



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16 October 2013

---

**Country:** Republic of Moldova

**Description of the assignment:** NATIONAL SHORT-TERM HIV/AIDS CONSULTANT TO PROVIDE TECHNICAL ASSISTANCE TO UNODC PROJECT OFFICE IN MOLDOVA

**Project name:** XCEA01 OFID/UNODC Partnership on Effective HIV/AIDS Prevention & Care among vulnerable groups in Central Asia & Eastern Europe (UNODC Moldova project office).

**Period of assignment/services:** 1<sup>st</sup> November – 31<sup>st</sup> December 2013

Proposals should be submitted online by pressing “Apply on-line” link, no later than **October 25, 2013**.

Any request for clarification must be sent by standard electronic communication to the following e-mail: [ina.tcaci@unodc.org](mailto:ina.tcaci@unodc.org). UNDP/UNODC will respond by standard electronic mail and will send copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

---

### 1. BACKGROUND

Eastern Europe and Central Asia is the only region where HIV prevalence clearly remains on the rise. The HIV epidemic that is mainly IDU-driven poses one of the most formidable challenges to the development, progress and stability of the countries of the region. Moldova has a significant HIV epidemic which is particularly concentrated among certain sub-populations, such as people who inject drugs. HIV prevalence among the general population is currently 0.37%. As of January 1, 2012, a cumulative number of 7,125 HIV cases were registered, including 2,268 in the Transnistrian region.

UNODC has specific mandates to assist countries to provide people who inject drugs, prisoners and people vulnerable to human trafficking with evidence-informed, comprehensive HIV prevention, treatment and care services through advocacy; support in developing effective legislation and policies; support in developing comprehensive evidence-informed strategies and programmes; building capacity of national stakeholders, including government agencies, civil society and community organizations to ensure optimum coverage of these population groups with HIV services. In 2011 UNODC has launched a new project in Moldova that addresses programmatic aspects and capacity building needs with the ultimate aim to improve availability, coverage and quality of HIV services for people who inject drugs and prisoners.

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

The focus of the assignment aims at assisting UNODC project office in Moldova with drafting and

preparation of support documents for the implementation of activities, scheduled until the end of 2013. Therefore, the consultant is expected to assist in providing ongoing technical advising and logistical assistance regarding the implementation of UNODC HIV activities, namely HIV prevention and care related to (a) drug use, particularly injecting drug use (b) prison settings and (c) the trafficking in persons.

Under the supervision of the National HIV/AIDS Officer, the Consultant will be responsible for the following duties:

- Assist with drafting technical documents based on UNODC's implementation plans, scheduled until the end of 2013;
- Provide support, organize and participate in round-tables, training workshops and other meetings related to specific HIV issues organized by the office;
- Provide support with reporting of the project activities;
- Draft communication papers and releases; Monitoring and reporting requirements

**For detailed information, please refer to Annex 1 – Terms of Reference.**

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### **I. Academic Qualifications:**

- At least an University Degree or equivalent in Law, Social Assistance, Public Health, or related field;

#### **II. Years of experience:**

- At least three years of relevant experience at the in the field of HIV prevention, treatment and care, harm reduction or support to vulnerable groups.
- At least two years of relevant work experience in an international organization in the field of Public Health and Communicable Diseases. Sound understanding of the United Nations system would be an asset.

#### **III. Competencies:**

- Knowledge and understanding of HIV prevention, including among injection drug users and in prisons, WHO/UNAIDS/UNODC guidelines provisions;
- Experience in developing official and non-official documents, legal documents, and analyses, with strong abilities in quantitative and qualitative analysis;
- Ability to work in a team and take initiative;
- Excellent analytical report;
- Excellent knowledge of English, Romanian is required, proficiency in Russian would be an asset.

### **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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

1. Proposal explaining why they are the most suitable for the work;
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references or the fully filled Personal History Form (P11).

### **5. FINANCIAL PROPOSAL**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon

completion of the entire contract). Payments 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 travel, per diems, and number of anticipated working days).

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:

1. At least an University Degree or equivalent in Law, Social Assistance, Public Health, or related field;
2. At least two years of relevant work experience in an international organization in the field of Public Health and Communicable Diseases. Sound understanding of the United Nations system would be an asset.
3. Experience in developing official and non-official documents, legal documents, and analyses, with strong abilities in quantitative and qualitative 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.

	Criteria	Scoring	Maximum Points Obtainable
1.	At least an University Degree or equivalent in Law, Social Assistance, Public Health, or related field;	(University Degree – 10pts, Master degree – 20, PhD - 30)	30
2.	At least three years of relevant experience at the in the field of HIV prevention, treatment and care, harm reduction or support to vulnerable groups.	(3 years - 30 pts, more than 3years – 40 pts)	40
3.	At least two years of relevant work experience in an international organization in the field of Public Health and Communicable Diseases. Sound understanding of the United Nations system would be an asset.	(2 years – 50 pts, more than 2 years – 60 pts)	60

4.	Knowledge and understanding of HIV prevention, including among injection drug users and in prisons, WHO/UNAIDS/UNODC guidelines provisions;	(no - 0, yes - 40 pts.)	40
5.	Experience in developing official and non-official documents, legal documents, and analyses, with strong abilities in quantitative and qualitative analysis;	(up to 60 pts.)	60
6.	Ability to work in a team and take initiative;	(up to 20 pts.)	20
7.	Excellent analytical report	(up to 20 pts.)	20
8.	Excellent knowledge of English, Romanian is required, proficiency in Russian would be an asset.	(English – 10 pts, Romanian – 10 pts, Russian - 10 pts)	30
<b>Maximum Total Technical Scoring</b>			<b>300</b>

### **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.

### **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**