



NATIONAL CONSULTANT TO PREPARE AND DOCUMENT EMPOWERMENT TRAININGS & FOLLOW-UP EVENTS FOR WOMEN & VULNERABLE GROUPS UNDER JILDP

Location:	Chisinau, MOLDOVA
Vacancy Type:	External
Application Deadline:	10 July 2014
Type of Contract:	SSA
Languages Required:	Romanian, English
Starting Date: (date when the selected candidate is expected to start)	21 July 2014
Duration of Initial Contract:	up to 250 work days within a 12-months period, starting with July 2014
Expected Duration of Assignment:	up to 250 work days within a 12 months period, starting with July 2014

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. It also assists in building the capacity of LPAs to plan, implement and document their strategic plans and improve local public service delivery, engaging women and men from local community groups, including most vulnerable. The programme is applying Human Rights Based Approach, Gender Mainstreaming and Women’s Empowerment as guiding conceptual approaches and instruments to its work 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. One of the major interventions at the local level will aim at developing 20 models of operational local governments - ‘champions of change’ – as well as in developing 10 inter-community cooperation projects in 10 clusters of localities, by providing support to implement improvements in the operation and structure of local governments in line with the changes brought by the National Decentralization Strategy. Under this phase JILDP assists LPAs in improving their capacity and operations, will support target communities and local authorities to provide quality and equitable public services to achieve sustainable human-centered and gender-responsive economic and social development in the main areas affected by the Decentralization Strategy.

Rationale

Within the JILDP UN Women plays a key role in ensuring gender mainstreaming of the policy and planning documents developed with Program’s support at central and local levels, and in facilitating women’s empowerment. Therefore, UN Women is seeking for a national consultant to prepare and

document empowerment trainings and follow-up events for women and vulnerable groups under JILDP.

Scope of Work

Under direct supervision and guidance of JILDP/UN Women Programme Analyst, the selected national consultant will be responsible for facilitating effective implementation of trainings and follow-up events with community facilitators, Roma women/girls and women from LPA, review of project proposals, and documentation of program interventions in 20 target localities (as per Annex 1), 10 inter-community cooperation clusters of localities (as per Annex 2), and 6 Roma-populated localities (as per Annex 3).

Specific Tasks and Responsibilities, including Estimated Workload:

For achievement of proposed objective, the assignment will require the completion of the following tasks:

Tasks and activities	Estimated workload (workdays)
1) Provide substantive inputs for the design and delivery of trainings and follow-up events with community facilitators, Roma women/girls and women from LPA to develop their capacities and skills in women (self-)empowerment and gender-mainstreaming in local/community development	
1.1. Coordinate the agenda, list of participants and presenters, ensure good participation in at least 10 meetings of the community facilitators (on average on monthly basis) during the period of July 2014 – June 2015;	20
1.2. Coordinate the agenda, list of participants and presenters, ensure good participation in at least 12 trainings for women and vulnerable community groups from the 30 local communities targeted by JILDP (on average one training in two months for each of the three program zones: North, Center and South) during the period of July 2014 – June 2015;	24
1.3. Coordinate the agenda, list of participants and presenters, ensure good participation in at least 6 meetings of the Roma Women Network (on average at bimonthly basis) during the period of July 2014 – June 2015;	12
2) Review first drafts of secondary empowerment projects, women business start-up / development and childcare facilities improvement projects, Roma women / girls empowerment projects, and provide recommendations for their improvement	
2.1. Provide written and verbal advice and guidance on development and first drafts of secondary empowerment projects in each of the 20 local communities involved into women and vulnerable groups empowerment interventions (as per Annex 1)	40
2.2. Provide written and verbal program advice and guidance on development and first drafts of 16 women business start-up / development and 4 childcare facilities improvement projects (as per Annex 1)	40
2.3. Provide written and verbal advice and guidance on development and first drafts of Roma women empowerment projects in each of the 6 local communities involved into Roma women empowerment interventions (as per Annex 3), and one from the Roma Women and Girls Network	14
3) Document progress in program interventions in 31 target communities	

and 2 women platforms (Roma Women Network and women from LPAs)	
3.1. Perform at least 5 documentation visits to each of the 20 local communities (as per Annex 1), and prepare the relevant documentation reports, followed by a debriefing session on the basis of each round the performed documentation for JILDP staff and community facilitators. The following aspects need to be documented during the documentation visits: <ul style="list-style-type: none"> a) Progress in implementation of empowerment projects with grants awarded by JILDP; b) Progress in ensuring transparency, participation, accountability, non-discrimination, gender-mainstreaming and women empowerment in the work of the relevant LPAs (as per guidance and inputs provided by JILDP); c) Progress in implementation of 16 women business start-up / development and 4 childcare facilities improvement projects supported by the grants awarded by JILDP (as per guidance and inputs provided by JILDP). 	60
3.2. Perform at least 4 documentation visits to each of the 10 local communities (as per Annex 2) to document the progress in ensuring transparency, participation, accountability, non-discrimination, gender-mainstreaming and women empowerment transformations in implementation of the inter-municipal cooperation projects supported by the grants awarded by JILDP (as per guidance and inputs provided by JILDP), and prepare the relevant documentation reports, followed by a debriefing session on the basis of each round of the performed documentation for JILDP staff and community facilitators	30
3.3. Perform at least one documentation visit to each of the 6 local communities (as per Annex 3) to document implementation of Roma women empowerment projects with grants awarded by UN Women, and prepare the relevant documentation reports, followed by a debriefing session on the basis of the performed documentation for UN Women & JILDP staff, and JILDP community facilitators	6
3.4. Perform documentation of at least 4 trainings / workshops for women from LPAs, carried out by the contracted organizations and/or organizations awarded grant(s) to this end, during the period of July 2014 – June 2015.	4
TOTAL:	250 work days

