

**Terms of Reference**  
**for an National Consultant to strengthen effective participation of Romani Women in Elections Republic of**  
**Moldova 2014 – 2015**

<b>Location:</b>	Chisinau, Moldova
<b>Primary Category:</b>	Women's empowerment
<b>Type of Contract:</b>	Special Service Agreement, SSA
<b>Languages Required:</b>	Romanian, Russian and English. Fluency in Romani is an advantage
<b>Duration:</b>	230 days
<b>Starting Date:</b> (date when the selected candidate is expected to start)	15 November 2014

## **Background**

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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.

Beginning in 2014, UN Women, jointly with UNDP, under the "Women in politics" program is supported by the Government of Sweden 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.

### Overall objectives of the assignment

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.

### Specific objectives:

- Strengthen the rights and effective participation of Romani women and girls in the Republic of Moldova, in the context of local and national elections;
- Support the articulation of Romani women's voices in 2014 and 2015 election, as well as to strengthen participation as voters, participants in electoral committees, as candidates, and in other capacities;
- Encourage Romani women to articulate issues in the context of national and local elections, and to bring to the attention of relevant UN agencies requests for support in the articulation of agendas;
- Support the development and advancement of the newly-established network of Romani women and girls

### Specific Tasks and Responsibilities, including Estimated Workload and deliverables:

A national consultant is sought to work under the supervision of the UN Women National Program Manager and Women in Politics Program Manager and in close consultation with the international consultant to strengthen effective participation of Romani Women in Elections Republic of Moldova and with the JILD/UN Women Program Analyst. The consultant is responsible for the implementation of the following responsibilities:

Tasks and activities	Estimated workload (workdays)
1. Support to the international consultant in undertaking a desk review of all available statistical, analytical and other information resources as well as key policy documents and legislation. Provide a detailed action plan and methodology on implementing the envisaged assignment.	Up to 5 days (November 2014)
2. Support to planning and implementing of three missions to the Republic of Moldova of the international consultant, with the aim of advancing the empowerment of Romani women and girls, in particular in the context of 2014 and 2015 elections. In the course of which, provide support in undertaking consultative meetings with Government, CSOs, Roma community mediators, Romani women and girls, UN Agencies and other international development partners working with human rights, and women's rights in particular, gender equality, minority rights and Roma issues. Coordinate the agenda, list of participants and ensure good participation at the meetings. Provide comprehensive reports on the implementation of each mission.	Up to 15 days (5 days for each mission) (first mission to take place in November 2014)
2. In the pre-parliamentary election period assist Romani women from the targeted localities:	
2.1. Identify, formulate, prioritize and agree on key issues pertaining to their rights and needs, both at national and local levels; In total up to 15 communities will be targeted. Perform at least one visit to each targeted community and facilitate the needs identification exercises. Provide a report on each visit, including agenda and list of participants.	Up to 5 days (November 2014)

<b>Tasks and activities</b>	<b>Estimated workload (workdays)</b>
2.2. Voice their identified needs and issues directly to the political party leaders and the leaders of the state. Facilitate the meetings between the Romani women and the political party leaders and the leaders of the state. Provide a report on the meetings facilitated, including agenda and list of participants.	Up to 5 days (November – December 2014)
2.3. Inform the Romani women from the targeted localities about the parliamentary election process and encourage them to vote. Perform at least one visit to each of the 15 targeted community and facilitate the organization of the voters' education trainings for the Romani women in the context of the Parliamentary elections. Provide a report on each visit, including agenda and list of participants.	Up to 5 days (November 2014)
2. In the pre-local election period:	
2.1. Provide support to Romani women and girls network to be able to facilitate the participatory nomination campaign in the local elections of Romani women from the targeted localities; Facilitate the organization of a training on how to organize the participatory nomination campaign and coordinate the organization of the campaign in each targeted locality. Provide a report on the organization of the training, including the agenda and the list of participants and a report on the organization of the participatory nomination campaign in each locality.	Up to 45 days (December 2014 – May 2015)
2.2. Provide support to identified Romani women candidates from the targeted localities to build and enhance their capacity to run for office. Facilitate the organization of thematic trainings for Romani women candidates to build their capacity to run for office. Provide a report on each training, including the agenda and a list of participants.	Up to 45 days (February – June 2015)
2.3. Inform the Romani women from the targeted localities about the local election process and to encourage them to vote. Perform at least one visit to each of the 15 targeted community and facilitate the organization of the voters' education trainings for the Romani women in the context of the local elections. Provide a report on each visit, including agenda and list of participants.	Up to 30 days (March – June 2015)
3. Identify the Roma communities which according to the National Action Plan on Social Inclusion of Roma are entitled to have a Roma mediator hired by the local public administration and work with the identified communities on advocating at the local administration for appointing a Roma mediator in their community. Provide an updated list of existing Roma mediators and of the localities that need to have a mediator. Provide a report on the facilitation of the organization of capacity building activities for the identified mediators and potential mediators (Network of Roma mediators) on promoting Romani women to candidate for local elections and on promoting Romani women inclusion in the public and political life in general.	Up to 45 days (December 2014– September 2015)
4. Provide support in organizing a National Forum of Ethnic Minorities aiming to mobilize women representing ethnic minorities, including Roma women, to identify and voice their needs to enhance their participation in politics and decision-making. Coordinate the follow-up activities with the Roma women on advocating for the adoption of Temporary Special Measures on ensuring an adequate participation and representation of women in politics and decision making processes. Coordinate the agenda, list of participants and presenters and present a report on the organization of the Forum and of the follow up activities.	Up to 45 days (December 2014 – September 2015)
5. Final report comprising the detailed description of the performed activities and achieved results	Up to 10 days (no later than 30 September 2015)
Total:	Up to 230 days

