

Terms of Reference

for a national consultant to undertake mapping of VET institutions in Moldova and review of their curricula

Location:	Chisinau, Moldova
Primary Category:	Women's empowerment
Type of Contract:	Individual contract
Languages Required:	Romanian, English
Application Deadline:	30 September 2013
Expected duration of the assignment:	Up to 30 days over a period of 2 months
Starting Date: (date when the selected candidate is expected to start)	21 October 2013

Background

In December 2009 the Swedish International Development Agency (SIDA) and the United Nations Development Fund for Women entered into an Agreement for the implementation of the Programme "Women's Economic Empowerment through Increased Employability in the Republic of Moldova" (WEE). 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 is being achieved through improving local services, building capacity of the relevant institutions as well as improving relevant policies and legislations, based on the gaps identified through their practical application on the ground. The program is currently ongoing in line with Government priorities and 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 informed, empowered and able to exercise their social and economic rights. For that purpose, the Programme has strived towards achieving the following outcomes:

Outcome 1: Rate of Employed and Economically active women increased in target rural and sub-urban areas practicing their social and economic rights

Outcome 2: Key service delivery and media institutions have increased capacities to implement policies that promote and protect women's human rights

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

As a result of broad consultations with relevant stakeholders, the Programme's entry points for women's economic empowerment were defined as: 1. Access to Information and Services, 2. Access to Credit, Land and other productive resources, 3. **Vocational education/Professional education training for skills upgrade**, 4. Entry/re-entry to the Labour Market, 5. Social Protection services, and 6. Care Services. All these areas were defined as potential areas to economically empower women through applying the rights-based approach. In Moldova, it was felt to be more strategic to focus on 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 in the form of Joint Information and Services Bureau (JISB), based on a “one-stop-shop” or “one window” approach, to facilitate open access and use of existing opportunities by women in the most effective way leading to the improvement of the quality of life and thus fulfilment of women’s human rights. The concept of JISBs was introduced in August 2010 in four pilot districts¹ and up to day it is operational in 20 districts² out of 32 districts of Moldova.

Women require systematic access to services and information about the opportunities that exist in the labour market, including jobs in public and private sectors, opportunities to start business, obtain skills training and retraining, access to productive resources, as well as opportunities that are provided through social protection.

Rationale

Vocational Education and skills-development training institutions play an important role in preparing skilled and qualified personnel, especially women, and enhancing their opportunity to meet labour market demands thus support women’s economic empowerment. The Ministry of Education has recently launched the reform of the VET in the country which supports realization of priorities laid down in the Moldova’s Country Strategy for 2020, putting special emphasis on labour market demand and supply. To ensure that vocational training and skills development for women, especially from rural areas, is aligned with market demands and that curricula is tailored to the trainees and is provided in a manner relevant to them, and opening new occupational choices, the WEE program envisages to undertake a review of curriculum of selected VET schools with the subsequent set of recommendations for the adjustment of their training and short term courses through gender lens.

In this respect, UN Women is planning to hire a national consultant to undertake a detailed mapping of VET institutions and a review of curricula of selected VET institutions in Moldova from gender lenses.

Scope of Work

The objective of the assignment is to undertake a detailed mapping of VET institutions providing formal professional/vocational training, including a review of curricula of selected VETs from gender perspective. The findings of the mapping will serve as the basis for pursuing closer collaboration with VET institutions. It will facilitate alignment of skills development required by the market to open up new occupational choices for women.

Duties and Responsibilities

The national consultant will be responsible for undertaking a detailed mapping of all institutions, which provide formal professional/vocational education and skills-development training in Moldova, taking into account professional skills required in specific districts meeting the labour market demand.

