

## TERMS OF REFERENCE

### National Consultant

#### on mainstreaming gender in migration development and management in the Republic of Moldova

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<b>Duty Station:</b>	Chisinau, Moldova
<b>Projects:</b>	"Mainstreaming of Migration into Development (MOMID) in Moldova", IOM/UNDP  Promoting and protecting women migrant workers' rights (WMW), UN Women
<b>Primary category:</b>	Women's empowerment
<b>Type of Contract:</b>	Individual consultant
<b>Languages Required:</b>	Romanian, English, Russian is an asset
<b>Application Deadline :</b>	26 December 2014, 13:00 local time
<b>Starting Date :</b> (date when the selected candidate is expected to start)	5 January 2015
<b>Duration of Contract :</b>	5 January 2015 – 5 February 2016, up to 95 days in total

## BACKGROUND

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Today, women represent half of the international migrant population, often migrating as the main economic providers for their families<sup>1</sup>. Driven by economic, social and political forces, migration can bring both benefits and costs to the migrants and their countries of origin and destination. In this way, migration as a transforming social phenomenon can improve or worsen the position of women in families and society.<sup>2</sup>

Migration from the 1990's onwards had a deep impact on the Republic of Moldova's development having approximately one fourth of Moldova's labour force residing abroad, from the total population of 3.9 million (as of the 2004 census). In Moldova, women's share among migrants is also quite high. According to data provided by the International Organization of Migration (IOM), in 2006, 42 percent of Moldova's migrants were women, of which around 59% in the European Union, the majority being from rural area. In addition to this, the existing data also shows that women in Moldova are not only remitters. According to IOM Migration and Remittances Study 2006, 26 percent of all households received monetary remittances from abroad - two-thirds of recipients were women.

Even though remittances are considered as one of the positive migration tools to be used for the development, investments are not a major economic activity that Moldovan migrants and recipients practice. Only ten percent of migrants engage in some small business venture and only 20 percent of recipients save their money by investing in a business, while 9 percent use their savings to invest in a small business.<sup>3</sup>

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<sup>1</sup> Gender and Rural Employment Policy Brief #6, 2010 "Making migration work for women and men in rural labour markets" (FAO/ILO)

<sup>2</sup> Gender, Poverty Reduction and Migration, Irena Omelaniuk, World Bank

<sup>3</sup> Looking forward and including migration in development: remittance leveraging opportunities for Moldova, December 2007, Manuel Orozco, (IOM publication)

There is also increasing awareness in Moldova about the links between migration, poverty and lack of employment opportunities. Employability has direct impact on migration in Moldova and changes its trends accordingly. According to the Moldova Demographic and Health Survey (MDHS), conducted by the Ministry of Health in 2005, the need for work is the main reason for migration: for 83 percent of female migrants and 91 percent of male migrants.<sup>4</sup> Employability seems to be as well the most important influencing factor of preventing the return of rural migrants back to Moldova. According to the same CASE research, lack of employment opportunities is preventing almost 64 percent of rural women from returning at home. This way, the investment of remittances from women migrants in small business and employability of returning women migrants need special attention from the government and careful analysis, especially from the gender perspective, as important tools for economic empowerment.

## RATIONALE

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All previous Moldovan Government's major strategic policy documents such as National Development Strategy 2008-2011 (NDS), The Economic Recovery and Stabilization Plan 2009-2011, Government Plan 2011-2014 "European Integration: Liberty, Democracy, Welfare" and others did not tackle migration in a comprehensive gender and human rights based format: how to maximize its development outcomes and how to reduce its negative social effects; it did not either address migration taking into consideration specific gender patterns.

Some policy interventions were designed aiming at return of migrants and facilitation of the reintegration of the migrants in the labour market and efficient investments of remittances such as Governmental Plan of Action on Fostering Return of Moldovan Migrants from Abroad (October 2008), Efficient investments of remittances in Small and Medium Enterprises State Program, as well as Programme PARE 1+1 (launched in 2010) designed to stimulate the set-up of small and medium businesses by migrant workers and their relatives, and other.<sup>5</sup> However, these policy documents are occasionally overlapping rather than complementary; nor do they comprehensively address the issues at stake, from the wide plethora of challenges.

