Less than 1 year – 5 pts., 1 year – 10 pts., 2 years – 20 pts., 3 years –	60

standards of persons with disabilities	30 pts; each additional year – 10 pts., up to a maximum of 60 pts.	
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; more than 3 years – 20 pts	20
Previous experience of work with NGOs, decision-makers at regional and local levels 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 40 pts.	40
Fluency in oral and written Russian; working knowledge of English and Romanian language would be considered an advantage	Maximum 30 pts., (10 pts. - for 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
<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><math>S = F_{min} / F * 200</math></u></b> 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.		<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**