

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **03 October 2014**

Country: Republic of Moldova

Description of the assignment: International Consultant to strengthen effective participation of Romani Women in Elections

Project name: Enhancing Women's Political Representation through improved capacity and enhanced support in Moldova

Period of assignment/services: 1 November 2014- 1 November 2015

Technical proposal and **financial proposal** should be submitted **on-line** no later than 20 October 2014.

Requests for clarification only must be sent by standard electronic communication to the following e-mail elena.ratoi@unwomen.org.

Please notice that this address is for information requests only, please do not send or copy your application package to this address.

UN Women 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. BACKGROUND

Roma represent one of the most vulnerable groups in the Republic of Moldova. Roma face discrimination and multiple barriers to social inclusion, employment, education, health care and other services. There is a high degree of intolerance and hostility towards Roma held by the majority population. Romani women encounter multiple discrimination - as Roma, as women and in many cases also as persons belonging to a low socio-economic class. Romani women experience greater risks of social exclusion and poverty than men of their community and women from the ethnic majority. This lack of equality is seen in violence against women, access to employment, education, decision making positions and social services. Romani women rarely benefit from reproductive health services that are available at the community level, and often are not even aware about the availability of such services. In 2014, UN agencies in the Republic of Moldova published a comprehensive study on the situation of Romani women in Moldova: <http://www.un.md/docsandpub/>

In 2011 the Government of the Republic of Moldova approved the Action Plan to Support Roma Ethnic Group in the Republic of Moldova for 2011-2015, which was elaborated with a support of the UN family in Moldova. The plan includes inter alia a set of actions to address the needs of Roma women in such areas as employment, education, health care, social inclusion, participation in decision making, etc. In October 2013, the United Nations Committee on the Elimination of All Forms of Discrimination Against Women (CEDAW) expressed concern inter alia at the fact that there is not currently a single Romani woman in any position of elected authority anywhere, at any level in the Republic of Moldova. In December 2013, a network of Romani women and girls was constituted, to aim at strengthening the rights of Romani women and girls in practice in the Republic of Moldova.

The UN Human Rights Office (OHCHR) has had a Human Rights Adviser in Moldova since July 2008, based in the UN Resident Coordinator Office, mainstreaming human rights in the work of UN Country Team, Government, civil society and the National Human Rights Institution. Beginning in 2014, UN Women, jointly with UNDP, is supported by the Swedish International Development Agency (SIDA) to strengthen the empowerment of women in political life, in particular in the context of national elections and local elections in the Republic of Moldova in 2014 and 2015 respectively. The current action is undertaken jointly by UN Women and OHCHR as part of these efforts.

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

The overall objective of this consultancy is to build the capacity of Romani women community organizations, Romani women's groups and Romani women in the communities to identify their needs and priorities in programs supported localities.

For detailed information, please refer to Annex 1- Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University Degree in Law, International Law, Human Rights, social, economic or political studies or other relevant field. Advanced degree is an advantage.

II. Years of experience:

- At least 5 years of practical work with human rights, women's, minority and Roma rights;
- Previous experience in gender equality, women's and minority rights and empowerment;
- Proven experience in producing analytical reports in the area of human rights, women's and minority rights; *(to be assessed based on the presented sample of completed report)*;
- Proven knowledge of regional and relevant international best practices and experiences on minority rights and empowerment *(to be assessed based on submitted information)*;
- Proven experience in mobilizing excluded minority communities for participation and inclusion;
- Advanced knowledge and skills of MS Office, including Word, Excel, PowerPoint; *(to be assessed based on submitted application)*
- Demonstrated competence in conducting individual interviews with affected groups according to standard human rights documentation methodologies preferred.
- Previous work experience with an international organization, especially with an UN Agency, with a special focus on respectful of differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status will be an asset.

III. Competencies:

- Demonstrated understanding of the electoral system of the Republic of Moldova, to a level possible from available public information;
- Demonstrated competence in conducting individual interviews with affected groups according to standard human rights documentation methodologies preferred;
- Previous work experience with an international organization, especially with an UN Agency, with a special focus on respectful of differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status will be an asset.

IV. Language skills:

- Excellent command of at least two of the following languages: Romanian, Romani, Russian. Fluency in English is an advantage.
- Competence in one or more of the other minority languages relevant for Moldova, including Gagauz, Ukrainian, Bulgarian or other languages is an asset

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Duly filled Personal History Form (PHF11)/CV including records on past experience in similar projects/assignments and specific outputs obtained;
- Letter of Interest with justification of being the most suitable for the work, vision and working approach;
- Sample of report/policy paper or any other similar working paper produced;
- Financial proposal (in USD) - specifying an all-inclusive fixed total contract price, supported by a breakdown of costs as per template provided in TOR.

5. FINANCIAL PROPOSAL

Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

6. TRAVEL

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UN Women does not accept travel costs exceeding those of an economy class ticket. Should the consultant wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UN Women Moldova and the Consultant, prior to travel and will be reimbursed.

Under this assignment, there are envisaged up to 3 travel missions (representing up to 30 working days) to Moldova.

7. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- University Degree in Law, International Law, Human Rights, social, economic or political studies or other relevant field. Advanced degree is an advantage;
- At least 5 years of practical work with human rights, women's, minority and Roma rights;
- Demonstrated understanding of the electoral system of the Republic of Moldova

The short-listed individual consultants 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.

ANNEX

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – CONDITIONS OF SERVICE - CONSULTANT