

## Terms of Reference

for a national consultant to mainstream gender dimension into  
sector decentralization strategies in the field of health and water and sanitation  
(UN Women / Joint Integrated Local Development Program)

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<b>Location:</b>	Chisinau, Moldova
<b>Primary Category:</b>	Women's empowerment
<b>Type of Contract:</b>	Individual contract
<b>Languages Required:</b>	Romanian
<b>Application Deadline:</b>	11 November 2013
<b>Expected duration of the assignment:</b>	1 month (18 November – 20 December 2013), maximum number of working days – 18 days
<b>Assignment starting date:</b>	18 November 2013

### Background

Since 2010 the Government of Moldova (State Chancellery) in partnership with the UNDP and UN Women has been implementing the “Joint Integrated Local Development Programme” (JILDP), funded by the Government of Sweden, and lately by the Government of Denmark. The JILDP was designed to support the Government in improving the policy and legal framework, as mandated by the National Decentralization Strategy to ensure local autonomy, availability of resources, and more effective local management for better and equitable service provision, as well as to improving the capacity of Local Public Authorities (LPAs) to deliver efficient, equitable and accessible local public services, to facilitate sustainable development and foster social inclusion. The Programme's objective is also to assist in building the capacity of LPAs to plan, implement and monitor their strategic plans and improve local public service delivery, engaging women and men from local community groups, including most vulnerable. The program is applying Human Rights Based Approach, Gender Mainstreaming and Women's Empowerment as guiding conceptual approaches and instruments to its activities and interventions, seeking to ensure positive and measurable change in the areas of human rights, gender equality and social inclusion.

Starting with 2013, a new phase of JILDP is being implemented, with the financial support from the Danish Government. With adoption of the National Decentralisation Strategy in April 2012, a comprehensive framework for decentralization in the country has been created. Within the new phase, the JILDP aims at providing central and local public authorities with technical support in the implementation of this strategy. One important area of such support is related to the elaboration of sector-specific decentralization strategies and to designing of practical arrangements to implement the strategies.

Working groups on decentralization in various areas of public policy were created under the Parity Commission on decentralization. The line ministries provide a Secretariat to the Working groups to ensure coordination of activities of working groups as well as consistency between the developed decentralization policies and the governmental priorities.

During the previous phase of the program the first drafts of two sector decentralization strategies were developed with the support of JILDP – one in the area of education and one in the area of social assistance. During the new phase of the program, the program aims at supporting the development of two more sector strategies: a) in the area of healthcare and b) in the area of water and sanitation. This support will be provided via national consultants hired by JILDP for each of the two areas to work in close collaboration as a team with the gender-mainstreaming consultant hired under the current ToR.

Thus the current assignment comes to complement the work of the two consultants by ensuring gender mainstreaming into the developed products and development processes, through close interaction and coordination with the working groups/line ministries and JILDP, with the ultimate aim of ensuring that the gender sensitive sector decentralization strategies are drafted, discussed, adjusted, debated, finalized, and submitted for approval to the Government.

## Rationale

To ensure that the decentralization reforms bring equitable benefits for both, women and men, and address the persisting gender disparities and inequalities, a qualified 'gender mainstreaming' support in the process of formulating sector decentralization policies is needed.

As such, UN Women in Moldova has agreed, within the framework of the JILDP Programme, to provide support in engendering the sector decentralization strategies, through provision of a gender expertise during the development of the 2 strategies.

## Scope of Work

The objective of the assignment is to ensure effective gender-mainstreaming of the sector decentralization strategies' drafts in the fields of healthcare and water & sanitation, with the ultimate goal of providing women and men of Moldova with equitable decentralization reform benefits.

## Duties and Responsibilities

Under the present Terms of Reference the consultant is expected to perform the following Tasks:

1. To ensure gender-mainstreaming of the healthcare sector decentralization strategy draft;
2. To ensure gender-mainstreaming of the water & sanitation sector decentralization strategy draft.

## Key Deliverables and Timeframe

The selected national consultant will be responsible for delivering the following deliverables / outputs:

Tasks and Activities	Estimated workload	Estimated deadline	Share of payable fees
<b>1.1.</b> Develop a gender mainstreaming checklist and validate it with key stakeholders <u>Deliverables:</u> Inception Report with gender mainstreaming checklist/methodology	2 days	Within 3 days from the date of contract signature	<u>Single installment:</u> 100%
<b>1.2.</b> Conduct gender assessment, by carefully reviewing the pre-drafts of the two sector decentralization strategies produced by the consultants, associated responsibilities matrix, institutional framework and structure, and provide substantial inputs to ensure full gender mainstreaming of the documents; discuss the results of gender assessment with the two consultants, present them jointly to the working group/line ministries, and pro-actively advocate for the gender-mainstreaming inputs <u>Deliverables:</u> a) Developed recommendations, including results of data collection and research; b) Gender-mainstreamed sector decentralization strategies' drafts: one on healthcare, and one on water & sanitation	10 days	9 December 2013	
<b>1.3.</b> Review and adjust the sector decentralization strategies' drafts, following the feedback from the working group/line ministries and JILDP <u>Deliverables:</u> a) Reviewed and adjusted gender-mainstreamed sector decentralization strategies' drafts: one on healthcare, and one on water & sanitation; b) Final Assignment Report	6 days	20 December 2013	
<b>Total:</b>	<b>up to 18 work days</b>		

All deliverables shall be approved by the UN Women / JILDP Programme Analyst. The deliverables shall be presented in Romanian, both electronic and hard copies.

