



**Terms of Reference**  
**for a National Consultant to support functioning and capacity building initiatives of Joint**  
**Information and Services Bureaus to provide advanced services for migrant women and women**  
**living in the security zone**

<b>Location:</b>	Chisinau, Moldova
<b>Primary Category:</b>	Women's empowerment
<b>Type of Contract:</b>	Individual contract
<b>Languages Required:</b>	Romanian and Russian, Advanced level of English is an asset
<b>Application Deadline:</b>	19 May 2014
<b>Expected duration of the assignment:</b>	Up to 220 days within 11 months
<b>Starting Date:</b>	16 June 2014
(date when the selected candidate is expected to start)	

## **Background**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

Economic empowerment is one of the priority areas of UN Women. UN Women works with Governments and multilateral partners (UNDP, ILO, World Bank, regional development banks) to promote women's economic empowerment and increase their access to economic opportunities, especially for those who are most excluded.

At the global level, UN Women is an active member of the Global Migration Group (GMG), an inter-agency group bringing together heads of agencies to promote the wider application of all relevant international and regional instruments and norms relating to migration, and to encourage the adoption of more coherent, comprehensive and better coordinated approaches to the issue of international migration.

In December 2013, UN Women signed an agreement with the European Union, for the financing and implementation of a 3-years global project with three pilots (Mexico (Latin America), Philippines (South East Asia) and Republic of Moldova (Eastern Europe)): Promoting and Protecting Women Migrant Workers' labour and human rights: Engaging with international, national human rights mechanisms to enhance accountability.

This project strives to promote women migrant worker's rights<sup>1</sup> and protect them against exclusion and exploitation at all stages of migration. It aims to contribute to this overall objective by (a) strengthening strategic international human rights mechanisms, national oversight institutions and governments to ensure accountability to women migrant workers at all stages; (b) strengthening women migrant workers' organizations and their support groups to effectively engage with the above stakeholders to ensure greater accountability to them.

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<sup>1</sup> As defined by the Migrant Worker's Convention, the term "migrant worker" refers to any person who is to be engaged, is engaged or has been engaged in a remunerated activity in a State of which he or she is not a national" (Art 2CMW)

Protecting women migrant worker's rights advances the human rights agenda, has a positive bearing on irregular migration and trafficking, contributes to well managed labour migration and good migration governance, and is critical for economic growth and development.

Thus, project to be implemented in partnership with OHCHR is intended to generate a range of results which include changes in the awareness, understanding, capacities and responses of the primary target groups – relevant treaty bodies, special procedures mandate holders, Universal Periodic Review (UPR), governments, Parliamentarians/Parliamentary secretariats, national human rights mechanisms/institutions - to women migrant workers in the direction of promoting and protecting the latter's rights. Likewise it will capacitate women migrant worker's organizations and their support groups to strategically engage with the above-mentioned stakeholders so as to enhance the latter's accountability to them. In addition to these targeted stakeholders and beneficiaries per country, the action will also engage with high level global/regional inter-governmental processes; on-line knowledge platforms and forums, the general public through cost effective public awareness initiatives, reaching about 7000 stakeholders totally in 36 months.

Concurrently, UN Women is implementing another project in Moldova that engaged diverse stakeholders at national and local levels within the Confidence Building Measures Programme to support women's economic empowerment and improve local governance by increasing access of rural women to information and public services including employment and social protection in the Security Zone and in Transnistria region. One of the intended results of this project is to provide support in establishing one-stop-shops at the local level to provide increased access to services from the area of social protection, entrepreneurship and business development, agriculture, legal and other to women, especially rural and vulnerable, including targeting returned women migrants.

With the overall aim to support capacity building initiatives and functioning of the Joint Information and Services Bureaus to provide advanced services for women migrants as well as women living in the security zone, UN Women is planning to hire a national consultant.

