

Terms of Reference
for a National Consultant to provide administrative financial support to the Women in politics programme

Location:	Chisinau, Moldova
Primary Category:	Women's empowerment
Type of Contract:	Special Service Agreement, SSA
Languages Required:	Romanian, Russian and English
Duration:	Up to 6 months (130 working days) (this is a temporary replacement, an no extension is being envisaged)
Starting Date: (date when the selected candidate is expected to start)	20 November 2014

Background

UN Women jointly with UNDP and in a partnership with the East Europe Foundation (EEF) and the Center for Participatory Development (CPD) started a programme "Enhancing Women's Political Representation through improved capacity and enhanced support in Moldova" (Women in Politics), implemented with the financial support of the Government of Sweden. The programme aims at ensuring an increased participation of women in politics and in the decision-making process by creating an environment conducive to their meaningful participation, and providing support to capacity development of women before, during and after the elections at the central and local levels. It will also seek to promote increased public awareness of women's contribution to political leadership. The proposed programme will support the realization of women's rights and commitments undertaken by the Government of Moldova.

The programme purpose is to support gender equality advocates in creating a favorable environment for advancing women's right to participate in decision making at national and local levels by influencing legal frameworks and policies to increase women's leadership and political participation.

The programme consists of two inter-related components, and each UN Agency is responsible for the implementation of activities under particular areas of intervention. UN Women will be responsible for the overall programme implementation, and will be leading the specific parts related to the election legislation review and high level advocacy for Temporary Special Measures (TSM), media capacity development, capacity of CSOs and women candidates, work with the communities and women on identifying their needs, among others. UNDP's area of responsibility is related to the electoral assistance and administration, parliamentary affairs and capacity building of elected women and builds further on the results achieved through the previous and on-going support to the institutional capacity development of the Parliament and the Central Elections Commission (CEC) with a focus on enhancing capacities of the Election Management Bodies on gender responsive electoral management and on strengthening capacities of elected women parliamentarians and councilors for performing the elected official's duties.

The Programme is managed as a Joint Programme (UN Women and UNDP) on the basis of the UN Moldova Multi-Donor Trust Fund (MDTF). The activities are implemented in close coordination and cooperation with the on-going UNDP Democracy Programme (2012 – 2016).

Overall objectives of the assignment

The overall objective of this consultancy is to provide administrative financial support to the “Enhancing Women’s Political Representation through improved capacity and enhanced support in Moldova” (Women in Politics) Programme.

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 cooperation with UN Women component manager. The consultant is responsible for the implementation of the following responsibilities:

Administrative management

- Pro-actively contribute to day-to-day programme implementation and ensure conformity to expected results and project work-plans;
- Provide support to national and international consultants in the implementation of their tasks for the achievement of programme results (communication, contracts, agenda, visas, hotel reservations, etc.);
- Provide support for development and documentation of programme documents, including drafting TOR, progress reports, etc.;
- Maintain records on all programme personnel/national consultants and their respective status (contracts, ToRs, time and attendance – if appropriate, etc.) in accordance with accepted policies and procedures;
- Maintain programme correspondence incl. receive, screen and distribute correspondence and attach necessary background information and prepare routine correspondence and memoranda for supervisor’ signature, as well as drafting the correspondence when needed
- Assist programme management in assessing proposals and preparing documentation for approval, organizing partner workshops and capacity building events and accompanying programme staff on monitoring visits
- Arrange external and internal meetings as per request of the Programme management (including the meetings of the Programme Steering Committee (PSC), Technical level, as well as other relevant meetings etc.), workshops and field visits
- Prepare and issue contracts;
- Make pertinent logistical arrangements for the prompt and effective implementation of the programme activities;
- Draft minutes of programme related meetings;
- Maintain updated networks of project counterparts, contractors, consultants and suppliers;
- Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of project files and records;
- Arrange external and internal meetings as required.
- Provide translation into English or Romanian at the request of supervisors;

Financial management

- Prepare requests for advance of funds and/or direct payments;
- Monitor budget expenditures and maintain a proper record of approved project budgets and their revisions;

- Prepare proposals for budget revisions;
- Prepare and submit expenditure and programme budget status reports;
- Respond to queries from the beneficiary, donors, UN Women, UNDP with respect to financial aspects of the programme, liaise with UN Women/UNDP-appointed and external auditors wherever required;
- Prepare recurring reports as scheduled and special reports as required for budget preparations and audit;
- Advise and assist international advisors and national consultants on all aspects of allowances, travel claims and other financial matters and calculate payments due for claims and services;
- Undertake other financial and administrative tasks on an ad hoc basis.

Procurement

- In accordance with the Work Plan arrange for procurement of equipment, supplies and services;
 - Arrange for equipment maintenance and insurance as required;
 - Ensure that contractual processes follow the stipulated UNDP/UN Women procedures;
 - Physically clear and ensure delivery of equipment and supplies procured for the various programme sites;
 - Maintain an equipment and spare inventory including verification and transfer when required.
- Other duties as assigned.

Deliverables

The assignment should be carried out within a period up to 6 months, not exceeding 130 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;
- 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 130 days during a period up to 6 months starting with 20 November 2014.

Management arrangements

Under the overall guidance of the Programme Manager and the direct supervision of the respective Component Coordinator, the incumbent assists in effective and efficient implementation of programme activities through a range of actions contributing for the implementation of UN Women/UNDP programme related components.

The Consultant works in close collaboration with all members of the Women in Politics Programme Team as well as UNDP and UN Women country offices' Programme, Operations and Communications teams for effective achievement of results, anticipating and contributing to resolving complex programme/project-related issues and information delivery. The incumbent is expected to exercise full compliance with UN Women/UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

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

Travel outside duty station (Chisinau) will be covered by Women in politics program. All travel shall be agreed and approved in advance by Women in politics program.

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 economics, finance, accounting, law, public administration or other related field.

Experience:

- At least four years of experience in administrative work, accounting/finance, economics, or other substantive area is required.
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is a very strong advantage.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling web-based management systems (by indicating in the application the handled office software packages and describing the office software which was used within previous activity).

Language Requirements:

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

Evaluation Procedure

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

- University Degree in economics, finance, accounting, law, public administration or other related field.;
- At least four years of experience in administrative work, accounting/finance, economics, or other substantive area is required;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling web-based management systems

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 economics, finance, accounting, law, public administration or other related field	80
2.	At least four years of experience in administrative work, accounting/finance, economics, or other substantive area is required (<4 years - 0 pts, 4 years - 50 pts, each year over 1 years - 10 pts per each additional year)	80
3	Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is a very strong advantage.	30
4	Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling web-based management systems	60
5.	Fluency in both oral and written Romanian (up to 20 pts), Russian language (up to 20 pts), English language (up to 20 pts)	60
6.	Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauz, Romani, Ukrainian (each language up to 10 pts, up to a maximum of 40 pts)	40
	Maximum 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:

- 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				