



## TERMS OF REFERENCE

### National Consultant

**to support the National Gender Unit (Department on Policies for Equal Opportunities and Violence Prevention) in enforcement and promoting state's policies on equal opportunities and gender issues**

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<b>Location:</b>	Chisinau, Moldova
<b>Application Deadline :</b>	30-August-10, 16:30 local time
<b>Primary Category:</b>	Women's empowerment
<b>Type of Contract :</b>	SSA (full time)
<b>Post Level:</b>	Local Consultant (national)
<b>Languages Required :</b>	Romanian, Russian. Working knowledge of English.
<b>Starting Date :</b> (date when the selected candidate is expected to start)	20 September 2010
<b>Duration of Initial Contract :</b>	1 year

### BACKGROUND

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In December 2009 the Swedish International Development Agency (Sida) and the United Nations Development Fund for Women (part of UN-Women) have entered into an Agreement for the implementation of the Programme "Women's Economic Empowerment through Increased Employability in the Republic of Moldova". The Programme is aimed at addressing the needs of the rural and sub-urban population, especially poor women in exercising their social and economic rights through increasing access to quality information and services in employment and social protection areas. This will be achieved through improving local services, building capacity of the relevant institutions as well as improving policy and legislation based on the gaps identified through their practical application on the ground. The program is designed to be fulfilled within four years in line with the Government priorities set for 2009-2013 as well as the Reforms launched by the State in the areas of labour market and social protection.

The Program's Development Objective is to make women in rural and sub-urban areas of Moldova be informed, empowered and able to better benefit of their social and economic rights. For that purpose, the Programme will strive towards achieving the following outcomes:

*Outcome 1:* Moldovan women living in poverty in rural and sub-urban areas are able to make informed decisions that enable them to access quality services

*Outcome 2:* Key policy, service delivery and media institutions in MOL have increased resources, structures, procedures, incentives and capacities to implement policies that promote and protect women's human rights to access to employment and social protection

*Outcome 3:* Labour and Social Protection laws and policies promote women's employability

As a result of broad consultations with the stakeholders in the country, entry point areas for women's economic empowerment were defined as: 1. Information and Services, 2. Credit, Land and other productive resources, 3. Vocational education/Professional education training for skills upgrade, 4. Entry/re-entry to the Labor Market, 5. Social Protection services, and 6. Care Services. All these areas were defined as potential areas to economically empower women through applying rights based approach. Lessons from the introduction of rights-based approach in the UN programs and projects around the globe suggest the importance of Programme strategies that suits specific contexts. In Moldova, it was felt to be more strategic to focus on district/district level, because there are fewer institutions and resources as well as practices to implement economic, social, political decisions and the delivery of services is weaker. Thus, it was decided to focus on creating a platform for women in rural and sub-urban areas, which will allow them to gain control over decisions and resources that determine the quality of life. Taking into consideration multidimensional character of empowerment, the program is aiming to build competencies of individuals, groups, organizations and their networks and systems in the framework of women's economic empowerment.

## RATIONALE

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With independence, the Republic of Moldova entered a long and complex transition with social and economic changes that have moved the country from an authoritarian to a democratic regime with a market economy. This implied changes in the roles played by the state and the population in terms of rights and duties. The transition highlighted the need for the country to put human rights and gender equality forward as a key factor for the national development and accordingly the country made significant efforts to align national legislation with international human rights and gender equality norms.

Government of Moldova with the support of international community has strongly embarked on promotion of gender equality in Moldovan society. Several significant results were already achieved regardless of rather concise timeframe. Thus, on 1<sup>st</sup> July 1994 the Republic of Moldova ratified the Convention on the Elimination of all forms of Discrimination against Women (CEDAW) and in February 2006 the country acceded to the Optional Protocol to CEDAW. By signing and fully committing to achieving the Millennium Development Goals (MDG), Moldova reiterated its interest in achieving gender equality and empowering women, besides other major goals.

Furthermore, the state undertook specific actions in support of the goal of gender equality, in particular for the enactment of the Law on ensuring equal opportunities for women & men and National Action Plan for promoting human gender equality during 2006-2009 (2006), enactment of the Law on preventing and combating trafficking in human beings (2005) and affiliated national plans, Law on preventing and combating domestic violence (2008), amendments to the Penal and Civil Codes (2002).

Another positive change is the establishment of the Governmental Committee on equality between women and men in 2006, as “a consultative and coordinating body, established with a view to ensure strategic and organisational guidance, as well as provide instruments and mechanisms to influence and promote the state policy on gender equality”. The composition of the Committee has changed several times since 2006, most recently in March 2010. The Committee is led by a Deputy Prime-Minister and is comprised of the Minister of Labour, Social Protection, and Family, Deputy Ministers of most central public authorities, as well as representatives of civil society, academia, and mass-media. The representatives of the civil society, academia, and mass media are included in the composition of the Committee for the period of one year, by the decision of the Committee itself.

