

NATIONAL CONSULTANT

**to provide support on finalization of decentralization policy in the area of social assistance
(Joint Integrated Local Development Program / UN Women)**

Location (Duty Station):	Chisinau, MOLDOVA
Primary category:	Women Empowerment
Type of Contract:	Individual Contract
Languages Required:	Romanian
Application Deadline:	25 September 2013
Expected Duration of the Assignment:	Up to 30 working days within a 3 months assignment
Starting Date: (date when the selected candidate is expected to start)	7 October 2013

Background

UN Women has been actively working in Moldova since early 2003 and extended continuous support through various programmes and activities aimed at creating an enabling environment for gender equality, recognized as a prerequisite for sustainable development with a strong and active policy on gender equality. Since 2009 the Government of Moldova (State Chancellery) in partnership with the UNDP and UN Women have been implementing the Joint Integrated Local Development Programme (JILDP) funded by the Government of Sweden. In 2013 the Danish Government joined the program by providing funding for the Local Development Component of the second phase of JILDP.

The JILDP was designed to improve the policy framework and to support the administrative systems and procedures focused on efficient transfer of competencies to Local Public Administrations (LPAs), decentralization and promotion of LPAs' role in decision making, etc. It also helps in building the capacity of LPAs to plan, implement and monitor their strategic plans and improve local public service delivery, involving civil society and encouraging community efforts and participation. The entire program is applying Human Rights Based Approach, Gender Mainstreaming and Women's Empowerment as a guiding conceptual approach to its work and interventions, seeking to ensure positive and measurable change in the areas of human rights, gender equality and social inclusion.

A new phase of JILDP is being implemented since January 2013. With adoption of the National Decentralisation Strategy, a comprehensive framework for decentralization in the country has been created. JILDP aims at providing central and local public authorities with the support in the implementation of this strategy. One important area of such support is elaboration of sector-specific decentralization strategies and related practical arrangements to implement the strategies.

A working group on decentralization of social assistance area was created under the Parity Commission on decentralization. This working group is led by the Ministry of Labour, Social Protection and Family, which provides the secretariat and facilitates the activity of the group, and ensures the consistency between the social assistance decentralization policy and the government priorities. The first draft of the decentralization strategy in the area of social assistance was developed by the Working Group with the JILDP support in the end of 2012. The current assignment comes as supplementary to the ongoing support to the Working Group and the Ministry to ensure that the decentralization strategy in the area of social assistance is discussed, debated, finalized, and submitted for approval of the Government.

Objective of the Assignment and Scope of Work

The national consultant will assist the Working Group and the State Chancellery in a transparent, participatory and inclusive finalization of the decentralisation policy document in the field of social assistance. The consultant will work in a team with a gender-mainstreaming consultant, hired already by UN Women, in order to ensure full integration of gender dimensions in the developed policy documents.

The assistance will be provided in compliance with the international and national standards, in compliance with the National Decentralization Strategy, and fully in line with the Human Rights Based Approach (HRBA) and Gender Equality (GE) principles.

Tasks, Key Deliverables and Timeframe

Tasks and Activities	Estimated workload	Estimated deadline	Share of payable fees
<p>1. Assist in the process of preparing public consultations to review the first draft of the sectoral decentralization policy, proactive participate in public debates on the draft policy document, ensuring that the process is transparent, participatory and inclusive, involving civil society, community organizations, local community groups, women and men from vulnerable groups, and firmly promoting the HRBA and gender-mainstreaming core concepts and principles throughout the policy document (in close cooperation with the gender-mainstreaming consultant).</p> <p><u>Deliverables:</u> a) List of participants disaggregated by gender and vulnerability criteria; b) Presentations and handouts prepared for public consultations; c) Agendas and minutes of the public consultations and debates; d) Public Consultations Report</p>	10 days	20 October 2013	<u>1st installment</u> : 33%
<p>2. Analyze proposals received during consultations, including inputs from the gender-mainstreaming consultant from HRBA/GE point of view, revise the draft as necessary and submit the final draft of the decentralization policy document in the area of social assistance to the Working Group, firmly keeping the HRBA/GE angle</p> <p><u>Deliverables:</u> a) Table of proposals; b) Analysis of proposals with feedback on accepting or rejecting them; c) Adjusted draft sector decentralization policy document</p>	10 days	10 November 2013	<u>2nd installment</u> : 33%
<p>3. Participate in presentation and validation of the final draft of the strategy, make final adjustments to the draft, and submit the final policy document</p> <p><u>Deliverables:</u> a) Final Draft Policy Document; b) Presentation materials; c) Final Consultancy Report, with the description of the entire process, undertaken activities, achieved results at all stages of the assignments, and, if appropriate, further recommendations related to the developed strategy document</p>	10 days	1 December 2013	<u>3rd installment</u> : 34%
Total:	up to 30 days		

Language of the deliverables: All deliverables shall be submitted in Romanian language.

