



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **15 December 2014**

---

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant on Inclusive Education for Children with Disabilities

**Project Reference:** Office of the United Nations High Commissioner for Human Rights (OHCHR)

**Period of assignment/services:** 15 January 2015- 30 September 2015, Part-time (40 working days)

Proposals should be submitted online only, by following the "Apply online" link, no later than [22 December 2014](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [elena.darii@one.un.org](mailto:elena.darii@one.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 Office of the United Nations High Commissioner for Human Rights (OHCHR) represents the world's commitment to universal ideals of human dignity. We have a unique mandate from the international community to promote and protect all human rights. We have an office at United Nations headquarters in New York and offices in numerous countries and regions. To implement our comprehensive mandate, we employ 1085 staff (as of 31 December 2013) based in Geneva, New York and in 13 country offices and 13 regional offices or centers around the world, as well as a workforce of 689 international human rights officers serving in UN peace missions or political offices.

In April 2014, OHCHR started the implementation of the European Commission funded project "Combating Discrimination in the Republic of Moldova, including the Transnistrian region". The overall objective of the 18 months project is to address the discrimination in Moldova as concerns people belonging to stigmatized or marginalized groups. This project will contribute to the expected accomplishments as detailed in the OHCHR Country Note for the Republic of Moldova

for 2014-2017, in parts concerning changes to policy and practice in the field of anti-discrimination, effective implementation of international anti-discrimination law acquis by the Moldovan judiciary and strengthening civil society in these areas.

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

The National Consultant on Inclusive Education for Children with Disabilities is sought to work under the supervision of the UN Human Rights Adviser (OHCHR) and the Anti-Discrimination and National Human Rights Institutions Projects Coordinator. The National Consultant works in close collaboration with project consultants, beneficiaries and stakeholders for the effective achievement of results, anticipating and resolving complex project-related issues and information delivery.

The National Consultant on Inclusive Education for Children with Disabilities will contribute to successful implementation of the project "Combating Discrimination in the Republic of Moldova, including the Transnistrian region" in particular key areas, contributing substantively to realization of the Expected Achievements of the OHCHR Country Note for the Republic of Moldova for the period 2014-2017.

The incumbent will ensure the provision of development services and products (commensurate with the scope of the project) of the highest quality and standards to national counterparts and for beneficiaries.

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

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

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

- University Degree in law, social sciences, human rights or other relevant field;

### **II. Experience and skills:**

- Minimum 3 years of practical experience in human rights domain, monitoring activities, conducting research;
- Experience in conducting advocacy activities;
- Commitment to human rights;
- Understanding of anti-discrimination law as set out under international, European and domestic law of the Republic of Moldova;
- Knowledge of international norms and standards in the area of the rights of minorities;
- Knowledge and in-depth understanding of the human rights environment in Moldova, its sensitivities and challenges;
- Excellent drafting skills;
- Excellent communication and teamwork skills;
- Ability to focus on goals and adapt processes to achieving goals.

- Demonstrated competence in conducting individual interviews with affected groups according to standard human rights documentation methodologies preferred.
- Adhere to the core values of the United Nations; in particular, is respectful of differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

### III. Language requirements:

- Fluency in Romanian and Russian. Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset. Knowledge of English is an asset.

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

Interested persons should submit the following documents/information to demonstrate their qualifications:

1. A detailed curriculum vitae of relevant experience;
2. A financial proposal.

## 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 paid 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.). The travel expenditures are to be approved in advance by the Project Manager and shall be covered from the Project budget.

### 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 sciences, human rights or other relevant field;
- Minimum 3 years of practical experience in human rights domain, monitoring activities, conducting research; Experience in conducting advocacy activities;

- Fluency in Romanian and Russian. Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset. Knowledge of English is an asset.

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:

- responsive/compliant/acceptable, and
- 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 |
|--|---|---------------------------|
| <b><u>Technical</u></b>  |   |                           |
| <ul style="list-style-type: none"> <li>• University Degree in law, social sciences, human rights or other relevant field;</li> </ul>   | University degree – 40 pts.;<br>Master degree -50 pts.;   | 50                        |
| <ul style="list-style-type: none"> <li>• Minimum 3 years of practical experience in human rights domain, monitoring activities, conducting research; Experience in conducting advocacy activities;</li> </ul>                              | 3 years - 50 pts.; >3 years – up to 60 pts.;              | 60                        |
| <ul style="list-style-type: none"> <li>• Commitment to human rights; Understanding of anti-discrimination law as set out under international, European and domestic law of the Republic of Moldova;</li> </ul>                             | Large - 60 pts.; to some extent - 30 pts.;<br>No – 0 pts. | 60                        |
| <ul style="list-style-type: none"> <li>• Good PC skills, ability to use the Internet;</li> </ul>   | Max – 10 pts.;  | 10                        |
| <ul style="list-style-type: none"> <li>• Fluency in Romanian and Russian. Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language is an</li> </ul> | Max - 10 pts.   | 10                        |

|  |                |            |
|--|----------------|------------|
| asset. Knowledge of English is an asset.   |                |            |
| <ul style="list-style-type: none"> <li>• Knowledge and in-depth understanding of the human rights environment in Moldova, its sensitivities and challenges;</li> </ul>   | Max - 35 pts.; | 35         |
| <ul style="list-style-type: none"> <li>• Knowledge of international norms and standards in the area of the rights of minorities;</li> </ul>  | Max – 30 pts.; | 30         |
| <ul style="list-style-type: none"> <li>• Demonstrated competence in conducting individual interviews with affected groups according to standard human rights documentation methodologies preferred.</li> </ul>   | Max - 35 pts.; | 35         |
| <ul style="list-style-type: none"> <li>• Excellent communication and teamwork skills; ability to focus on goals and adapt processes to achieving goals.</li> </ul>   | Max – 10 pts.  | 10         |
| <b>Maximum Total Technical Scoring</b>   |                | <b>300</b> |
| <b>Financial</b>   |                |            |
| <p>Evaluation of submitted financial offers will be done based on the following formula:<br/> <b><math>S = F_{min} / F * 200</math></b><br/> S – score received on financial evaluation;<br/> Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;<br/> F – financial offer under consideration.</p> |                | <b>200</b> |

#### 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**