**TERMS OF REFERENCE**

**A. Job Title:**  Team of two consultants to support the mainstreaming of disability inclusion in the refugee response, including providing expertise during the capacity-building sessions

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

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

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

**E. Duration of assignment:** Up to 25 working days for each consultant duringJune – October 2023 (50 days total)

**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. Since the beginning of 2023 the Task Force also includes the theme of Age and changed 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 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 ensure that Moldova has a fully inclusive approach to the Ukrainian refugee’s crisis and thereby upholds 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:

* **Empowering and supporting increased engagement of Organisations of Persons with Disability (OPDs) in the Refugee Coordination Mechanism for a better mainstreaming of disability inclusion in the refugee response.** For this, training on humanitarian coordination system and mechanism and how to mainstream disability (2 – 3 days training), as well as coaching and mentoring sessions to ensure participation in different Working Groups (WG), Sub-Working Group (SWG), Task Forces (TF) - 6 coaching sessions are planned.
* **Capacity building and coaching of humanitarian actors on mainstreaming disability inclusion for humanitarian actors (1 – 2 training days)**
* **Needs assessment regarding Ukrainian refugee children and adults with disabilities in Moldova.**

**G. Objective:**

OHCHR is looking for a team of two consultants to support mainstreaming disability inclusion in the humanitarian coordination system and contribute to the empowerment and enhanced participation of OPDs in the refugee response.

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

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

* Contribute to mainstreaming disability inclusion within the refugee response, including by guiding different WG, SWG, TF on how to mainstream disability inclusion in the stakeholders’ work.
* Conduct capacity building sessions for humanitarian actors, OPDs and CSOs providing services to refugees with disabilities on disability and inclusion and human right-based approach to disability.

**I. Expected Deliverables:**

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| **item no.** | **DELIVERABLE** | **Estimate Workdays** | **Tentative timeframe** |
| **I.**  | **Conduct capacity-building sessions for humanitarian actors, OPDs and CSOs providing services to refugees with disabilities on disability and inclusion and human rights-based approach to disability.** ***Deliverables:**** Support 2 training days on humanitarian coordination system and mechanism and how to mainstream disability planned and conducted
* Support in conducting capacity building and coaching of humanitarian actors on mainstreaming disability inclusion for humanitarian actors (2 training days) conducted.
* Support in conducting up to 3 empowering coaching and mentoring sessions to OPDs for increased participation in different Working Groups (WG), Sub-Working Group (SWG), Task Forces (TF).
 | 12 working days/each consultant | By September 10th, 2023 |
| **II.** | **Contribute to mainstreaming disability inclusion within the refugee response, including by guiding different WG, SWG, TF on how to mainstream disability inclusion in the stakeholders’ work.*** Develop, jointly with the Disability Inclusion Specialist, the action plan on mainstreaming disability inclusion in refugee coordination system.
* Participate in the humanitarian coordination system WG, SWG and Task Forces, including the Disability and Age TF.
* Guide, jointly with the Disability Inclusion Specialist, the leads and members of humanitarian coordination system WG, SWG and Task Forces on mainstreaming disability inclusion.

***Deliverables:*** * Action plan with the objectives, how to and in which working groups and task forces to mainstream disability inclusion and engage, developed and agreed.
* Recommendations to working groups and sector and/or task forces on how to mainstream inclusion provided.
 | Up to 13 working days/each consultant | October 31st, 2023, |

**J. Organizational Setting:**

The consultants 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 instalment, 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 the contract.

**M. Qualifications and skills required:**

1. Academic Qualifications:
* University degree in law, human rights, social work, sociology, psychology, social science or other relevant discipline;
* Post-graduation education/courses in human rights, including rights of persons with disabilities would be considered an advantage.
1. Years and sphere of experience:
* At least 4 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 one year of experience in conducting advocacy for the rights of persons with disabilities. Experience in mainstreaming disability in the refugee response is an asset;
* At least one year of in developing and providing capacity building sessions and awareness raising for CSOs and OPDs.
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 4 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 one year of experience in conducting advocacy for the rights of persons with disabilities;
* At least one year of in developing and providing capacity building sessions and awareness raising for CSOs and OPDs.

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 – 25 pts, Master’s – 35 pts; PhD – 45 pts;* | 45 |
| Post-graduation education/courses in human rights, including rights of persons with disabilities would be considered an advantage. | *(no – 0, yes – 10 pts).* | 10 |
| At least 4 (four) 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.  | *4 years –25 pts., each additional year – 10 pts., up to a maximum of 75 pts.* | 75 |
| At least 1 (one) year of experience in conducting advocacy for the rights of persons with disabilities. | *1 year –15 pts., each additional year – 10 pts., up to a maximum of 45 pts.* | *45* |
| Experience in developing and providing capacity-building sessions and awareness-raising for CSOs and OPDs. | *Less than 1 year – 0 pts., 1 year – 15 pts., each additional year – 10 pts., up to a maximum of 45 pts.* | *45* |
| 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. per 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. per 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 pts, to one group – 10 pts, to two or more groups – 20 pts.)* | 20 |
| **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).