Deliverables

The assignment should be carried out within a period of 12 months, not exceeding 250 working days, with the incumbent being responsible for delivering the following outputs:

- Monthly reports on the activities carried out within the framework of this ToR, including achievements and challenges ;
- Agendas and signed lists of participants from all trainings and follow-up events coordinated by the consultant under this ToR;
- Recommendations to & revised drafts of project proposals reviewed by the consultant under this ToR;
- Reports on documentation visits performed by the consultant under the present ToR;
- Final activity report.

All deliverables have to be endorsed by JILDP/UN Women Program Analyst. The reports on deliverables shall be presented to the JILDP/UN Women Program Analyst 3 days following the last day of each month. By providing high quality technical expertise, the outputs shall result in the successful implementation and achievement of the program objectives.

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Management arrangements

Organizational Setting: The Consultant will work under the direct supervision and guidance of JILD / UN Women Program Analyst and in close collaboration with the JILD staff. The Consultant will report to the UN Women JILD Program Analyst. The assignment does not require full-time presence at JILD / UN Women premises, except for participation at coordination meeting (which is a must).

The National Consultant will be provided with the necessary information, materials and logistics, as well as office space and equipment for the fulfillment of his/her tasks, including the transportation means for the field visits upon request.

Travel and other logistic arrangements

Travel outside duty station (Chisinau) will be covered by JILD. All travel shall be agreed and approved in advance by UN Women / JILD 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 in monthly installments based on actual days worked and upon submission and approval of deliverables and certification by the JILD / UN Women Program Analyst that the services have been satisfactorily performed.

Required Skills and Experience

Education:

- At least University degree in law, public administration, economics, social assistance or other related field (post-graduate studies are an advantage).

Experience:

- At least three years of specialized work experience, including work on documentation of community mobilization and empowerment of women and vulnerable groups, particularly under the human rights and gender-based approach;
- At least one year of previous working experience in development assistance or related work for an international and/or donor organization;
- Previous experience in the UN system is a very strong advantage;

Technical Skills:

- Ability to communicate effectively, particularly orally;

Language Skills:

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

Evaluation Procedure

First, individual consultants will be evaluated for compliance with the following minimum qualification criteria:

- At least University degree in law, public administration, economics, social assistance or other related field.

- At least three years of specialized work experience, including work on documentation of community mobilization and empowerment of women and vulnerable groups, particularly under the human rights and gender-based approach;
- At least one year of previous working experience in development assistance or related work for an international and/or donor organization.

Candidates that meet above minimum qualification criteria 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% or 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 combined with IT and language skills tests relevant for the assignment.

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 law, public administration, economics, social assistance or other related field (post-graduate studies are an advantage)	a) Max.20 points – for post-graduate studies, 10 points – for graduate's degree; b) Max.20 points for relevance of degree in terms of field of studies; c) Max.10 for relevant trainings and other (non-academic) forms of education	50
2	At least three years of specialized work experience, including work on documentation of community mobilization and empowerment of women and vulnerable groups, particularly under the human rights and gender-based approach	3 years of the required experience – 50 points, each next year of relevant experience will add 10 extra points up to a maximum of 100 points	100
3	At least one year of previous working experience in development assistance or related work for an international and/or donor organization	1 year of the required experience – 20 points, each next year of relevant experience will add 10 extra points up to a maximum of 50 points	50
4	Previous experience in the UN system	1 year of the required experience – 20 points, each next year of relevant experience will add 10 extra points up to a maximum of 50 points	50
5	Ability to communicate effectively, particularly orally	Basic ability – 10 points, intermediate – 30 points advanced – up to max. 50 points	50
6	Fluency in both, written and oral Romanian and English. Working knowledge of Russian, and other minority languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language.	10 pts - fluency in Romanian, 20 pts – fluency in English, 10 pts – fluency in Russian, 10 pts – knowledge of other minority language(s)	50
	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, 1-2 pages (including justification of being the most suitable for the work, most relevant previous experiences, etc);
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 an all-inclusive daily fee, and the lump sum for the envisaged number of working days. The financial offer should include all costs related to completion of the task under the current Terms of Reference.*

*Each applicant will be required to submit an aggregated financial offer ("aggregated financial offer" is the total sum of all financial claims of the candidate for accomplishment of the task).

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

Applications should be submitted on line and include fully completed [UN Women Personal History Form P11](#) as attachment instead of CV/resume, **with the mark "National Program Consultant UN Women / JILDLP" by 10 July 2014, COB.**

Failure to disclose prior employment or making false representations on this form will be grounds for withdrawal of further consideration of his/her application or termination, where the appointment or contract has been issued.

Please note that UN Women Moldova reserves the right to select two or more candidates from this vacancy 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

The Applicants are requested to provide the cost breakdown specifying an all-inclusive daily fee and the lump sum for the envisaged number of working days 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				