



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 2 September 2019

Country: Cabo Verde

Description of the assignment: “*Estudo sobre a Criação e modelo de funcionamento do Observatório Nacional de Direitos Humanos em Cabo Verde*”

Project name:

Period of assignment/services (if applicable): 20 working days

Proposal should be submitted at the following email address: procurement.cv@cv.jo.un.org no later than **17 September 2019, 23H59 pm Cape Verde Time**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Respond will be send in writing or 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 consultants.

1. BACKGROUND

O Programa das Nações Unidas para o Desenvolvimento, PNUD, vem apoiando o país, em parceria com a Comissão Nacional para os Direitos Humanos e a Cidadania, CNDHC, na promoção e proteção dos direitos humanos, contribuindo para o empoderamento da população em geral e dos cidadãos enquanto detentores de direitos humanos pela disseminação do conteúdo dos direitos fundamentais salvaguardados na Constituição da Republica de Cabo Verde e nas Convenções Internacionais de Direitos Humanos ratificados por Cabo Verde

A Comissão Nacional para os Direitos Humanos e a Cidadania (CNDHC), criada em 2004 pelo Decreto-Lei n. 938/2004 de 11 de outubro, tem, entre outras atribuições, a de “investigação de situações marcadamente atentatórias aos direitos humanos que tenham sido levadas ao seu conhecimento ou que tenha conhecido por iniciativa própria”, nos termos da alínea d) do artigo 4º dos seus Estatutos. Para garantir a realização de tais atribuições, a CNDHC recebe, trata, encaminha e segue queixas de violações dos Direitos Humanos (DH) reportadas, quer por cidadãos de qualquer nacionalidade que se encontrem em território nacional como por nacionais que se encontrem no estrangeiro.

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

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

O objetivo geral é a elaboração de um estudo sobre a criação e o modelo de funcionamento do Observatório Nacional de Direitos Humanos, enquanto mecanismo de apoio às atividades da CNDHC, à definição de políticas públicas pelo Governo e respetivo monitoramento.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Preference will be given to candidates who have a:

Qualifications

- *O Consultor deve ter Licenciatura, Mestrado ou Doutoramento em Ciências Sociais, Ciências Económicas, ciências jurídicas e áreas afins;*

Experience

- *Ter experiência e/ou formação em matéria de direitos humanos;*
- *Ter pelo menos 5 anos de experiência profissional relevante na área;*
- *Ter experiência na recolha e tratamento de dados.*

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

The application dossier must include the following:

1. Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by the UNDP;
2. Personal CV and P11 form, duly signed and contact details (email and telephone number) of the candidate and at least three (3) professional references;
3. Technical Proposal, including the planned methodology in accordance with the present ToR;
4. Financial Proposal that indicates the all-inclusive fixed total contract price, as per the ToR.

Incomplete applications will be excluded from further consideration.

Only selected candidate will be notified.

5. FINANCIAL PROPOSAL

Lump sum contracts

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).

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

Individual consultants will be evaluated based on the following methodologies:

2. Cumulative analysis

When using this weighted scoring method, the award of the contract should 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; [70%]

* Financial Criteria weight; [30%]

Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation

<i>Criteria (as per ToR)</i>	<i>Weight</i>	<i>Max. Point</i>
<i>Technical</i>	<i>70%</i>	<i>70</i>
<i>Análise curricular do consultor</i>		<i>40</i>
<i>Qualidade da proposta técnica e sua adequação aos termos de Referência</i>		<i>30</i>
<i>Financial</i>	<i>30%</i>	<i>30</i>

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

ANNEXES:

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

ANNEX 4 – P11 form