



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **16 September 2022**

Country: Republic of Moldova

Description of the assignment: Consultant on human rights of minorities

Project Reference: UN Human Rights Office (OHCHR)

Period of assignment/services: October 2022 – December 2023, with estimated workload of up to 200 working days

Proposals should be submitted online only, by following the “Apply online” link, no later than [30 September 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.

Thus, OHCHR is seeking to recruit a consultant, who will provide OHCHR with thematic expertise in the field of minority rights, make a genuine contribution to the advancement of minority rights, inform OHCHR's minority programming, as well as on matters of law, policy and/or practice affecting minorities.

For this purpose, a consultant to work on human rights of ethnic, linguistic and religious minorities, including refugees belonging to minorities, on both banks of Nistru river is sought. The consultant will work under the direct supervision of the Human Rights Adviser and in close collaboration and consultation with the Human Rights Officers and Thematic Area Coordinator.

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 Officers and Thematic Area Coordinator on human rights of minorities, including refugees, on both banks of Nistru river.

Under the present Terms of Reference, the Consultant will:

1. Contribute to undertaking research, awareness raising, advocacy, monitoring, reporting and other activities regarding the impact of different emerging crisis, including energy crisis and associated socio-economic disruptions, as well refugee crisis led by the war in Ukraine, on minorities, the existence of promising practices as well as to provide guidance on key actions to address the impact of the crisis on minority communities.
2. Support the implementation of the mandate and programme of work of OHCHR, its diverse work streams regarding minorities.
3. Support relevant ongoing activities of OHCHR, including by reaching out to minority CSOs, including youth and women, and supporting them in capacity building activities and raising their awareness on human rights standards pertaining to minorities.
4. Contribute to substantive and technical work on minority inclusion in regard to the OHCHR work on human rights in the context of the crisis.
5. Support the advancement of OHCHR understanding and engagement in the field of minority issues, as well as related discrimination and equality matters.
6. Support and/or initiate and coordinate substantive and administrative arrangements for webinars, workshops, or meetings regarding the minority rights.
7. Engage in social media platforms on issues of concern as per agreed policy and under the guidance and communications policy of the OHCHR.
8. As needed and relevant provide support for translation of relevant documents into languages of relevance for minority communities.
9. In the framework of mid-term and final reporting, as well as on an as-needed basis, advise OHCHR on matters of law, policy, and fact of relevance to minorities.
10. Undertake any other task as requested and with agreement of the supervisor.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree 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 4 years of professional experience in human rights with a focus on groups vulnerable to discrimination, in particular minorities, including Roma;
- Experience of at least 3 years of working in analysing and promoting the human rights of minorities;
- Proven experience of work with international organizations is a strong asset;
- Experience of at least 3 years in policy development, conducting human rights analysis and research, including in the area of the minority rights.

III. Language requirements:

- Good command of oral and written Romanian, Russian and English;
- 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 law, social or political science or related field;
- At least 4 years of professional experience in human rights with a focus on groups vulnerable to discrimination, in particular minorities, including 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
Technical		
University degree in law, social or political science or related field; post-graduation education/courses in law, social or political sciences would be considered an advantage.	University degree – 40 pts.; Master's degree/ courses in human rights – 50 pts.;	50
At least 4 years of professional experience in human rights with a focus on groups vulnerable to discrimination, in particular minorities, including Roma;	4 years – 30 pts.; each additional year – 10 pts., up to maximum 70 pts.;	70
Experience of at least 3 years of working in analysing and promoting the human rights of minorities;	3 years – 20 pts.; each additional year – 10 pts., up to maximum 60 pts.;	60
Experience of at least 3 years in policy development, conducting human rights analysis and research, including in the area of the minority rights.	3 years – 30 pts.; each additional year – 10 pts., up to maximum 60 pts.;	60
Proven experience of work with international organizations is a strong asset;	Less than 1 year – 5 pts.; 1 year – 10 pts.; each additional year – 10 pts., up to maximum 30 pts.;	30
Fluency in Romanian, Russian and English language;	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: $S = F_{min} / F * 200$ 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