



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **15 November 2017**

Country: Republic of Moldova

Description of the assignment: Consultant to Support the Ombudsperson's Office on Human Rights Data

Project Reference: UN Human Rights Office (OHCHR) via UNDP Moldova

Period of assignment/services: November- December 2017 (1 month), with estimated workload of up to 15 days, with possibility of extension for the following year(s)

Proposals should be submitted online only, by following the "Apply online" link, no later than [24 November 2017](#). The applicant, following the job application process, should receive a confirmation e-mail. Confirmation of successful application should be forwarded to the following e-mail: liudmila.iachim@one.un.org.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: liudmila.iachim@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 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 National Human Rights Coordinator, assists the UN RC Office, UN Country Team in Moldova (UNCT), Government and civil society in strengthening human rights and human rights based approaches, 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 work

are: Countering discrimination, in particular racial discrimination, discrimination on the grounds of sex and gender, religion, disability and against others who are marginalized; Combating impunity and strengthening accountability and the rule of law; Strengthening the effectiveness of international human rights mechanisms and the progressive development of international human rights law and standards. In particular the Office's Work Plan for 2017 includes programmatic activities aiming at strengthening and supporting the Ombudsperson's Office in Moldova.

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

Under the guidance of the National Human Rights Coordinator the **overall objective** of the Consultant under these terms of reference is to support the institutional development of the Ombudsperson's Office in Moldova.

Key Tasks:

Support the Ombudsperson's Office in advocacy activities towards improved generation and use of disaggregated human rights data, as recommended by the UN human rights bodies and mechanisms, including through:

- a) Developing a list of all relevant recommendations by the UN bodies;
- b) Analyzing the current situation with availability of the relevant data;
- c) Developing technical proposals for changes in the state system of generating and using the disaggregated data in line with the UN recommendations.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in human rights, law, equality or other relevant studies (master's or doctoral degree – will constitute an advantage);

II. Experience and skills:

- At least five (5) years of practical experience of professional work in the human rights and/or non-discrimination field(s);
- At least three (3) years of practical experience of professional work with disaggregated data in human rights and/or non-discrimination field(s);
- Previous professional experience of close collaboration with the Moldovan Ombudsperson's Office – a great advantage;
- Experience of work with UN and/or other development partners is an advantage;

III. Language requirements:

- Fluency in both oral and written Romanian, as well as good knowledge of English and Russian is a must. Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauz, Romani, Ukrainian or sign language is an asset.

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 have an advantage during the selection process. OHCHR is committed to reasonably accommodate the working environment for the persons with special needs.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal:
 - (i) Explaining why they are the most suitable for the work including relevant past experience;
 - (ii) Provide a brief methodology on how they will approach and conduct the work.
2. Financial proposal (fee per day and total amount);
3. Personal CV including past experience in similar assignments and the contact details of at least 3 reference persons;
4. Offeror's Letter confirming Interest and Availability.

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 made 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.).

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 human rights, law, equality or other relevant studies;
- At least five (5) years of practical experience of professional work in the human rights and/or non-discrimination field.

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
<u>Technical</u>		
University degree in human rights, law, equality or other relevant studies (master's or doctoral degree – will constitute an advantage);	University degree – 40 pts.; Master degree – 50 pts.; Doctoral degree – 60 pts.;	60
At least five (5) years of practical experience of professional work in the human rights and/or non-discrimination field(s);	5 years – up to 50 pts.; each additional year - 5 pts., up to maximum 80 pts.;	80
At least three (3) years of practical experience of professional work with disaggregated data in human rights and/or non-discrimination field(s);	No-0; 1 year – 10 pts., 2 years – 20 pts., 3 years - 30 pts.; each additional year - 10 pts., up to maximum 70 pts.;	70
Previous professional experience of close collaboration with the Moldovan	No-0; 1 case- 10 pts., 2 cases – 15 pts., 3 cases and	20

Ombudsperson's Office – a great advantage;	more – 20 pts.;	
Experience of work with UN and/or other development partners is an advantage;	No-0; 1 experience- 10 pts., 2 experiences – 15 pts., 3 experiences and more – 20 pts.;	20
Fluency in both oral and written Romanian, as well as good knowledge of English and Russian is a must;	Max - 30 pts. (10 pts –each language);	30
Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauz, Romani, Ukrainian or sign language is an asset;	Max - 10 pts. (2 pts –each language);	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 – 5 pts, to two or more groups – 10 pts.	10
Maximum Total Technical Scoring		300
Financial		
<p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p>$S = F_{min} / F * 200$</p> <p>S – score received on financial evaluation;</p> <p>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;</p> <p>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