



### Terms of Reference

for a Local Consultant/SME Expert to undertake  
a study on economic opportunities for rural women in Moldova

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<b>Duty Station:</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
<b>Position:</b>	Local Consultant (national)
<b>Languages Required :</b>	Romanian, English. Russian – desired
<b>Starting Date :</b> (date when the selected candidate is expected to start)	September 2010
<b>Duration of Contract :</b>	3 months
<b>Expected Duration of Assignment:</b>	3 months

### BACKGROUND

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In December 2009 the Swedish International Development Agency (Sida) and The United Nations Development Fund for 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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Due to increasing recognition of the need for an explicit consideration of structural inequalities that affect entire social groups (especially women) rather than a focus only on individual characteristics, the program aims at creating 'one window's at the district and sub-urban levels. By this, the program aims at bringing together in one location the key government service providers in the areas of social protection, employment and labour market, including key services for accessing productive resources (such as agriculture and land, legal services, financial and other service providers from the private sector, various counselling provided by the NGOs). During the initial period it will be proposed to facilitate the sitting of the "one window" service once a week in the building of the District Council or District Administration or any other suitable Government premises without creating an additional office, thus avoiding the necessity for additional utilities and human resource costs. This method will be at first piloted within one year in four selected regional locations in accordance with the regional development.

An inception phase of WEE was completed recently with a baseline study developed, that provides a detailed system of indicators and targets for the programme. This baseline study provides quantitative and qualitative baseline information by project outputs as well recommendations for future programme implementation. During the inception phase, the team made efforts to collect data from a wide variety of sources, including national and local authorities, public and private service providers, researchers and NGOs, and mass-media organisations.

Nevertheless, some of the data needed for the definition of baseline data and targets, and for the adequate planning, monitoring and evaluation of the project, requires both more specialised and extended research, which requires more time. In particular, information on the nature and the quality of women's access to services could not be collected during the inception period. Moreover, even though a significant amount of information regarding services provided in typical rayon has been collected, it was impossible for the team to collect exhaustive information about all services provided in every rayon. Even though the scope of services was limited to include only those relevant for the goal of the project, some services, particularly training and retraining programmes implemented by civil society organisations, or private micro-finance schemes can vary from rayon to rayon and can be identified only during the implementation stage.

Hence, the Women's Economic Empowerment Programme has planned to undertake a study on economic opportunities for rural women in Moldova. For this purpose, UNIFEM WEE Programme plans to subcontract a team of experts on employment/self-employment and SME assessments and development, including micro-crediting schemes.

## **STATEMENT OF WORK**

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### **Objectives**

The purpose of the study is to profile the economic opportunities of rural women in Moldova in order to develop a guide/manual for a potential economic component within WEE.

The objective of the study is twofold: (i) to serve as baseline data for the employment/self-employment activities and (ii) to develop a guide/manual on a potential SME component within WEE to serve as basis for negotiation with potential donors and to link the programme to existing SME and micro credit activities in the country.

### **Task to be performed**

The consultant/team member will provide substantive inputs and advise for the development of the final report under this study, especially from the perspective of employment opportunities and statistical data regarding this domain. Specifically, the incumbent will have to perform the following tasks:

- Provide required inputs, as per task distribution by Team Leader, on the review of the economic situation in rural Moldova in relation to employment and self/employment through gender lens;
- Provide support to the elaboration of the study methodology;

- Assist Team Leader in conducting a series of meetings with key players (Governmental and private institutions or programmes that are contributing substantially to the economic development) to identify basic constraints and opportunities related to employment/self-employment of women in rural Moldova;
- Provide most accurate, relevant, complete and timely advice related to SME, in line with the stated purpose of this study;
- Provide substantive inputs to the data analysis and preparation of the first draft of the Study for the feedback from UNIFEM team, as well as the final document;
- Based on the review and meetings, provide substantial support in developing a detailed guide/manual for the implementation of a potential SME component within WEE, with focus on employability indicators and measures.

All these activities will have to address a number of key issues and areas, to include, but not limited to:

- Review of present socio-economic conditions of rural women in Moldova
- Identify employment opportunities
  - Employment of women in various sectors of the economy
  - Rural employment
  - New employment opportunities for rural women
  - Potential area for rural women employment;
- Identify main problems of women related to employment
- Review the situation in regard to functioning of micro-crediting schemes in Moldova, as well as existing methodologies used to provide access to finance
- Describe the major impediments in rural women owned SME development
- Assess the training needs and identify the training programs
- Define the specific objectives to be met in WEE in line with the economic empowerment of women
- Make recommendations on and develop a guide of a economic/SME component within WEE for further consideration by various stakeholders

#### **OUTPUTS/DELIVERABLES AND TIMEFRAME**

The activities under the current assignment are expected to commence in September and to be implemented until end November, the consultants being responsible for delivering of the following outputs, comprising of the main milestones:

No	Deliverable	Tentative timeframe
1.	Methodology for conducting the Study on the situation related to economic environment, including scope and focus areas, assessment methods, questionnaires, etc	within 5 days upon signature of the contract
2.	Inputs certified by the Team Leader to the draft combined report on the analysis of the situation related to economic environment, including overview of labor market and relevant economic dynamics Inputs certified by the Team Leader to the team combined report on developing a guide/manual for a potential SME component within the WEE programme	by end October 2010
3.	Study on economic opportunities for rural women and draft guide/manual for a potential SME component Final Study & Guide	by end November 2010

All the deliverables should be agreed with UNIFEM Team and be provided in Romanian and English.

The success of given activity can be ensured only by team work of all partners involved via active participation at all the stages of the assignment and the contracted consultants should play the role of guarantor of these joint effort.

#### **REQUIRED QUALIFICATIONS AND COMPETENCIES**

The following qualification criteria shall be applied during the selection of the consultant (team member):

*Education:*

- A sound educational background in the relevant fields (micro-economics, business administration, finance or employment.)

*Experience*

- Minimum 5 years of relevant experience as a researcher, analyst in the indicated fields of expertise;
- Knowledge of (small) business development related realities and problems
- Specific experience in carrying out studies or analyses similar to that described in this ToR
- Experience with participatory assessment processes and in depth knowledge of rural sector of Moldova;
- Experience with information analysis and report writing.

*Language and other skills:*

- Fluency in written and spoken Romanian and English;
- Computer literacy and ability to effectively use office technology equipment, IT tools

*Technical competencies & skills:*

- Excellent analytical skills, ability to synthesize and clearly present complex processes and issues to service the information needs of diverse audiences;
- Excellent writing skills, ability to write in a structured, lucid and concise manner, without losing the depth of the substance;
- Results orientation and commitment to producing high-quality products;
- Knowledge of UN procedures will be an asset;
- Professional credibility based on a strong-track record of success.

*Teamwork*

- Ability to support and work within teams
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**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 applications with the mark "**National Consultant/Team Member – Study on Economic Opportunities for Rural Women in Moldova/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.

The short-listed candidates only would be requested to submit a letter of interest including a price quotation indicating the lump sum (in MDL or USD) requested for the work envisaged in the section "Duties and Responsibilities".

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.