**TERMS OF REFERENCE**

**A. Job Title:**  Individual consultant to support the conduct of the needs assessment of refugees with disabilities in Moldova

**B. Duty Station:**  Republic of Moldova, Chisinau municipality

**C. Project reference:**  OHCHR Mainstreaming a disability-inclusive humanitarian response to the Ukrainian refugee crisis

**D. Contract type:**  Individual Contract (IC)

**E. Duration of assignment:** Up to 50 working days in the period June – November 2023

**F. 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 Resident Coordinator’s 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.

As of 30th August 2022, over 7 million refugees have fled Ukraine into neighbouring countries including Moldova and Georgia since February 24. According to UNHCR, almost 600,000 persons (mostly women and children) have arrived in Moldova, out of which 24% remained in the country, of whom, 65% are women and 36% are children.

March 2022, OHCHR Moldova together with Keystone Moldova set up the Disability Task Force which is composed of UN agencies, international and national NGOs as well as Organizations of Persons with Disabilities (OHCHR) which have been working on mainstreaming disability inclusion within the different sectors and coordinating the specialized services for persons with disabilities that the different members provide to the refugees. Beginning of 2023 the Task Force has also include the theme of Age and change its name to Disability and Age Task Force.

Persons with disabilities are often among the most vulnerable and disproportionately affected groups during forced displacement, such as the ongoing conflict in Ukraine. Within the population of Internally Displaced People (IDP) with disabilities, subgroups like older refugees and women and girls with disabilities are particularly vulnerable.

In 2023, OHCHR, jointly with other Participating UN Agencies (PUNOs) - WHO (lead agency), UNFPA, UNICEF and UN Women is implementing the project/program “Mainstreaming a disability inclusive humanitarian response to the Ukrainian refugee crisis”. This joint programme will help Moldova in ensuring a fully inclusive approach to the Ukrainian refugee’s crisis and thereby upholding the States’ commitment to CRPD Article 11 on the protection and safety of persons with disabilities in situations of risk and emergency. The project will provide the opportunity to put in place the foundations towards mainstreaming disability inclusion in the humanitarian response in Moldova.

As part of the project, OHCHR aims at:

* Mainstreaming disability inclusion in the refugee response.
* Empowering and supporting increased engagement of OPDs in the Refugee Coordination Mechanism for a better mainstreaming disability inclusion in the refugee response.
* Strenghtening knowledge and skills of humanitarian actors on mainstreaming disability inclusion for humanitarian actors.
* Completing a rapid mixed methods needs assessment regarding Ukrainian refugee children and adults with disabilities in Moldova which analyses the full pathway of displacement from borders to temporary accommodation, including Refugee Accommodation Centers (RACs) and host families. The assessment themes will include health, social protection, gender issues and broader rights as per the UN Convention on the CRPD.

**G. Objective:**

OHCHR is looking for an individual consultant to support in conducting the needs assessment regarding Ukrainian refugees in the Republic of Moldova.

A sociological company will be selected by OHCHR to conduct minimum focus groups discussions with refugees with disabilities and host populations to understand the process of arrival of refugees; the impact, barriers, and enablers on access to services; and the relationship between the refugees and their hosts.

**H. Scope of work and expected outputs:**

To achieve the objective, it is foreseen that the Consultants will:

* Develop qualitative Key Informant Interview (KII) Questionnaires and Focus Group Discussion (FGD) protocol for adult participants, based on the questions and information provided by PUNOs and compiled by OHCHR. The aim of KII will be to analyse the impact of the crisis in services and programmes for displaced populations and refugees with disabilities and the enablers and barriers they face;
* Undertake KII and guide the sociological company to conduct at least 4 FGDs;
* Analyze and triangulate results of the KIIs and FGDs and develop preliminary findings report, that highlight sectoral gaps, barriers, enablers and recommendations based on the KIIs and FGDs;
* Draft an integrated human rights monitoring report based on the desk review (conducted by PUNOs), needs assessment and in alignment with CRPD obligations building on the work of national OPDs and European Disability Forum and International Disability Alliance in terms of human rights monitoring reports reviewing the situation of Ukrainian refugee children and adults with disabilities and contributions from PUNOs;
* Participate in the consultation of the preliminary findings report with the Disability and Age Taskforce, PUNOs and other stakeholder groups;
* Update the report based on feedback by Disability and Age Taskforce and PUNOs;
* Support in developing advocacy paper and messages based on the findings of the assessment.

