

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 9 May 2014

Country: Republic of Moldova

Description of the assignment: National Consultant to provide driving services to UN Women Moldova Country Office

Project name: UN Women Moldova Country Office

Period of assignment/services: Mid-June through mid-December 2014 (up to 120 days within a 6 months period)

Technical proposal together with the **Financial proposal** should be submitted **on-line** no later than **19 May 2014**. Any request for clarification must be sent by standard electronic communication to the address corneliu.eftodi@unwomen.org. UN Women CO staff will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. GENERAL BACKGROUND AND CONTEXT

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.

In Moldova UN Women is operational since 2010 on the basis projects presence, which were laid and active in the country from 2007. It extended continuous support to the Government of Moldova, to key stakeholders from national and local levels, 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.

Currently, UN Women is implementing four projects in Moldova that engaged diverse stakeholders at national and local levels. These include: (i) a Joint Integrated Local Development Programme (JILDP), implemented jointly by UN Women and UNDP, designed to improve the policy framework, as well as 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; (ii) a Support to Confidence Building Measures Project 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; (iii) a Gender Responsive Budgeting Project and (iv) Promoting and protecting Women Migrant Workers' Labour and Human Rights.

Starting with 2014, UN Women Country office has been established in the Republic of Moldova to provide continuous support for the Government, UN and Civil Society to promote gender equality and women's empowerment based on the four key strategic areas in Moldova: (i) Women lead and participate in decision-making at all levels, (ii) Women, especially the poorest and most excluded, are economically empowered and benefit from development, (iii) Women and girls live a life free of violence and (iv) Governance and national planning fully reflect accountability for GE commitments and priorities.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

With the overall aim to ensure effective country strategy implementation, UN Women Moldova plans to hire a national consultant to facilitate the work of UN Women Country office and ensure UN Women Country Office can deliver on all its strategic areas through provision of driving services on an as needed basis.

For detailed evaluation procedures please refer to Annex 1 – Terms of Reference

3. MINIMUM REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- Relevant education; Valid driver's license (B,C categories)

Experience

- Minimum 5 years of work experience as a driver; safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair;
- Minimum 1year experience of undertaking clerical work;
- Experience of work for UN or other international organisation is an asset;
- Knowledge of MS Office applications is an advantage.

Language Requirements:

- Fluency in Romanian. Working knowledge of Russian. Basic knowledge of English will be an asset.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

- Letter of Intent
- Duly filled Personal History Form (PHF11)/CV;
- Financial proposal

5. FINANCIAL PROPOSAL

The financial proposal shall be structured around the specific tasks and key deliverables described in the Terms of Reference. Interested consultants must specify a total lump sum amount for each task and deliverable, which are to be completed by the deadlines specified in the ToR. Payments shall be made based on delivery of the services specified in the ToR and in accordance with the procedures described in the Remuneration section of the ToR. In order to assist UN Women Moldova CO in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount and the number of anticipated working days.

6. EVALUATION

For detailed evaluation procedures please refer to Annex 1 – Terms of Reference.

ANNEX

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS