

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **28 October 2014**

Country: Republic of Moldova

Description of the assignment: National Consultant to provide administrative financial support to the Women in politics programme

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

Period of assignment/services: November 2014- April 2015

Technical proposal and **financial proposal** should be submitted **on-line** no later than 11 November 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

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).

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

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University Degree in economics, finance, accounting, law, public administration or other related field.

II. Years of experience:

- 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).

III. Competencies:

- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is a very strong advantage.

IV. Language skills:

- 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 other would be 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;
- Financial proposal (in MDL) - 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

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.

7. EVALUATION

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.

ANNEX

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – CONDITIONS OF SERVICE - CONSULTANT