

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 5 June 2014

Country: Republic of Moldova

Description of the assignment: National Consultant to support the development of Baseline study and Performance Management Framework (PMF) for a UN Women regional project – Republic of Moldova (UN Women / RGRB)

Project name: Promoting Gender Responsive Policies in South East Europe, Phase II

Period of assignment/services: 16 June – 29 August 2014 (an estimated total volume of work not to exceed 8 working days)

Technical proposal together with the **Financial proposal** should be submitted **on-line** no later than **10 June 2014**. Any request for clarification must be sent by standard electronic communication to the address veaceslav.balan@unwomen.org. UN Women JILDP 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

Over the past years, regionally and in Moldova UN Women has provided support to national and local stakeholders in strengthening democratic governance and advancing women's rights through initiatives aimed at mainstreaming gender in policy planning and budgeting.

In 2014, UN Women launched the 3-year regional project on Promoting Gender Responsive Policies in South East Europe and Republic of Moldova financed by Austrian Development Agency (ADA) and Swiss Agency Development and Cooperation. It is a direct follow up of the UN Women CSEE regional project "Promoting Gender Responsive Policies in South East Europe" (2011 -2013) that covered Albania, Bosnia and Herzegovina and the Former Yugoslav Republic (FYR) of Macedonia. The final evaluation of this project recommended continuation of activities especially with regard to institutional capacity building and increased involvement of key budget actors at the required decision-making levels. UN Women will share more details about the project with the selected consultant.

"Promoting Gender Responsive Policies in South East Europe, Phase II" regional project (2013 -2016) is funded by the Austrian Development Agency and the Swiss Agency Development and Cooperation. The project covers Albania, Bosnia and Herzegovina, the Former Yugoslav Republic (FYR) of Macedonia and the Republic of Moldova. The ultimate aim of the project is to contribute to the implementation of commitments towards achieving gender equality. To achieve this aim, three distinct outcomes were anticipated (the logical framework for the project provides more details):

Outcome 1: Sectoral programs and budgets at the central and local levels reflect better gender equality concerns.

Outcome 2: Strengthened oversight of central and local government programs, policies and budgets towards gender equality commitments.

Outcome 3: Exchange of knowledge and learning on GRB facilitates replication of good practices and lessons learned.

In order to achieve these outcomes, the project envisages the following outputs:

Output 1.1.: Increased capability and capacity of Ministries of Finance to institutionalize the integration of GRB.

Output 1.2.: Selected central and local programs (such as rural development, social protection and employment) and budgets are analyzed to respond to gender equality commitments.

Output 1.3.: Strengthened capacities and increased commitment of select number of local governments to make programs and budgets gender responsive.

Output 2.1.: Experts, academia and CSOs have strengthened capacities to analyze programs and budgets from gender perspective.

Output 2.2.: Members of parliament (MPs) and local councilors (LCs) have increased knowledge and capacities to assess the gender-responsiveness of the national and local programs and budget.

Output 3.1.: Networks of GRB experts and public officials are capacitated to respond to country and regional demand for GRB expertise.

The purpose of the consultancy is to prepare performance monitoring framework, methodology and guidance for progress data collection in order to enhance accountability, inform decision-making and contribute to learning on the best ways to achieve women's empowerment and gender equality through operational and normative work. As a member of the United Nations Evaluation Group (UNEG), UN WOMEN follows its norms and standards. UN WOMEN evaluations are gender equality and rights responsive.

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

UN Women is seeking to recruit team of 5 consultants. The team will consist of Team Leader (Senior Consultant) and four national consultants, who will be supervised by the Team Leader, but based in Albania, Bosnia and Herzegovina, FYR Macedonia and Republic of Moldova respectively. The key responsibility of the team members will be to collect data for the baseline and validate the PMF with the project staff and other stakeholders in their respective countries.

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

4. MINIMUM REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree in a relevant field (social sciences, e.g. sociology, political science, international relations, legal studies, public policy, international development, gender studies) field, PhD an advantage.

II. Experience:

- At least 5 years of demonstrated experience in results based management of international development projects and programs
- Demonstrated work experience on gender issues incl. gender responsive policies, public administration, familiarity with GRB is an asset
- Track record of similar assignments (applied research studies, evaluations), ideally with a focus on gender/GRP
- Demonstrated experience with applied research with data collection, analytical and presentation skills and demonstrated ability to structure information
- Previous experience working /consulting for UN agencies

III. Values:

- Demonstrates integrity and fairness by modeling UN values and ethical standards.
- Demonstrates professional competence and is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Display cultural, gender, nationality, religion and age sensitivity and adaptability.

IV. Competencies:

- Excellent interpersonal, communication and interview skills
- Excellent writing skills in English will be a substantial advantage
- Willingness to work as part of a team

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

- 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 Programme 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. TRAVEL

Travel outside duty station (Chisinau), if required and logistical arrangements for workshops will be covered by JILD. All travel shall be agreed and approved in advance by UN Women / JILD Program Analyst.

7. 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