The timeframe for the work of the National Consultant is tentatively planned from 7 October through 1 December 2013 with an estimated total volume of work not to exceed 30 working days, coordinated in advance with the UN Women JILDP Programme Analyst.

Note: The mentioned number of working days has been estimated as being sufficient/feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of assignment. It cannot and shall not be used as criteria for completion of work/assignment. The provision of envisaged deliverables approved by the Programme shall be the only criteria for Consultant's work being completed and eligible for payment/s.

Institutional and Management Arrangements

Organization setting: The Consultant will work in a team with the gender-mainstreaming consultant hired by UN Women / JILDP, will work in close collaboration with the designated staff of the Ministry of Labour, Social Protection and Family, the Working Group on decentralization in social assistance, and the JILDP staff. The Consultant will report on tasks and activities carried out to the UN Women/JILDP Program Analyst and the Ministry of Labour, Social Protection and Family. The assignment does not require full-time presence at JILDP / UN Women premises.

Inputs: The Working Group led by the Ministry of Labor, Social Protection and Family, and JILDP / UN Women will provide the contractor with the necessary information and materials for the fulfillment of tasks.

Travel: Travel outside duty station (across the country) might be required for public presentation and debate activities. All travel expenses for travelling outside the duty station will be covered or reimbursed by JILDP.

Performance evaluation: Consultant's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

Financial arrangements: Payments of fees will be authorized upon submission and approval of deliverables and certification by UN Women / JILDP Program Analyst that the services have been satisfactorily performed.

Qualification Requirements (Required Skills and Experience)

Academic Qualifications:

- Advanced degree in Social Protection / Assistance, Public Administration, Public Policy, Public Law or other relevant fields

Experience:

- At least 3 years of proven experience of research and analysis in the field of public policies, social assistance policies, public administration and multi-disciplinary studies, decentralization and local development;
- Previous experience in development assistance or related work for an international and/or donor organization, preferably a UN entity, is an advantage;

Competencies:

- Understanding of Moldovan development context, specifically with regard to Central Public Administration and Local Public Administration / decentralization reforms, and knowledge of the current social assistance situation and issues;
- Understanding of human rights and gender equality concepts / approach to development, knowledge of major human rights and gender equality concerns in the field of social assistance, particularly in the local development context;
- Advanced communication, presentation and advocacy skills, particularly with regard to difficult or challenging human rights / gender equality issues;

Language requirement:

- Fluency in both, written and oral Romanian is mandatory. Knowledge of English is an advantage, working knowledge of one or more additional languages relevant for Moldova, including Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.

Evaluation Process

The candidates must possess the minimum qualification criteria to be eligible for further technical evaluation. The following minimum qualification requirements shall apply to the perspective candidates, and will be assessed at the stage of application documents review, and short-listing (which is the first stage of the evaluation process):

- Advanced degree in Social Protection / Assistance, Public Administration, Public Policy, Public Law or other relevant fields;
- At least 3 years of proven experience of research and analysis in the field of public policies, social assistance policies, public administration and multi-disciplinary studies, decentralization and local development.

Only candidates who meet all the mandatory requirements will qualify to the second stage of the selection process (interviewing).

Compliance with the following qualification requirements (*weighted in points*) will be assessed at the stage of interviewing of short-listed candidates (second stage of the evaluation process):

