



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 04 April 2016

Country: Republic of Moldova

Description of the assignment: National Consultant to support the process of designing, delivering and implementing the training programme for Moldovan public institutions

Project name: Strengthening Technical Capacities of the National Institutions for the Human Rights Protection and Promotion

Period of assignment/services: May 2016 – September 2018 (up to 300 working days in total)

Application instructions: Proposals should be submitted online by pressing the "Apply Online" button no later than **18 April 2016**.

Requests **for clarification only** must be sent by standard electronic communication to the following e-mail: alexandru.cocirta@undp.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 overall objective of the project is to improve human rights protection and rule of law, including effective national implementation of European and international instruments in the Republic of Moldova in-line with national priorities, strategies and plans. It seeks to strengthen the capacities of public institutions which have a mandate in the areas relating to human rights, criminal justice, governance and anti-corruption in performing their key functions, and mainstreaming human rights based approach, equality, gender issues and inclusion in their work.

These institutions (hereinafter referred to as national institutions) include The Office of the People's Advocate (the Ombudsperson's Office), Council on the Prevention and Elimination of Discrimination and Ensuring Equality, Patient's Advocate in Psychiatry Institutions (the independent service of defence of the rights of patients of psychiatric hospitals), Independent Mechanism of Monitoring the UN Convention on the Rights of People with Disabilities, National Anticorruption Centre, Constitutional Court, Parliamentary Commission for Human Rights and Interethnic Relations, National Legal Aid Council. In addition to this, several ministries (Ministry for Labour, Social Protection and Family, Ministry of Health, and Ministry of Education) will be involved in order to strengthen the "governance" and "human rights" components, as well as the National Institute of Justice of Moldova (NIJ) which is expected to become an anchor for the ongoing capacity building and networking activities for the national institutions in Moldova.

1. The project's first and major activity consists in designing and delivering a systematic training/coaching programme for the core staff of the above-mentioned institutions. The aim will be to enhance their capacity to perform effectively in relation to their core functions and mandates from the human rights perspective. An international competition was launched in November 2015 to select an entity that would design and deliver the training programme. Following the results of the competition an international consortium was

selected to perform the assignment. The team of experts proposed by the consortium (hereinafter referred to as the implementation team) will have to develop the training programme and curriculum, learning materials, deliver the trainings and provide coaching and mentorship support to the participants.

The total number of persons expected to be trained by the end of the project is up to 60 staff representatives from the aforementioned national institutions. The training programme will consist of 8 modules combining issues of human rights protection and promotion, human rights based approaches in management of public institutions, strategic planning and programme design, advocacy, leadership skills, training of trainers, project management, etc. The trainings will focus on issues of monitoring and documentation, case handling, data and findings' analysis, reporting, advocacy, human rights based approach application, mainstreaming equality, inclusion and gender issues, policy making and the legislative process; and focus on the interaction with other stakeholders such as civil society, media, Parliament, State bodies, the general public, victims of violations, and the international community.

The trainings will be designed in an interactive way which implies active involvement of all participants into the learning process combining thematic modules with practical sessions/assignments intended to consolidate the knowledge received and ensure its application by the staff of the respective national institutions in their daily practices. The programme will contain a big number of practical exercises, role-play, as well as individual coaching and mentorship sessions. All trainings are planned to be provided by July 2018.

As part of the training programme study visits to foreign counterpart institutions are also planned to be organized for the participants of the training programme in order to strengthen their acquired knowledge and skills.

2. In addition to the training/coaching itself, the institutions participating in the programme should be able to access small amounts of funding for their individual institutions as an incentive for the implementation of knowledge they have received during the training programme (Knowledge Implementation Support Scheme). The proposed funding should support initiatives suggested by the staff of national institutions, who benefit or have benefitted from the training courses. The support should complement the strategies and work plans of the participating national institutions.

The funds will be managed by the Funding Committee established and managed by UNDP.

2. Objective:

The main objectives of this consultancy are:

1. To provide analytical and advisory support to the implementation team that will design and deliver the training programme for Moldovan national institutions, to ensure overall coordination of the training programme implementation activities and their coherence, and act as a liaison person between the UNDP Moldova and the implementation team;
2. To coordinate the administration of funds under the Knowledge Implementation Support Scheme and assist the Funding Committee that will decide on funding the proposals submitted by national institutions to implement human rights based approaches in their activity.