The operational activity and the secretariat of the Committee are ensured by the Department on Policies for ensuring equal opportunities and violence prevention (DEO) of the MLSPF. Gender focal points (GFPs) have been appointed in all Moldovan ministries totalling 35 people from 26 governmental entities (15 line ministries and 11 governmental agencies). Almost all focal points from the 12 line ministries are represented at the level of Departments for Policy Analysis, Monitoring, and Evaluation (Policy Units), created under the Public Administration Reform. Capacity building efforts for civil society organizations were initiated. International and national commitments in the field of gender equality were undertaken by the Government. On the other hand, the process is significantly strengthened by consolidated position and efforts of major donors (first of all Sida, DFID, MCC, World Bank, European Commission, UN, etc.).

A new impulse for promotion of gender equality in Moldova was the enforcement of the new National Programme on Ensuring Gender Equality during 2010-2015 powered by a mid-term Action Plan (2010-2012), which elaboration was highly intensive in terms of participation of key stakeholders under the leadership of the MLSPF as well as of the analysis undertaken by priority sector. This Programme clearly articulates Government commitment to foster de jure and de facto gender equality as a means of promoting and guaranteeing fundamental human rights to all citizens. Moreover, the National Programme on Ensuring Gender Equality fully incorporates governmental commitments under CEDAW and takes a thorough note of CEDAW concluding comments as of Moldovan major international commitments in Gender equality.

With UNIFEM support and under the leadership of the Department on policies for equal opportunities and violence prevention (MLSPF) the government initiated the process of harmonization of the Gender Equality Law (GEL) with the national and EU legislative and normative framework, as well as elaborating/drafting by-laws under GEL, including regulations and procedures on the basis of harmonization of the national legislation to GEL provisions. The draft by-laws were further discussed and consulted with partners and stakeholders in order to familiarize policy makers with the proposed by-laws and legislative changes and to assure a wide governmental ownership of the initiative.

Comprehensive support was provided to the Government in mapping of the fulfilment of the CEDAW Committee Concluding Comments from 2000 (first report) and 2006 (second and third combined reports) in line with national gender equality commitments. Mapping of the fulfilment of the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) articles and Concluding Comments was carried out to analyse the present status of women's human rights and gender equality and to define concrete gaps for further practical actions by various players before submission of forth and fifth combined reports to CEDAW Committee due in July 2011.

Despite Moldova's commendable efforts in developing institutional frameworks to ensure de facto equality between women and men, disparities are challenging the achievement in a number of areas. Although the capacity of the DEO has increased in the last couple of years, it remains limited in terms of coordination among various public authorities and

facilitation of networks. Nevertheless, the scope of work of DEO is likely to grow in the next several years, on the basis of the support received from previous UNIFEM/Sida program as well as continued support from the new UNIFEM/Sida programme on Women's Economic Empowerment. Under current programme support will be provided to DEO and Governmental Committee on Gender Equality in reanimating the work of the Gender Equality Mechanism (GEM) in a meaningful way, and in delivering its competencies more effectively as these entities constitute the key partners of the program with regards to the GEM in the country.

Therefore under this assignment UNIFEM Moldova is planning to hire a national consultant to support the DEO in promoting and monitoring gender mainstreaming in state policies and actions as well as to ease relationship building with other governmental stakeholders as well as civil society organisations, according to the Scope of Work.

## **SCOPE OF WORK**

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Under the overall guidance of the Program Chief Technical Advisor (CTA) and under the supervision of UNIFEM Moldova Program Analyst, the Consultant is expected to carry out a variety of support and coordination activities with the DEO in gender mainstreaming in relevant national policies, as well as the enhancement of DEO capacities in effectively coordinating and monitoring implementation of gender responsive policies within the MLSPF, the government, civil society organisations and international organisations.

More specifically, the following Objectives have to be fulfilled:

### **Objective 1: Provide overall support to DEO in coordinating with national stakeholders effective implementation of the National Program on Gender Equality (NPGE):**

1. Support DEO to bring together all relevant stakeholders and establish respective roles and obligations under provisions of NPGE. (Government Task Force responsible for monitoring & reporting on NPGE implementation);
2. Ensure that appropriate stakeholders are continuously engaged in the coordination meetings and activities;
3. Ensure collection and dissemination of relevant information on activities related to NPGE implementation;
4. Coordinate and participate in meetings with line ministries in view of monitoring progress, identifying lessons learned and best practices in implementing activities under NPGE;
5. Draft letters and reports, including minutes of meetings with national stakeholders on NPGE implementation;
6. Provide additional tasks as requested.

### **Objective 2: Facilitate the process of preparation of state 4 and 5 combined report CEDAW**

1. Support DEO in establishing a Task Force comprising of representatives of line ministries and other relevant stakeholders from central public administration to be further involved in providing inputs to country report to CEDAW (from their respective field of operation);
2. Facilitate the activity of Task Force on CEDAW reporting through organizing meetings and workshops aimed at enhancing stakeholders capacities on report preparation, including collecting and summarizing inputs into a unified report to be further submitted by the state to CEDAW committee;
3. Provide own approach and draft structure and outline of the report and coordinate it with DEO;
4. Coordinate writing of CEDAW report from the MLSPF side;
5. Provide additional support as needed.

