

## Terms of Reference

### 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)

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<b>Location:</b>	Chisinau, Moldova
<b>Type of Contract:</b>	Individual contract / SSA
<b>Languages Required:</b>	Romanian
<b>Application Deadline:</b>	31 July 2014
<b>Expected duration of the assignment:</b>	1 month (8 – 29 August 2014), up to 8 full work days
<b>Assignment starting date:</b>	8 August 2014

### Background

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.

### Scope of Work, Duties and Responsibilities

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. The Team Leader will be responsible for the overall delivery under the TOR. The team leader will have essential expertise in results based management in the context of international development; expertise in gender and gender responsive budgeting, expertise in leading teams in similar assignments, demonstrated track record in monitoring and evaluation; relevant regional expertise; ability to conduct qualitative and quantitative analysis; requisite skills in facilitation, and language proficiency in English.

The team members will have demonstrated expertise in applied research knowledge of gender issues and public administration. They will be fluent in respective local language/s (knowledge of English will be a substantial advantage). All team members need to be familiar with human rights and gender responsive approach to evaluation.

Under the current notice UN Women is seeking a qualified national consultant for Moldova.

### Key Deliverables and Timeframe:

The National consultant shall be responsible for the following deliverables:

- Inputs to the inception report submitted by the Team leader.
- Collected and consolidated baseline data for Moldova based on inputs from project staff
- Inputs to the project performance monitoring framework (PMF) that reflects availability of data and feedback of UN Women project staff
- Final report (individual) summarizing the results of the assignment and recommendations to UN Women.

All deliverables should be submitted to the Regional Project Manager via the UN Women / JILD Program Analyst. The reports should be written in English or Romanian, in a succinct and user-friendly language.

The work timeframe is tentatively planned for 8-29 August 2014 with an estimated total volume of work not to exceed 8 working days, coordinated in advance with the UN Women / JILD Program 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 JILD / UN Women Program Analyst and ultimately of the Regional Project Manager, and will participate in all working meetings appointed by UN Women. The assignment does not require full-time presence at UN Women / JILD programme's premises.

### Travel and other logistic arrangements

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.

### 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 the deliverables and certification by the Programme Analyst that the services have been satisfactorily performed.

### Required Skills and Experience

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#### 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/GRB
- 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

### Evaluation Procedure

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

- 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.
- At least 5 years of demonstrated experience in results based management of international development projects and programs

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% of 350 points obtainable under technical evaluation);
- C is the price of the evaluated proposal;
- Clow 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, depending on the preselected 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	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	50 points for a doctoral degree, 30 points – for master's degree	50
2	At least 5 years of demonstrated experience in results based management of international development projects and programs	5 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	Demonstrated work experience on gender issues incl. gender responsive policies, public administration, familiarity with GRB is an asset	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	Track record of similar assignments (applied research studies, evaluations), ideally with a focus on gender/GRB	Max. – 30 pts	30
5	Demonstrated experience with applied research with data collection, analytical and presentation skills and demonstrated ability to structure information	Max. – 50 pts	50
6	Previous experience working /consulting for UN agencies	Max. – 20 pts	20
7	Fluency in written and oral Romanian. Fluency in English will be a substantial advantage. Russian – an asset.	10 pts - fluency in Romanian, 30 pts – fluency in English, 10 pts – fluency in Russian	50
	<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. Duly filled Personal History Form (PHF11)/CV, including records on past experience in similar projects/assignments and specific outputs obtained;
2. 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: Both documents have to be uploaded in 1 file.

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***

#### **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)				