For detailed information of the tasks to be undertaken within those objectives, please refer to the Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's Degree or equivalent (5-year university education) in Public Administration, Management, Political Sciences, Law, Human Rights, Social Sciences or other related area.

II. Working experience:

- At least 5 years of proven professional experience in capacity building and institutional development of Moldovan public administration institutions;

- At least 2 years of proven working experience with technical assistance projects involving international development partners;
- Previous experience of providing consultancy and trainings to Moldovan public administration institutions is a strong asset;
- Experience in mainstreaming equality, gender issues and inclusion in training, planning and activity of public and/or nongovernmental stakeholders is a strong asset;

III. Competencies:

- Knowledge of the human rights based approaches and its application in the capacity building of public institutions;
- Demonstrated skills in designing and organizing workshops, round-tables, hearings, training programmes, conferences;
- Excellent communication and presentation skills, ability to facilitate discussions;
- Knowledge of mechanisms of funding provided by donors and development agencies;
- Fluency in Romanian language, knowledge of English is a strong asset;
- Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language is an asset.

IV. Personal qualities:

- Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status;
- Responsibility, creativity, flexibility and punctuality.

The UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Technical Proposal:
 - a. stating for which position the applicant is applying;
 - b. explaining how applicant responds to each of the qualification requirements (particularly providing details on the previously implemented similar projects) and why he/she is the most suitable for the work;
 - c. describing a short vision on achievement of tasks;
2. Personal information (as a detailed CV or as a Personal History Form /P11) with three references;
3. Financial proposal (LUMP SUM) in USD, **specifying requested amount per day (fee).**

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 fees and taxes, and number of anticipated working days).

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.

No travel costs are envisaged under this assignment.

6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- Master's Degree or equivalent (5-year university education) in Public Administration, Management, Political Sciences, Law, Human Rights, Social Sciences or other related area;
- Minimum of 5 years of proven professional experience in capacity building and institutional development of Moldovan public administration institutions.

The short-listed individual consultants will be further evaluated based on the following methodology:

A two-stage procedure will be used in evaluating the candidates:

1. Technical evaluation (max 300 points) – 60%;
2. Financial evaluation (max 200 points) – 40%.

Technical evaluation will be based on a thorough desk review of applications.

Only candidates obtaining a minimum of 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

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.

Criteria	Scoring	Maximum Points Obtainable
Technical		
Master's Degree or equivalent (5-year university education) in Public Administration, Management, Political Sciences, Law, Human Rights, Social Sciences or other related area	<i>(Master – 20 pts., PhD – 25 pts.)</i>	25
Minimum of 5 years of proven professional experience in capacity building and institutional development of Moldovan public administration institutions;	<i>(5 years of experience – 45 pts., more than 5 years of experience – 5 pts. for each additional year of experience up to a maximum of 15 additional points)</i>	60
Minimum of 2 years of proven working experience with technical assistance projects involving international development partners;	<i>(2 years of experience – 15 pts., more than 2 years – 5 pts. for each additional year of experience up to a maximum of 10 additional points)</i>	25

Previous experience of providing consultancy and trainings to Moldovan public administration institutions;	<i>(no – 0 pts., to some extent – up to 10 pts., yes/extensive – up to 20 pts.)</i>	20
Experience in mainstreaming equality, gender issues and inclusion in training, planning and activity of public and/or nongovernmental stakeholders	<i>(no – 0 pts., to some extent – up to 10 pts., yes/extensive – up to 20 pts.)</i>	20
Interview	<ul style="list-style-type: none"> • Knowledge of the human rights based approaches and its application in the capacity building of public institutions <i>(up to 40 pts.)</i>; • Demonstrated skills in designing and organizing workshops, round-tables, hearings, training programmes, conferences <i>(up to 40 pts.)</i>; • Excellent communication and presentation skills, ability to facilitate discussions <i>(up to 30 pts.)</i>; • Knowledge of mechanisms of funding provided by donors and development agencies <i>(up to 20 pts.)</i>; • Proficiency in Romanian – 10 pts., knowledge of English, Russian or other language – 5 pts. each <i>up to 10 additional pts.</i> 	150
Maximum Total Technical Scoring		300
<u>Financial</u>		
<p>Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation; F_{min} – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.</p>		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