Activities under this assignment will include but shall not necessarily be limited to the following tasks:

1. Elaborate and submit a detailed work plan including the key activities, and timeframe of the assignment in close cooperation with WEE programme management team;
2. Conduct a desk review of all policy and normative documents regarding the VET system in Moldova, including types of institutions, cost (if any), outreach, access, etc., information and related data bases available at the Ministry of Education (and its subordinated institutions) as well as relevant CSOs, donors and international organizations;

¹ Singerei, Telenesti, Nisporeni and Cantemir

² Singerei, Telenesti, Nisporeni, Cantemir, Ungheni, Drochia, Glodeni, Riscani, Falesti, Soldanesti, Soroca, Orhei, Cimislia, Comrat, Briceni, Calarasi, Straseni, Anenii-Noi Dubasari and Stefan Voda

3. During the desk review undertake one-day visits to at least four VET institutions from districts with operational JISBs (possible locations: **North** – Drochia, Riscani or Glodeni; **Center** - Ungheni, Telenesti, Singerei or Orhei and **South** – Stefan Voda or Cantemir, Autonomous Territorial Unit Gagauzia – Comrat) for the identification of their needs in addressing entrepreneurship skills development for women and men. Each VET institution shall be visited at least once;
4. Review Curricula of selected VET institutions from gender perspective and provide recommendations, supporting adjustments of curricula, relevant to labour market demands, and depending on the specifics of each district;
5. Elaborate a draft report on the mapping, including a review of curricula of selected VETs and discuss/validate the results with relevant Government Authorities to finalize the mapping;
6. Elaborate the full final report comprising of analysis of VET system and the curricula.

Key Deliverables and Timeframe

The selected national consultant will be responsible for delivering the following outputs, comprising of the main milestones

No	Deliverable	Tentative timeframe for completion of task	Tentative # of days required for accomplishment of task (Percentage of milestone/output)
1	Elaborated detailed work plan including the key activities, and timeframe of the assignment	Within 3 days from contract signature	max 2 working days (5%)
2	Intermediary report to include results of the desk review and meetings with stakeholders, as well as the needs in addressing entrepreneurship skills development for women and men;	Within four weeks from contract signature date	max 10 working days (35%)
2	Final report with gender analysis and recommendations for VET institutions, supporting requirements of labour market demand reflecting training curricula, men and women enrolment and etc.	By 20 December 2013	max 18 working days (60%)

All deliverables shall be agreed with the UN Women WEE management. The intermediary report with preliminary data analysis and findings shall be presented in Romanian, while the final Report shall be presented in English and Romanian, both electronic and hard copies.

The timeframe for the work of the National Consultant is tentatively planned from mid-October through mid-December 2013 with an estimated total volume of work not to exceed 30 working days, coordinated in advance with the UN Women WEE programme management.

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.

Management arrangements

Organizational Setting: The National Consultant will work under the direct supervision and guidance of WEE CTA/Programme Manager and in close collaboration with Programme Analyst, and will

participate in all working meetings appointed by UN Women. The assignment does not require full-time presence at UN Women WEE programme's premises.

Travel and other logistic arrangements

The National Consultant selected for this assignment will be responsible for all administrative and travel expenses associated with undertaking this assignment. All travels shall be coordinated with UN Women WEE Programme and shall be included in the total contract amount of the contractor. In the case of unforeseeable travel, payment of travel costs should be agreed upon, between UN Women WEE Programme and the Contractor, prior to travel and will be reimbursed.

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

Payment will be disbursed upon submission and approval of deliverables and certification by the Programme Management that the services have been satisfactorily performed.

Required Skills and Experience

Education:

- Degree in pedagogical, legal, social sciences or other similar field;

Experience:

- At least 5 years of proven experience working in education system or with education related organizations, including VET system;
- At least 3 years of working experience with international organizations and/or governmental programmes concerning related field;
- Proven records of working/collaborating with central and local government in assisting/supporting drafting recommendations/reports, coordinating activities is essential.

Functional Competencies:

- Sound knowledge of education system in Moldova and its peculiarities;
- Sound understanding of gender equality issues.