**I. Expected Deliverables:**

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| **item no.** | **DELIVERABLE** | **Estimate Workdays** | **Tentative timeframe** |
| **I.**  | **Develop qualitative KII and provide inputs to sociological company in developing the FGD protocol for adult participants, based on the questions and information provided by PUNOs and compiled by OHCHR.*****Deliverables:*** * Key Informant Interview guide(s) developed and approved by OHCHR and PUNOs.
* List of stakeholders to be involved in the KIIs established.
* Inputs provided to FGD protocol developed by sociological company.
 | 5 working days | By June 15th, 2023 |
| **II.** | **Conduct data collection and analysis** * Undertake KII and guide the sociological company to conduct at least 4 FGDs.
* Analyze and triangulate results of the KIIs and FGDs.
* Develop preliminary findings report, that highlights sectoral gaps, barriers, enablers and recommendations based on the KIIs and FGDs.

***Deliverables:**** At least 10 key informant interviews conducted.
* Preliminary findings report developed.
 | 20 working days | By July 10th, 2023 |
| **III.** | **Draft an integrated human rights monitoring report and support in developing an advocacy paper*** Draft an integrated human rights monitoring report based on the desk review (conducted by PUNOs), needs assessment and in alignment with CRPD obligations building on the work of national OPDs and European Disability Forum and International Disability Alliance in terms of human rights monitoring reports reviewing the situation of Ukrainian refugee children and adults with disabilities and contributions from PUNOs
* Participate in the consultation of the preliminary findings report with the Disability and Age Taskforce, PUNOs and other stakeholder groups.
* Update the report based on feedback by Disability and Age Taskforce and PUNOs.
* Support in developing and promoting advocacy and position paper with concrete recommendations to overcome gaps in the humanitarian response.

**Deliverables:*** Integrated report with concrete recommendations to overcome gaps in the humanitarian response drafted, consulted and updated based on consultations outcomes.
* Advocacy and position paper with concrete recommendations to overcome gaps in the humanitarian response developed.
* Support to Disability and Age Taskforce in advocacy based on the position paper.
 | 25 working days  | By August 30th, 2023  |

**J. Organizational Setting:**

The consultant will work under the guidance of the Human Rights Adviser and direct supervision of the National Human Rights Officer, in close cooperation with the Disability Inclusion Specialist to carry out the activity’s objectives of this consultancy.

**K. Financial arrangements:**

The financial proposal shall specify a total **lump sum** amount, and payment terms around specific and measurable (qualitative and quantitative). 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 the daily fee, taxes, transportation and number of anticipated working days).

Payments are based upon output, i.e. upon delivery of the services specified in the TOR.The payment under these Terms of Reference will be made in one installment, upon the accomplishment of the ToR tasks and deliverables, based on the submitted time-sheet and activity report.

**Travel**

No international travel is foreseen as part of the consultancy service. In case of need for travel in the Republic of Moldova, OHCHR will cover the transportation cost/service.