The general lack of a coherent approach in addressing and managing migration pushed for immediate actions. ***Developing gender sensitive evidence based policies in the migration field is becoming critical for Moldova in order to efficiently address migration issues and to empower women, especially in rural areas.***

The Moldovan Government has already recognized the need for a coordinated and integrated approach to manage migration through its National Development Strategy 2012-2020 (Moldova 2020), but it is still in the formulation process of its migration policy framework. Integration of migration and development into national development plans through gender lenses is also a current priority for the UN Country Team Agencies, including IOM and UN Women, which intend to help the government in compiling and analyzing sex-disaggregated migration and remittance data, facilitate the implementation of policies and programmes that protect migrant women and promote women's improved access to and control over productive assets, mainstream gender into general migration policies, promote women's employability and financial literacy to economically empower them.<sup>6</sup> UN Women also stands globally committed to strengthening its collaboration with partners working on women's migration, remittances and development, including governments and UN specialized agencies, especially International Organization for Migration.

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<sup>4</sup> "The Impacts of Migration on Children in Moldova", Mohamed Azzedine Salah, Working Paper, Division of Policy and Practice, UNICEF, October 2008

<sup>5</sup> "Synergies between Migration and Development: Policies and programs: Moldova" Marseilles, 13-15 June, 2011, Diana Hincu, Ministry of Foreign Affairs and European Integration Republic of Moldova

<sup>6</sup> "Integrating Migration and Remittances into LDC National and Regional Development Planning, including through a Gender Perspective", May 12, 2011, UN Women Executive Director Michelle Bachelet, Statement, <http://www.unwomen.org/2011/05/integrating-migration-and-remittances-into-ldc-national-and-regional-development-planning-including-through-a-gender-perspective/#endnotes>

In this context, it is also worth mentioning that the National Programme on Ensuring Gender Equality for 2010-2015 approved by the Government in December 2009 stipulates migration as one of the areas that need close attention and gender sensitive actions, as women migrants are subject to discrimination. Moreover, one of the specific objectives of the Programme is to mainstream gender into the implementation of policies on migration management to ensure equal rights of the migrants and to protect them against discrimination, especially women.

In 2012, UN Women partnered up with UNDP and IOM implemented the Joint Pilot Programme on “Mainstreaming of Migration into Development (MOMID) in Moldova” funded by SDC, for which Moldova was selected as a pilot country for the implementation of a project to mainstream migration into its development plans. The partnership allowed ensuring gender mainstreaming into migration development and management, as well as supported the Government of Republic of Moldova to analyze the impact of migration on women’s employability in the context of economic empowerment.

Thus, UN Women Office in Moldova contributed to the UNDP/ IOM Joint Pilot Programme by contracting a dedicated gender expert, who joined in and complemented all expert work within the mainstreaming process and ensured appropriate factoring of the gender dimension and analysis thereof. The UN Women Gender Expert contributed to the implementation of the Programme’s activities by: (i) providing inputs related to the gender dimension in key documents, such as the Draft National Migration Mainstreaming Proposal and its accompanying annexes, Survey questionnaires addressed to governmental institutions, development partners and CSO/ Academia representatives, Course Material on Migration & Development, Stakeholders’ interview guides; (ii) ensuring the proper coverage of the gender dimension throughout a series of events: Joint Government/ UNCT prioritization retreat, UNCT migration mainstreaming workshop, Public lectures on migration mainstreaming held in Moldovan universities, Diaspora Seminar, Stakeholders thematic interviews.

Based on the insights and achievements of the Joint IOM/UNDP Pilot Programme and the growing interest among GFMD-participating governments, a second phase of the project, funded by the SDC, is being implemented as a Global Joint Programme of IOM and UNDP in Bangladesh, Ecuador, Jamaica, Kyrgyzstan, Moldova, Morocco, Serbia, and Tunisia. The second phase builds on the agencies’ partnership in the context of the Global Migration Group (GMG), including co-chairmanship of the working group on migration mainstreaming; and their complementary roles and networks with national governments at country level, where, together, they are ideally placed to convene the UN Country Team around the topic of Migration & Development. IOM is responsible for the implementation of the country level activities and UNDP for the global-level activities. The Joint Programme will be implemented over a four-year period, from February 2014 through January 2018.