### **Scope of Work**

The National Consultant will be responsible for coordinating and provision of support for the capacity building of service providers within Joint Information and Services Bureaus (JISBs) to provide targeted, gender sensitive and results oriented service to women, especially vulnerable, including women migrants (both, returned and those abroad), women living in the security zone, etc. These will be carried out within the 1. Promoting and Protecting Women Migrant Worker's Labour and Human Rights in Moldova (June 2014 – March 2015), further as "WMW" and 2. Support to Confidence Building Measures (during June – September 2014), further as "CBM". The consultant will liaise with other relevant programmes/projects and initiatives to coordinate approaches and synergize interventions at the local level in terms of service provision for women from various vulnerable groups;

### **Duties and Responsibilities**

The National Consultants will work under the direct supervision and guidance of the Project Coordinator on WMW and Project Specialist of CBM project and will be responsible for:

1. Provide support for the functioning of Joint Information and Services Bureaus (JISBs) in the security zone and in other parts of Moldova. For this, the following activities are envisaged, but not limited to:
  - a) Coordinate initiatives of capacity building interventions for the service providers within JISBs and networking between the districts;
  - b) Organize local consultations and roundtables on access to services by migrant women;

- c) Provide support in designing and organizing trainings for project beneficiaries of both programs;
  - d) Coordinate and ensure improvement of the Joint Guide for JISBs;
  - e) etc.
- 2. Provide inputs to elaboration of various analytical reports and studies on Migrant women, Women in the Security Zone and Women in rural areas in overall from the policy, legal, and economic perspectives;
- 3. Document key projects interventions, successes of JISBs, beneficiaries of JIBS, including Migrant Women, and provide inputs for both project reports on quarterly basis;
- 4. Provide inputs to the initiatives on awareness raising on the situation of Migrant Women, and Women in the Security Zone;
- 5. Keep data base of key stakeholders at all levels;

### Key Deliverables and Timeframe

The selected national consultant will be responsible for delivering the following specific 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	"Guide on the provision of service at the local level" amended reflecting services for migrant women and specifically of women living in the security zone	August 2014	30 (14%)
2	Women's issue and specifically issues faced by migrant women and women living in the security zone identified and discussed with women and service providers and local solutions proposed in at least 10 districts, and at the central level and a report on carried out activities and consultations	October 2014	40 (18%)
3	At least 10 Joint Information and Services Bureaus provide advanced services to migrant women, including within Government Programs and report with these evidences presented	December 2014	60 (27%)
4	Ensured provision of information available for women staying abroad on the opportunities in the labor market and business area in Moldova using platforms of e-Gov, local districts authorities websites and other	February 2015	40 (18%)
5	JISB successes on services for women migrants and women in general, including in the security	May 2015	50 (23%)

No	Deliverable	Tentative timeframe for completion of task	Tentative # of days required for accomplishment of task (Percentage of milestone/output)
	zone , are communicated to UN Women Country Office, Local Public Authorities and Central Public Authorities in the form of a Brochure with a compilation of at least 15 success stories		
	<b>Total</b>	<b>June 2014 – May 2015</b>	<b>220 (100%)</b>

All deliverables shall be agreed with the UN Women country office management. The timeframe for the work of the National Consultant is tentatively planned from June 2014 – May 2015 with an estimated total volume of work not to exceed 220 working days, coordinated in advance with the Project Coordinator on Promoting and Protecting Women Migrant Worker's Labour and Human Rights in Moldova and UN Women National Programme Officer/Programme Specialist.

#### **Management arrangements**

Organizational Setting: The National Consultant will work under the direct supervision and guidance of Project Coordinator on Women Migrant Worker's Project, in close collaboration with the Project Specialist of Confidence Building Measures Project and UN Women National Programme Officer/Programme Specialist.

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

The National Consultant selected for this assignment will be provided with the transportation as may be required for travel outside Chisinau. All travels shall be coordinated in advance with UN Women Project Management.

#### **Performance evaluation**

Consultant's performance will be evaluated basis 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 Project Coordinator on Women Migrant Worker's Project (to be done in consultation with the project specialist of Confidence Building Measures) that the services have been satisfactorily performed. It is estimated to have 5 installments to be paid to the consultant in August 2014, October 2014, December 2014, February 2015, and May 2015.