The timeframe for the work of the National Consultant is tentatively planned from 18 November 2013 through 20 December 2013 with an estimated total volume of work not to exceed 18 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.

### **Management arrangements**

**Organizational Setting:** The National Consultant will work under the direct supervision and guidance of JILDP / UN Women Program Analyst and in close collaboration with the designated staff of the line ministries, the relevant Working Groups, and the JILDP staff. The Consultant will report to the UN Women JILDP Program Analyst. The assignment does not require full-time presence at JILDP UN Women premises.

**Inputs:** The Working Groups from the line ministries and JILDP / UN Women will provide the contractor with the necessary information and materials for the fulfilment of tasks.

### **Travel and other logistic arrangements**

Any eventual travel outside duty station (Chisinau) and logistical arrangements will be covered by JILDP. All travel shall be agreed and approved in advance by UN Women / JILDP Program Analyst.

### **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 Analyst that the services have been satisfactorily performed.

### **Required Skills and Experience**

#### **Education:**

- At least University degree in Gender Equality, Human Rights, Development Studies, Public Administration, Public Policy, Public Law, Healthcare, Water & Sanitation or other relevant field;

#### **Experience:**

- At least 1 year of proven experience in gender mainstreaming and/or human rights mainstreaming work in the policy development context;
- 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 public administration / decentralization reforms, and knowledge of the current situation and issues;
- Sound understanding of human rights and gender equality concepts/approach to development, knowledge of major human rights and gender equality issues, particularly in the field of healthcare, water and sanitation, particularly in the local development context;
- Advanced communication, presentation and advocacy skills, particularly with regard to difficult or challenging human rights and gender equality issues, is a great advantage;

#### **Languages:**

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

## Evaluation Procedure

Individual consultants will be short-listed based on the following minimum qualification criteria:

- At least University degree in Gender Equality, Human Rights, Development Studies, Public Administration, Public Policy, Public Law, Healthcare, Water & Sanitation or other relevant field;
- At least 1 year of proven experience in gender and/or human rights mainstreaming work in the policy development context.

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% of 350 points obtainable under technical evaluation);
- C is the price of the evaluated proposal;
- C<sub>low</sub> 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.

**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	At least University degree in Gender Equality, Human Rights, Development Studies, Public Administration, Public Policy, Public Law, Healthcare, Water & Sanitation or other relevant field	<b>a)</b> 30 points for a doctoral degree, 20 points – for master's degree, 10 points – for graduate's degree; <b>b)</b> Max.20 points for relevance of degree in terms of field of studies; <b>c)</b> Max.20 for relevant trainings and other (non-academic) forms of education	70
2	At least 1 year of proven experience in gender mainstreaming and/or human rights mainstreaming work in the policy development context	1 year of the required experience – 40 points, each next year of relevant experience will add 10 extra points up to a maximum of 80 points	80
3	Previous experience in development assistance or related work for an international and/or donor organization, preferably a UN entity, is an advantage	<b>a)</b> up to 20 points for experience of work for an international and/or donor organization, <b>b)</b> and up to 10 additional points for experience of work for a UN entity	30
4	Understanding of Moldovan development context, specifically with regard to public administration / decentralization reforms, and knowledge of the current situation and issues	Max. – 40 pts	40
5	Sound understanding of human rights and gender equality concepts/approach to development, knowledge of major human rights and gender equality issues, particularly in the field of healthcare, water and sanitation	Max. – 60 pts	60
6	Advanced communication, presentation and advocacy skills, particularly with regard to difficult or challenging human rights and gender equality issues, is a great advantage	Max. – 40 pts	40

#	Criteria for technical evaluation	Scoring	Max. points
7	Fluency in both written and oral Romanian is a must. Knowledge of English is an advantage, working knowledge of one or more additional languages relevant for Moldova, including Russian, and Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset	10 pts - fluency in Romanian, 15 pts – fluency in English, 5 pts – fluency in Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language	30
	<b>Total Technical Scoring</b>		<b>350</b>

## 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 on the relevant qualifications, previous experiences, vision and the proposed 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			
2			
...			
	Total		MDL .....

*\*Basis for payment installments*

**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, if any)				