**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 Women in Politics Programme Manager shall be the only criteria for Consultant's work being completed and eligible for payment/s.

### **Deliverables**

The assignment should be carried out within a period of 11 months, not exceeding 230 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 meetings, trainings, follow-up events coordinated by the consultant under this ToR;
- Reports on the filed visits performed by the consultant under the present ToR;
- Final activity report.

All deliverables have to be endorsed by Women in politics program manager and be provided in English in electronic copy. The reports on deliverables shall be presented to the Women in politics program manager 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.

### **Duration of the assignment**

The total duration of the contract is tentatively planned for up to 230 days during 11 months starting with 15 November 2014.

### **Management arrangements**

Organizational Setting: The Consultant will work under the direct supervision and guidance of Women in politics program manager and in close collaboration with the JILDP program and the international consultant to strengthen effective participation of Romani Women in Elections Republic of Moldova 2014 – 2015 engaged by the Women in politics program. The Consultant will report to the Women in politics program manager.

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**

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.

### **Performance evaluation**

Contractor'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 Women in politics program manager that the services have been satisfactorily performed.

## Required Skills and Experience:

### Education:

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

### Experience

- At least 2 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 knowledge of regional and relevant international best practices and experiences on minority rights and empowerment (*to be assessed based on submitted information*);
- Demonstrated understanding of the electoral system of the Republic of Moldova, to a level possible from available public 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.

### Language Requirements:

- Excellent command of the following languages: Romanian, Russian, English. Fluency in Romani 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

## Evaluation Procedure

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 2 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.

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% m 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 will be organized if needed, depending on the short-listed candidates' qualifications.

**A) Technical Evaluation:** The technical part is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

	Criteria	Maximum points
1.	University Degree in Law, International Law, Human Rights, social, economic or political studies or other relevant field. Advanced degree is an advantage ((under Master's – up to 20 pts, Master's – up to 25 pts, PhD – up to 30 pts) – max. 30 pts)	30
2.	At least 2 years of practical work with human rights, women's, minority and Roma rights (<2 years - 0 pts, 2 years - 40 pts, each year over 2 years - 10 pts per each additional year) – max. 60 pts	60
3.	Previous experience in gender equality, women's and minority rights and empowerment (up to 50 pts)	50
4.	Proven knowledge of regional and relevant international best practices and experiences on minority rights and empowerment ( <i>to be assessed based on submitted information</i> ) - (up to 40 pts)	40
5.	Demonstrated understanding of the electoral system of the Republic of Moldova, to a level possible from available public information (up to 50 points);	50
6.	Proven experience in mobilizing excluded minority communities for participation and inclusion; (up to 40 pts)	40
7.	Advanced knowledge and skills of MS Office, including Word, Excel, PowerPoint; ( <i>to be assessed based on submitted application</i> ) – (up to 10 points)	10
8.	Excellent command of Romanian (up to 10 pts), Russian language (up to 10 pts), Romani (up to 5 pts). Fluency in English (up to 10 points)	35
9.	Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauz, Romani, Ukrainian or sign language (each language up to 5 pts, up to a maximum of 15 pts) – max. 15 pts	15
10.	Demonstrated competence in conducting individual interviews with affected groups according to standard human rights documentation methodologies preferred (up to 10 pts)	10
11.	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.	10
	<b>Maximum 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:

- Letter of Intent, 1-2 pages (including justification of being the most suitable for the work, most relevant previous experiences, etc);
- Duly filled Personal History Form (PHF11)/CV, including records on past experience in similar projects/assignments and specific outputs obtained;

- 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.

*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 (UN Women) 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				