### **Objective 3: Provide overall support to DEO in lobbying submission and approval of recommendations of secondary legislation (by-laws) for GEL effective implementation**

1. Coordination of meetings with relevant stakeholders to discuss recommendations of by-laws for GEL implementation;
2. Ensure timely and proper documentation of findings, including drafting of minutes of meetings;
3. Provide additional support as required.

### **Objective 4: Support to capacity strengthening of GFPs within MLSPF.**

1. Support DEO in establishing Gender Focal Points/Gender Councils within the Ministry of Labour, Social Protection & Family from among the staff responsible for employment, social assistance, family & child rights to be further trained in mainstreaming gender in their activities;
2. Share tools, training resources, awareness raising materials, studies and available research in the field of gender equality and gender mainstreaming into policy documents;

3. Establish good working relations with relevant governmental and non-governmental organizations, international organization to regularly share information about the needs and concerns of Gender Councils within MLSPF;
4. Coordinate with UNIFEM WEE Programme any capacity building initiative prior to its actual implementation;
5. Undertake other activities, as needed

**Objective 5: Support DEO in initiating regular coordination meetings/consultations between interested & relevant bodies, including Government, CSOs, Donors and others**

1. Provide support to DEO in preparing and organizing regular sector-related meetings (government committee on gender equality, donors group on gender, donors' group on social protection etc.),
2. Ensure coordination of activities and documenting the whole process
3. Maintain updated networks of DEO & UNIFEM WEE counterparts in the field of gender equality, social protection and employment
4. Liaise with UNIFEM WEE program to ensure coordination and synergy building of initiatives in the areas of employment/labour market and social protection, especially with the focus on WHR and GE
5. Coordinate and share the information about activities and the challenges encountered;
6. Provide other support as required.

**DELIVERABLES:**

- Monthly Individual Work Plan, which will include participation to and providing needed technical inputs for the activities planned by DEO
- Minutes + short Analytical Reports (where applicable) from Work Groups meetings under Objectives 1-5 above
- Good working relations established with relevant governmental and non-governmental organizations, international organization to regularly share information about the work of GEM;
- Monthly progress reports about the carried out work, achievements and challenges prepared and submitted to UNIFEM WEE programme.

**QUALIFICATIONS AND COMPETENCIES**

The above described assignment requires high technical skills as well as good knowledge of national policies, national development framework and major laws, strategies and other documents guiding promotion of gender equality in n Moldova. The assignment requires also strong knowledge of the institutional framework in the field of WHR & GE. Furthermore, the assignment requires strong communication, mediation and cooperation skills.

The following qualification criteria will be applied during the selection of the consultants:

**COMPETENCIES**

**Corporate Competencies**

- Demonstrates integrity by modelling the UN's values and ethical standard;
- Promotes the vision, mission, and strategic goals of UNDP/UNIFEM;
- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability;
- Treats all people fairly without favouritism.

**Functional Competencies**

*Management*

- Focuses on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humoured even under pressure;
- Demonstrates openness to change and ability to manage complexities.

*Development and Operational Effectiveness*

- Proven ability to analyze, plan, communicate effectively orally and in writing, draft report, solve problems, organize and meet expected results, adapt to different environments (cultural, economic, political and social).
- Proven ability to develop detailed operational plans, budgets, and deliver on them for development results.

*Knowledge Management and Learning*

- Shares knowledge and experience;
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

## REQUIRED SKILLS AND EXPERIENCE

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### Education:

- Advanced Degree in human rights, gender studies, public relations, development studies and/or other social science related areas relevant for the assignment;
- Other formal education relevant for the assignment.

### Experience

- Minimum 3 years of proven work experience in the field of gender equality, human rights and development
- Proven records of working/collaborating with the Government sectors in assisting/supporting drafting policy recommendations/ policy reports, coordinating activities;
- Proven experience in working with international organizations (successful experience in working with UN agencies is an asset)

### Language and Other Skills:

- Fluency in written and oral Romanian & Russian. Good command of English.
- Computer literacy and ability to effectively use office technology equipment, IT tools.

## APPLICATION PROCESS

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To apply, the prospective applicants should submit:

1. P11 form (can be downloaded from [http://www.unifem.org/attachments/about/employment/UNIFEM\\_personal\\_history\\_form\\_P11.doc](http://www.unifem.org/attachments/about/employment/UNIFEM_personal_history_form_P11.doc))
2. Cover letter, stating their interest in and qualifications for the consultancy.

Kindly send your application with the mark **“National Consultant to support National Gender Unit/UNIFEM WEE”** by **30 August 2010, 16:30 (local time)** to the following address: UNDP Office, 131, 31 August 1989 Street, MD-2012, Chisinau, Moldova, alternatively by email to [vacancies-moldova@undp.org](mailto:vacancies-moldova@undp.org).

Only those short listed will be contacted.

Failure of candidates to submit a duly completed P11 form, as well as false representations on this form, shall constitute sufficient grounds for withdrawal of further consideration of the application. All information provided in the P11 form will be treated as strictly confidential.