

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 24 July 2014

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant

**Project name:** Joint Integrated Local Development Programme

**Period of assignment/services:** 8-29 August 2014

**Technical proposal** together with the **Financial proposal** should be submitted **on-line** no later than **31 July 2014**. Any request for clarification must be sent by standard electronic communication to the address [veaceslav.balan@unwomen.org](mailto:veaceslav.balan@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

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.

### 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.

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.

### **3. 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/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

### **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:

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.

### **5. 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)				

## **6. TRAVEL**

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

### **ANNEX 3- UN Women P11 Form**