**L. Confidentiality**

Materials provided to the Consultant and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

**M. Qualifications and skills required:**

1. Academic Qualifications:
* University degree in law, human rights, social science or other relevant discipline;
* Post-graduation education/courses in human rights, including the rights of persons with disabilities would be considered an advantage.
1. Years and sphere of experience:
* At least 5 years of professional experience at the national level in social inclusion and rights of persons with disabilities, international and national framework on the rights of persons with disabilities;
* At least 2 years of experience in conducting advocacy for the rights of persons with disabilities. Experience in mainstreaming disability in the refugee response is an asset;
* Experience in conducting analysis on the human rights of persons with disabilities (minimum 1 analysis).
1. Competencies:
* Proven commitment to the core values of the United Nations, in particular, respect for differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, sexual orientation, or other status;
* Displayed cultural, gender, religion, race, nationality and age sensitivity and adaptability;
* Accepted responsibility and accountability for the quality of the outcome of her/his decisions.
* Fluency in oral and written Romanian and Russian. Working knowledge of 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.
1. Personal qualities:
* Resourcefulness and creativity;
* Strong communication and interpersonal skills.

**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.

*The United Nations Organization is committed to diversity and inclusion. Women, persons from vulnerable groups, such as persons with disabilities, Roma and other ethnic, linguistic or religious minorities, persons living with HIV, refugees and other noncitizens legally entitled to work in the Republic of Moldova, as well as persons from other underrepresented groups are particularly encouraged to apply.*

**N. Documents to Be Included When Submitting the Proposals**

Interested individual consultants must submit the following documents/ information to demonstrate their qualifications:

* Signed and filled-in Offeror’s letter to UNDP confirming interest and availability for the individual contractor (IC) assignment, incorporating Financial proposal in Annex 2 (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.). Annex 2 to the Offeror's letter, incorporating the Financial Proposal, shall be filled in mandatorily and includes the detailed breakdown of costs supporting the all inclusive financial proposal;
* Proposal (Motivation Letter): explaining why they are the most suitable for the work including previous experience in similar Projects (please provide brief information on each of the above qualifications, item by item, including information, links/copies of documents for similar comprehensive studies);
* CV and at least 3 references.

**Important notice:** The applicants who have the statute of Government Official / Public Servant prior to appointment will be asked to submit the following documentation:

* + - a no-objection letter in respect of the applicant received from the Government, and;
		- the applicant is certified in writing by the Government to be on official leave without pay for the entire duration of the Individual Contract.

**O. 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 at the national level in social inclusion and rights of persons with disabilities, international and national framework on the rights of persons with disabilities;
* At least 2 years of experience in conducting advocacy for the rights of persons with disabilities.
* Experience in conducting analysis on the human rights of persons with disabilities (minimum 1 analysis).

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.

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| **Criteria** | **Scoring** | **Maximum Points Obtainable** |
| **Technical** |
| University degree in law, human rights, social science or other relevant discipline University Degree.  | University degree – 35 pts., Master’s – 45 pts., PhD – 55 pts. | 55 |
| Post-graduation education/courses in human rights, including rights of persons with disabilities would be considered an advantage. | (no – 0, yes – 15 pts.) | 15 |
| Minimum 5 years of professional experience at the national level in social inclusion and rights of persons with disabilities, international and national framework on the rights of persons with disabilities  | 5 years – 25 pts., each additional year – 10 pts., up to a maximum of 75 pts. | 75 |
| Minimum 2 years of experience in conducting advocacy for the rights of persons with disabilities  | 2 years –15 pts., each additional year – 10 pts., up to a maximum of 45 pts. | 45 |
| Minimum 1 analysis on human rights of persons with disabilities conducted | 1 analysis – 20 pts., each additional analysis – 10 pts., up to a maximum of 40 pts. | 40 |
| Experience in mainstreaming disability in the refugee response is an asset. | (no – 0, yes – 20 pts.) | 20 |
| Fluency in oral and written Romanian and Russian. Working knowledge of English would be an asset | (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. | (2 pts. for each language, up to 10 pts.) | 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, to one group – 5 pts., to two or more groups – 10 pts.) | 10 |
| **Maximum Total Technical Scoring** | **300** |

*\* Under-represented group in the area of assignment (law enforcement) are women. Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees and other non-citizens.* ***Please specify in CV, in case you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.***

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| **Financial** |
| Evaluation of submitted financial offers will be done based on the following formula:**S = Fmin / 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).