



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **17 August 2021**

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**Country:** Republic of Moldova

**Description of the assignment:** Lead consultant on mainstreaming human rights-based approach to social work

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

**Period of assignment/services:** 15 September 2021 – 20 April 2022, with estimated workload of up to 180 working days

Proposals should be submitted online only, by following the “Apply online” link, no later than [31 August 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: [vfetescu@ohchr.org](mailto:vfetescu@ohchr.org).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [vfetescu@ohchr.org](mailto:vfetescu@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 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. 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 2021 the HRA presence in Moldova jointly with UNFPA is implementing the project “Empowerment of Older Women and Women with Disabilities in Moldova” (2021-2022), implemented with the contribution of Swiss Development Cooperation (SDC) in the context of the UN Socio-Economic Response and Recovery Plan in Moldova. The main aim of the project is the empowerment and building

of social resilience of older persons by fostering intergenerational dialogue with young people and improving their access to quality social services. It also aims at building the capacity of social professionals in applying a human rights-based approach in their work. As part of the OHCHR component of the project, the staff of the faculty of social assistance will be enabled to apply and transmit a human rights-based approach to and in their teaching, and trainers of the social assistance services will have an increased knowledge on human rights and human rights-based approach, which they will integrate in their trainings. The main partners of the project are National Agency for Social Assistance and Social Work Department of the Moldova State University. Two main results are envisaged: (1) Human rights are mainstreamed in the curriculum of the faculty of social work at the state university and (2) Human Rights training package drafted (off- and on-line) for staff of the National Agency for Social Assistance (NASA), as well as for all the specialist in the field of social work, including in the field of social services delivery.

Under the direct supervision of the Human Rights Adviser, in close collaboration with the Human Rights Officer, the lead consultant will coordinate the process of developing the initial and in-service training program on human rights-based approach to social work and the process of capacity building of professionals from the Social Work Department of Moldova State University and pool of trainers from NASA. The process will be conducted together with the Mobilization consultant to facilitate the process of mainstreaming the human rights-based approach in the initial training of social workers and other specialists in social field and the Consultant to mainstream human rights-based approach in the in-service training of social workers and other specialists in social field.

Besides the coordination of a team of three consultants, the consultant will review the existing training program and curriculum of the initial training program of the social workers from the human rights perspective, will identify the needs for mainstreaming human rights, will develop the necessary materials, and will contribute to building the capacities of the team of lectures of the Social Work Department of Moldova State University and of the pool of trainers of the National Agency for Social Assistance. The consultant will work in close cooperation and consultation with the representative of the Social Work Department and other consultants involved in the human rights mainstreaming in the initial and in-service training program of social workers. Also, for understanding the needs of capacity building of future specialists, the consultant will cooperate with the National Social Assistance Agency.

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

The Consultant works under the direct supervision of the Human Rights Adviser, in close collaboration with the Human Rights Officer. He/she will also work closely with staff of the Social Work Department of the Moldova State University and National Social Assistance Agency for the effective achievement of expected results.

Under the present Terms of Reference, the Consultant will:

### **I. Develop a training programme for mainstreaming a human rights-based approach in the initial training of social workers, in cooperation with the Social Work Department of Moldova State University.**

- a. Analyse the existing educational program that is being used by the Social Work Department of Moldova State University in the initial training of the social workers and assess the extent to which human rights have been and can be mainstreamed in the existing educational programme.

The process of analysis will include the review of the existing documents, including the materials developed at international level and jurisprudence emanating from the United Nations Treaty Bodies and other mechanisms, discussions and consultations with lecturers and students, as well as the representatives of the National Social Assistance Agency. Develop the concept of mainstreaming human rights and human rights-based approach to social work in the initial training of social workers. Based on a needs assessment the proper option for integrating human rights will be identified: developing a separate course on human rights-based approach to social work and/or mainstreaming human rights through the existing courses.

- b. Develop the set of educational curricula and materials/initial training package based on the established concept. The content of the training package will also include interactive exercises and lesson self-checks.
- c. Conduct consultations sessions/meetings with the representatives of Social Work Department and students, to ensure a participatory and consultative process of developing the concept and educational materials.
- d. Based on the revised curricula, train lecturers on human rights and the HRBA to social assistance, by conducting a training (at least 3 days of training). This will include developing, beforehand, the concept, agenda, training materials. The training will serve also as a basis for testing of the developed materials.
- e. Adapt and finalize the curricula and educational materials (training package), based on the feedback received during the lecturers' training.

**Note:** The process will be conducted with the support of the Mobilization consultant to facilitate the process of mainstreaming human rights-based approach in the initial training of social workers and other specialists in social field.

**II. Coordinate and co-facilitate the process of developing the initial and in-service training program on human rights-based approach to social work and the process of capacity building of professionals from the Social Work Department of Moldova State University and pool of trainers from NASA.**

Under this task, the Lead consultant will coordinate and co-facilitate, together with the OHCHR team and consultants the process of developing the initial and in-service training program for mainstreaming human rights-based approach in social work. For this, the consultant will, among others:

- a. Develop the plan of actions for ensuring the implementation of the output of the project, under OHCHR responsibility: the staff of the faculty of social assistance are enabled to apply and teach a human rights-based approach to and in their teaching, and trainers of the social assistance services have an increased knowledge on human rights and human rights-based approach.
- b. Provide support, review and co-facilitate the process of developing the training needs assessment, development of on-line and off-line training programme and conducting the ToT for the NASA pool of trainers.
- c. Ensure the implementation and reporting on the development of the initial and in-service training programme and capacity building.

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

**I. Academic Qualifications:**

- University degree in social science, law, human rights or other relevant discipline;
- Master's degree/courses in human rights would be considered an advantage.

**II. Experience and skills:**

- At least 7 years of professional experience at the national level in human rights work, social assistance work, sociology, as well as experience in promoting the rights of people in vulnerable situation.
- At least 7 years of experience working in the area of social assistance;
- Experience in conducting analysis and developing and providing capacity building programs for the specialists in the social field.
- Experience in working with academia is an asset.

### **III. Language requirements:**

- Fluency in Romanian language; Fluency in English would be an asset;
- 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 – 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 social science, law, human rights or other relevant discipline;
- At least 7 years of professional experience at the national level in human rights work, social assistance work, sociology, as well as experience in promoting the rights of people in vulnerable situation.

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.

<b>Criteria</b>	<b>Scoring</b>	<b>Maximum Points Obtainable</b>
<b>Technical</b>		
University degree in social science, law, human rights or other relevant discipline; (Master’s degree/courses in human rights would be considered an advantage);	University degree – 50 pts.; Master’s degree/ training courses– 65 pts.;	65
At least 7 years of professional experience at the national level in human rights work, social assistance work, sociology, as well as experience in promoting the rights of people in vulnerable situation;	7 years –up to 30 pts.; each additional year - 20 pts., up to maximum 90 pts.;	90
At least 7 years of experience working in the area of social assistance;	7 years –up to 20 pts.; each additional year - 10 pts., up to maximum 60 pts.;	60
Experience in conducting analysis and developing and providing capacity building programs for the specialists in the social field; (Experience in working with academia is an asset);	Less than 1 year- 5 pts.; 1 year –up to 10 pts.; each additional year - 10 pts., up to maximum 50 pts.;	50
Good command of oral and written Romanian. English is an asset;	Max - 20 pts. (10 pts –each language);	20
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
<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; 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**