#### **Required Skills and Experience**

##### Education:

- Degree in public administration, law, policy analysis, development studies and/or other social science related areas relevant for the assignment;

##### Experience:

- At least 3 years of experience working with local public authorities and/or NGOs in the area of service delivery, particularly related to social and business related services;

- At least 3 years of proven work experience in coordinating and/or organizing roundtables discussion, trainings and other capacity building activities with public servants, NGOs, and other services relates stakeholders with focus on women's rights, gender sensitive service provision, including to women migrants, women living in rural area and vulnerable, etc.;
- At least 3 years of working experience with international organizations and/or government concerning related field;
- Familiarity with JISB work is an advantage;

Language skills:

- Fluency in verbal & written Romanian and Russian. Advanced level of English is an asset.

**Evaluation Procedure**

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

- Degree in public administration, law, policy analysis, development studies and/or other social science related areas relevant for the assignment;
- At least 3 years of experience working with local public authorities and/or NGOs in the area of service delivery, particularly related to social and business related services;

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<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 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 public administration, law, policy analysis, development studies and/or other social science related areas relevant for the assignment	<i>Bachelor – 40 pts</i> <i>Master's - 50 pts</i> <i>PhD – 60 pts</i>	60
2	At least 3 years of experience working with public authorities and/or NGOs in the area of service delivery, particularly related to social and business related services;	<i>(3 years – 50 pts, each year over 3 years – 10 pts, up to a max of 80 pts)</i>	80

#	Criteria for technical evaluation	Scoring	Max. points
3	At least 3 years of proven work experience in coordinating and/or organizing roundtables discussion, trainings and other capacity building activities with public servants, NGOs, and other services relates stakeholders with focus on women's rights, gender sensitive service provision, including to women migrants, women living in rural area and vulnerable, etc.;	<i>3 years –40 pts, each year over 3 year –10 pts, up to a maximum of 70 pts</i>	70
4	At least 3 years of working experience with international organizations and/or government concerning related field;	<i>Max -60</i>	60
5	Familiarity with JISB work is an asset	<i>max – 35 pts</i>	35
6	Fluency in verbal & written Romanian and Russian. Advanced level of English is an asset.	<i>15 pts - fluency in Ro, 15 pts – fluency in English, 15 pts – fluency in Russian),</i>	45
	<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 justification of being the most suitable for the work, vision and working approach;
2. Duly filled Personal History Form (P11) and/or CV, including records on past experience in similar projects/assignments and specific outputs obtained;
3. Financial proposal (in MDL) - specifying an all-inclusive fixed total contract price, supported by a breakdown of costs as per template provided.

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

*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**

The format shown on the following tables is suggested for use as a guide in preparing the Financial Proposal

**A. Cost Breakdown per Deliverables\***

	Deliverables <i>[list them as referred to in the TOR]</i>	# of days and Percentage of Total Price (Weight for payment)	Price, MDL (Lump Sum, All Inclusive)
1	"Guide on the provision of service at the local level" amended reflecting services for migrant women and specifically of women living in the security zone	30 (14%)	
2	Women's issue and specifically issues faced by migrant women and women living in the security zone identified and discussed with women and service providers and local solutions proposed in at least 10 districts, and at the central level and a report on carried out activities and consultations	40 (18%)	
3	At least 10 Joint Information and Services Bureaus provide advanced services to migrant women, including within Government Programs and report with these evidences presented	60 (27%)	
4	Ensured provision of information available for women staying abroad on the opportunities in the labor market and business area in Moldova using platforms of e-Gov, local districts authorities websites and other	40 (18%)	
5	JISB successes on services for women migrants and women in general, including in the security zone , are communicated to UN Women Country Office, Local Public Authorities and Central Public Authorities in the form of a Brochure with a compilation of at least 15 success stories	50 (23%)	
	Total	Up to 200 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				
Other related costs (please specify)				