The purpose of the Program’s second phase is to enable the governments involved and their UNCT partners to develop a context-specific, evidence-based, participatory, and holistic approach to migration and development at the national level. In Republic of Moldova, the Global Joint Programme will continue supporting the Government in identifying, prioritizing and implementing M&D objectives, and assessing progress through participatory monitoring and evaluation frameworks. UN Women will continue to participate in the implementation of the program’s second phase as dedicated partner to ensure gender issues are carefully analyzed and taken into consideration in the process of mainstreaming migration into national development.

On the other hand, in December 2013, UN Women entered into agreement with European Commission to implement a regional project **„Promoting and Protecting Women Migrant Workers’ labour and human rights: Engaging with international, national human rights mechanisms to enhance accountability” (WMW Project)** with 3 pilot countries: Mexico (Latin America), Moldova (Eastern Europe), Philippines (South East Asia). This project strives to promote women migrant worker’s rights and protect them against exclusion and exploitation at all stages of migration. It aims to contribute to this overall objective by (a) strengthening strategic international human rights mechanisms, national oversight institutions and governments to ensure accountability to women migrant workers at all stages; (b) strengthening women migrant workers’ organizations and their support groups to effectively

engage with the above stakeholders to ensure greater accountability to them. This project will be both global and will be anchored nationally in Mexico, Moldova and the Philippines.

The project is intended to generate a range of results which include changes in the awareness, understanding, capacities and responses of the primary target groups – relevant treaty bodies, special procedures mandate holders, UPR, governments, Parliamentarians/Parliamentary secretariats, national human rights mechanisms/institutions - to women migrant workers in the direction of promoting and protecting the latter's rights. Likewise it will capacitate women migrant worker's organizations and their support groups to strategically engage with the above-mentioned stakeholders so as to enhance the latter's accountability to them. In addition to these targeted stakeholders and beneficiaries per country, the action will also engage with high level global/regional inter-governmental processes; on-line knowledge platforms and forums, and the general public through cost effective public awareness initiatives. One of the specific results of the programme is tied to enhancing capacity and accountability of governments, national oversight mechanisms, Parliaments, national human rights mechanisms and institutions to women migrant workers' rights, and specifically providing assistance in mainstreaming gender issues into development policies and plans. To address this, the Joint IOM/UNDP Program "Mainstreaming Migration into National Development Strategies " in collaboration and coordination with the UN Women WMW Project plans to recruit a National Consultant on mainstreaming gender into migration development policies of Republic of Moldova.

This activity will lead to the fulfillment of the Joint IOM/UNDP Program "Mainstreaming Migration into National Development Strategies" Outcome 1: "National development strategies/policies (or plans of action) that comprehensively address migration and its linkages with different development priorities and feature concrete policy objectives, interventions, and indicators of assessment on migration and human development (HD), including at local level, as appropriate" and the Output 1: "Output 1: Key migration and development stakeholders are engaged in the migration mainstreaming process" and the Output 4: "Output 4: Greater institutional coherence and capacity on M&D, and sustained coordination by government and other stakeholders (coordination mechanisms & capacity development)".

The National Consultant's work shall also contribute to the WMW Project Result 1: Relevant, high quality knowledge products, advocacy/capacity building tools are produced, strategically disseminated and effectively influence, Activity 1.6. Produce a policy paper on gender, migration and development, and Activity 1.9 Produce brief "how to mainstream migration into development policies from gender perspective" and Activity 1.14 "Document and analyze lessons learned" and Project Result 4: Enhanced capacity and accountability of the governments, national oversight mechanisms, parliaments, national HRs mechanisms and institutions to WMWs, Activity 4.6 Provide technical assistance to the government to mainstream migration from gender perspective.

