



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **18 August 2021**

Country: Republic of Moldova

Description of the assignment: Consultant to mainstream human rights-based approach in the in-service training of social workers and other specialists in social field

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 100 working days

Proposals should be submitted online only, by following the “Apply online” link, no later than [3 September 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.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: 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.

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 and the lead Consultant to mainstream human rights-based approach to social work, the consultant will undertake a rapid assessment of the training needs of the professionals involved in the delivery of the social services including in the context of COVID-19 in cooperation with the NASA. Depending on the needs identified, the consultant will develop a training programme for staff of public social assistance services in the context of continuous training of professionals, who benefit from in-service training systematically (off- and on-line). A training of trainers will be conducted with the aim of developing a network of trainers on HRBA in social service delivery. The consultant will work in close cooperation and consultation with the representative of National Agency for Social Assistance. The incumbent will also cooperate with the consultant involved in the human rights mainstreaming in the initial training program of social workers.

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

The Consultant will work under the direct supervision of the Human Rights Adviser, in close collaboration with the Human Rights Officer and Lead consultant on mainstreaming human rights-based approach to social work. He/she will also work closely with staff of the National Agency for Social Assistance for the effective achievement of expected results.

Under the present Terms of Reference, the Consultant will:

- a. Undertake an assessment of the training needs of the professionals involved in the delivery of the social services including in the context of COVID-19 in cooperation with the National Agency for Social Assistance. Develop a report with the recommendations for further development of the training programs for mainstreaming human rights and human rights-based approach in the in-service training of the social workers and other specialists in the social services delivery. The rapid assessment will include diverse methodologies, including desk review of the relevant documents (ToRs of social workers, existent training programs), needs assessment questionnaires applied to specialists in the field, discussions and consultations with the Social Work Departments and representatives of NASA, etc.
- b. Develop a training programme and all the relevant training materials for staff of public social assistance services in the context of continuous training of professionals, who benefit from in-service training systematically (off- and on-line). The training program will be developed based on the results of the needs assessment. As NASA entertains an on-line training platform for its staff and for all the specialists in the social assistance field, including in the field of social services development and delivery, the training programme and materials will be developed for on-line and off-line training.
- c. Conduct consultation sessions/meetings (at least 2 sessions) with the representatives of National Agency for Social Assistance to ensure a participatory and consultative process of developing the concept and educational materials.
- d. Conduct a three-day training of trainers (ToT) with the aim of developing a network of trainers on HRBA in social service delivery.

Note: The ToT will also serve as a basis of testing the training programme and package developed. Based on the inputs collected during the ToT, the consultant will further adapt and finalize the training programme and package.

- e. Revise and finalize the training programme and support materials based on the feedback received during the ToT.

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.

| Criteria | Scoring | Maximum Points Obtainable |
|---|--|---------------------------|
| <u>Technical</u> | | |
| 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 | 60 |

| | | |
|---|---|------------|
| | to maximum 60 pts.; | |
| Experience in 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 would be 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 |
| Maximum Total Technical Scoring | | 300 |
| Financial | | |
| 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