Language skills:

- Fluency in verbal & written Romanian and English. Knowledge of Russian is an asset;

Evaluation Procedure

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- Degree in pedagogical, legal, social sciences, or other similar field;
- At least 5 years of proven experience working in education system or with education related organizations, including VET System

The short-listed individual consultants will be further evaluated based on a cumulative analysis scheme, with a total score being obtained upon the combination of weighted technical and financial attributes. Cost under this method of analysis is rendered as an award criterion, which will be 30% out of a total score of 500 points.

Evaluation of submitted offers will be done based on the following formula:

$$B = T + \frac{C_{low}}{C} \times X$$

where:

- T is the total technical score awarded to the evaluated proposal (only to those proposals that pass 70% m 350 points obtainable under technical evaluation);
- C is the price of the evaluated proposal;
- C_{low} is the lowest of all evaluated proposal prices among responsive proposals; and
- X is the maximum financial points obtainable (150 points)

Technical evaluation will be represented through desk review of applications and further interview if needed only, depending on the short-listed candidates' qualifications.

A) Technical Evaluation: The technical part is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

#	Criteria for technical evaluation	Scoring	Max. points
1	Degree in pedagogical, legal, social sciences, or other similar field;	<i>Bachelor – 20 pts Master's - 30 pts PhD – 40 pts</i>	40
2	At least 5 years of proven experience working in education system or with education related organizations, including VET system	<i>(5 years –30 pts, each year over 5 years – 5 pts, up to a max of 80 pts)</i>	80
3	At least 3 years of working experience with international organizations and/or governmental programmes concerning related field	<i>3 years –20 pts, each year over 3 year –5 pts, up to a maximum of 40 pts</i>	40
4	Proven records of working/collaborating with central and local government in assisting/supporting drafting recommendations/reports, coordinating activities is essential	<i>max – 35 pts</i>	35
5	Sound knowledge of education system in Moldova and its peculiarities	<i>max – 35 pts</i>	35
6	Sound understanding of gender equality issues	<i>max – 35 pts</i>	35
7	Fluency in verbal & written Romanian and English. Knowledge of Russian is an asset	<i>10 pts - fluency in Ro, 10 pts – working knowledge of English, 5 pts – knowledge of Russian)</i>	25
8	Relevant Letter of Intent with 1-2 pages brief technical proposal describing actions to undertake the assignment (justification of being the most suitable for the work, vision and working approach)	<i>Fully relevant – 50-60 pts At some extent – 5 – 49 pts Irrelevant – 0 pts</i>	60
	Total Technical Scoring		350

B) Financial evaluation:

In the Second Stage, the financial proposal of candidates, who have attained minimum 70% score in the technical evaluation (at least 245 points), will be compared.

WINNING CANDIDATE

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + 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 Intent with 1-2 pages brief technical proposal describing actions to undertake the assignment (justification of being the most suitable for the work, vision and working approach);
2. Duly filled 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.

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.

In July 2010, the United Nations General Assembly created UN Women, the United Nations Entity for Gender Equality and the Empowerment of Women. The creation of UN Women came about as part of the UN reform agenda, bringing together resources and mandates for greater impact. It merges and builds on the important work of four previously distinct parts of the UN system (DAW, OSAGI, INSTRAW and UNIFEM), which focused exclusively on gender equality and women's empowerment.

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	# of days and Percentage of Total Price (Weight for payment)	Price, MDL (Lump Sum, All Inclusive)
1	Elaborated detailed work plan and methodology	max 2 working days (5%)	
2	Intermediary report to include results of the desk review and meetings with stakeholders, as well as the needs in addressing entrepreneurship skills development for women and men;	max 10 working days (35%)	
3	Final report with gender analysis and recommendations for VET institutions, supporting requirements of labour market demand reflecting training curricula, men and women enrolment and etc.	max 18 working days (60%)	
	Total	Max 30 working days (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				
Transportation costs				
Other related costs (please specify)				