	Criteria	Maximum points
1.	Advanced degree in Social Protection / Assistance, Public Administration, Public Policy, Public Law or other relevant fields (<i>up to 30 points, of which 15 points for a doctoral degree or 10 points – for master's degree, and 15 points for relevance of degree in terms of field of studies</i>)	30
2.	At least 3 years of proven experience of research and analysis in the field of public policies, social assistance policies, public administration and multi-disciplinary studies, decentralization and local development (<i>up to 50 points, 3 years of the required experience – 20 points, each next year of relevant experience will add 10 extra points</i>)	50
3.	Previous experience in development assistance or related work for an international and/or donor organization, preferably a UN entity, is an advantage (<i>up to 20 extra points, of which up to 10 points for experience of work for an international and/or donor organization, and up to 10 additional points for experience of work for a UN entity</i>)	20
4.	Understanding of Moldovan development context, specifically with regard to Central Public Administration and Local Public Administration / decentralization reforms, and knowledge of the current social assistance situation and issues (<i>up to 50 points</i>)	50
5.	Understanding of human rights and gender equality concepts / approach to development, knowledge of major human rights and gender equality concerns in the field of social assistance, particularly in the local development context (<i>up to 50 points</i>)	50
6.	Advanced communication, presentation and advocacy skills, particularly with regard to difficult or challenging human rights / gender equality issues (<i>up to 20 points</i>)	20
7.	Fluency in both written and oral Romanian is mandatory, knowledge of English is an advantage (<i>10 pts - fluency in Romanian, 10 pts - knowledge of English</i>)	20
8.	Working knowledge of one or more additional languages relevant for Moldova, including Russian (<i>up to 5 extra points</i>), and Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset (<i>up to 5 extra points</i>)	10
	Maximum total technical scoring:	250

At the second stage of evaluation up to 250 points will be scored to each interviewed candidate. Only candidates, who will accumulate at least 175 points of the maximum 250 points during the second stage (interviewing) of the selection process, will qualify to the third stage.

At the last (third) stage of evaluation, the financial offers of the short-listed candidates will be included into the final evaluation table, and will be weighted in terms of selection points as per below formula:

$$P = F_{min} / F_c * 125$$

P - points attributable to the given candidate

F_{min} - lowest financial offer of all candidates qualified into the second stage

F_c – financial offer of the given candidate

Thus, the total evaluation table of the short-listed candidates will incorporate the following sections:

Stage / Candidates	Total Points Maximum	Candidate A	Candidate B	Candidate C	Candidate D
Technical review	250				
Financial proposal review	125				
TOTAL:	375				

The Winning Candidate

The winning candidates will be the candidates, who have accumulated the highest aggregated score (technical + financial scoring).

Application Process and Submission Package

Interested candidates must submit via online submission system the following documents/ information to demonstrate their qualification:

1. Letter of Application (justifying compliance with the qualification requirements);
2. Duly filled [UN Women Personal History Form \(PHF11\)](#)/CV, including records on past experience in similar projects/assignments and specific outputs obtained;
3. Financial proposal (in MDL) - specifying a lump sum amount and the number of anticipated working days. The financial offer should include all costs related to completion of the task under the current Terms of Reference.

Failure to disclose prior employment or making false representations on this form will be grounds for withdrawal of further consideration of his/her application or termination, where the appointment or contract has been issued.

Please note that only applicants who are short-listed will be contacted.

Please note that UN Women Moldova reserves the right to select more than one candidate from this announcement.

The United Nations in 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.

Sample of Financial Proposal

A. Cost Breakdown per Deliverables*

Deliverables	Percentage of Total Price (Weight for payment)	Price, MDL (Lump Sum, All Inclusive)
1. Assist in the process of preparing public consultations to review the first draft of the sectoral decentralization policy, proactively participate in public debates on the draft policy document, ensuring that the process is transparent, participatory and inclusive, involving civil society, community organizations, local community groups, women and men from vulnerable groups, and firmly promoting the HRBA and gender-mainstreaming core concepts and principles throughout the policy document (in close cooperation with the gender-mainstreaming consultant). <u>Deliverables:</u> a) List of participants disaggregated by gender and vulnerability criteria; b) Presentations and handouts prepared for public consultations; c) Agendas and minutes of the public consultations and debates; d) Public Consultations Report	33%	
2. Analyze proposals received during consultations, including inputs from the gender-mainstreaming consultant from HRBA/GE point of view, revise the draft as necessary and submit the final draft of the decentralization policy document in the area of social assistance, firmly keeping the HRBA/GE angle <u>Deliverables:</u> a) Table of proposals; b) Analysis of proposals with feedback on accepting or rejecting them; c) Adjusted draft sector decentralization policy document	33%	
3. Participate in presentation and validation of the final draft of the strategy, make final adjustments to draft, and submit the final policy document to the Working Group. <u>Deliverables:</u> a) Final Draft; b) Presentation materials; c) Final Consultancy Report, with the description of the entire process, undertaken activities, achieved results at all stages of the assignments, and, if appropriate, further recommendations related to the developed strategy document	34%	
Total	100%	MDL

**Basis for payment tranches*

B. Cost Breakdown by Cost Component:

The Applicants are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UN Women shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Description of Activity	Unit of measure (e.g., day, month, etc.)	Unit price, MDL	No. of units	Total Price, MDL
Consultancy fee				
Other related costs (please specify)				