



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **14 September 2022**

Country: Republic of Moldova

Description of the assignment: Consultant to develop the study on human rights situation of Roma, including refugees, on both banks of Nistru river

Project Reference: UN Human Rights Office (OHCHR)

Period of assignment/services: October – December 2022, with estimated workload of up to 46 working days

Proposals should be submitted online only, by following the “Apply online” link, no later than [2 October 2022](#). 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: violeta.fetescu@un.org.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: violeta.fetescu@un.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 in Moldova (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 Resident Coordinator's 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.

One of the activities planned by OHCHR for 2022 is to conduct a study to analyze the current human rights situation of Roma, including of Roma refugees on both banks of Nistru river and underlying causes that limit access to their human rights, taking into consideration all the emerging crises (COVID-19 pandemic, energy, humanitarian and refugee crises, as well as inflation). In order to ensure that triangulation of data, qualitative and quantitative research methods and tools will be applied, such as: a) desk review of international human rights standards and recommendations, national policies and decisions with human rights impact on the situation of Roma on both banks of Nistru river; interviews with Roma on both banks of Nistru river, including Roma refugees; focus group discussions with Roma, as well as in depth interviews with experts on the human rights of Roma.

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 and consultation with the Human Rights Officer and Thematic Area Coordinator to develop the analysis on human rights situation of Roma, including refugees, on both banks of Nistru river.

Under the present Terms of Reference, the Consultant will:

- a. Conduct a desk review on human rights situation of Roma, including refugees, on both banks of Nistru river, including analysis of underlying causes that limit access to human rights of Roma;
- b. Support the sociological company in the development of the survey questionnaire to collect data on the perceptions of the Roma population in relation to their human rights situation, including refugees, on both banks of Nistru river. Also support the sociological company in the development of an interview guide and in the conduct of around focus group discussions on both banks of Nistru river (with local Roma and refugees)¹;
- c. Analyse and systemize the data obtained from the survey and focus group discussions in collaboration with the company selected to conduct the survey;
- d. Develop the interview guide and conduct in-depth expert interviews with up to 10 experts in the field of human rights of Roma, Roma leaders as well as other relevant stakeholders on both banks of Nistru river.
- e. Draft the analysis/report on the human rights situation of Roma, including refugees, on both banks of Nistru river, that will also include recommendations on addressing the causes that limit their access to human rights in all analyzed areas;
- f. Support the consultations on the draft report with state institutions, civil society organisations and other relevant stakeholders.
- g. Finalize the report based on inputs and recommendations from the consultations.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in in law, social or political science or related field;
- Post-graduation education/courses in law, social or political sciences would be considered an advantage.

II. Experience and skills:

- At least 3 years of professional experience in human rights with a focus on groups vulnerable to discrimination, especially Roma;

¹ The number of focus groups will be established together with the sociological company. Separate focus groups will be conducted on right and left bank of Nistru river, with local Roma, as well as with Roma refugees accommodated in the households and accommodated in the Refugee Accommodation Centers

- Experience of at least 2 years of working in analysing and promoting the human rights of Roma;
- Experience of at least 3 years in conducting human rights analysis and research, including in Transnistrian region.

III. Language requirements:

- Fluency in Romanian and Russian 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 from under-represented groups (persons with disabilities, Roma and other ethnic, linguistic or religious minorities, persons living with HIV, refugees and other noncitizens) will be given priority in case of equal qualification. OHCHR is committed to reasonably accommodate the working environment for the persons with disabilities.

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 detailed 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 in law, social or political science or related field;
- At least 3 years of professional experience in human rights with a focus on groups vulnerable to discrimination, especially Roma.

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 in law, social or political science or related field;	University degree – 50 pts.; Master’s degree/ courses in human rights – 65 pts.;	65
At least 3 years of professional experience in human rights with a focus on groups vulnerable to discrimination, especially Roma;	3 years –30 pts.; each additional year - 10 pts., up to maximum 70 pts.;	70
Experience of at least 2 years of working in analysing and promoting the human rights of Roma;	2 years – 20 pts.; each additional year - 10 pts., up to maximum 70 pts.;	70
Experience of at least 3 years in conducting human rights analysis and research, including in Transnistrian region.	3 years- 30 pts.; each additional year - 5 pts., up to maximum 65 pts.;	65
Fluency in Romanian and Russian language; Fluency in English would be an asset;	Max -15 pts. (5 pts –each language);	15
Knowledge of one or more relevant minority languages, including Bulgarian, Ukrainian, Gagauz 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
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$		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.	
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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