## **SCOPE OF WORK**

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Under the overall supervision and guidance from IOM/ UNDP Programme Team and in close coordination with the WMW Project Coordinator and International Migration Research Centre (IMRC) team, the national consultant is expected to support the reflection of the gender-sensitive perspective in the mainstreaming of migration into national development policies and plan, support and produce in this sense the review of migration and gender related issues in the Government's legislative, regulatory and programming framework and adjacent policy/advocacy and guiding documents.

More specifically, the following tasks have to be fulfilled:

### **Within MOMID Programme:**

- 1. Support the reflection of the gender-sensitive perspective in the Mainstreaming Program's outputs by:**
  - Contributing to the comprehensive institutional capacity assessment of public authorities with a migration-relevant mandate, to be undertaken by IOM, from gender perspective, by reflecting

- the gender dimension in the Assessment's Report findings and recommendations addressing gender related gaps/challenges;
- Supporting the inclusion of the gender dimension in the execution of the joint mapping of the migration-related projects and supporting the government in the consolidation of the M&D projects under the mainstreaming umbrella.
- 2. Support review of migration and gender related issues in the Government's legislative, regulatory and programming framework:**
    - Support the review from the gender perspective of existing sectorial development and policy documents, part of the appropriate review cycles, in order to ensure the inclusion of migration and diaspora-related issues;
  - 3. Based on the previously developed gender-responsive course material on mainstreaming migration in development policies:**
    - Reflecting the gender dimension in the developed practitioner-oriented curriculum on Migration & Development (as contribution to the already developed course material on migration and development mainstreaming elaborated under IOM/UNDP MOMID Pilot Programme);
    - Pilot the gender dimension of the practitioner-oriented curriculum on Migration & Development.
  - 4. Contribute to the capacity development of Government authorities, UNCT and key partners in formulating gender sensitive migration strategies and policies:**
    - Conducting a workshop on gender in a broad range of ministries and public authorities (within the Migration, Gender, Diaspora and Development workshop to be organized within the Global Joint IOM/UNDP MOMID Program);
    - Conduct a training session on gender-sensitive migration mainstreaming for the UNCT member agencies;
    - Conduct a training session on gender-sensitive migration mainstreaming to local public officials;
    - Support the elaboration of migration and diaspora gender-mainstreamed checklists for the UNCT.
  - 5. Participate in consultative meetings/conferences to ensure gender mainstreaming into the national migration development policies and strategies.**
    - Participate in regular meetings with central and local public authorities contact points with migration mandate;
    - Upon the revision of the UN Partnership Framework (UNPF) 2013-2017, participate in the: (i) facilitation of inclusion of a stronger focus on migration and development from the gender-perspective within the UNPF Action Plan 2013–2017, and (ii) the related Monitoring and Evaluation Framework Results matrix for the UNPF Action Plan;
    - Participate in the UNCT-Government workshop supporting the: (i) adjustment of the UN Planning to take into consideration migration dynamics; (ii) the review of the migration related indicators of the UNPF and its Action Plan; and (iii) facilitating the amendment of the UNPF– Action Plan Monitoring & Evaluation Framework to include migration-related indicators when such a review takes place.

**Within UN Women/WMW Project:**

- 1. Support the reflection of the gender-sensitive perspective in migration and development by:**
  - Produce a brief on “how to mainstream migration into development” from gender perspective (5-6 pages);

- Provide inputs to the global edition of policy paper on gender, migration and development from the experience of the Republic of Moldova.
2. **Contribute to the capacity development of Government authorities in formulating gender sensitive migration and diaspora strategies and policies and address the needs of women migrant workers abroad and returned:**
    - Review and provide inputs in formulating gender sensitive Diaspora Strategy and Diaspora Action Plan 2015-2016;
    - Conduct training sessions on gender-sensitive migration mainstreaming and gender-sensitive migration policies for Migration/Diaspora focal points established within the relevant public authorities (jointly organised within the IOM/UNDP MOMID Project and the WMW Project);
  3. **Participate in consultative meetings/conferences to ensure gender mainstreaming into the national migration development policies and strategies.**
    - Participate as key expert in multi stakeholder meetings on how to mainstream migration into development from gender perspective;
  4. **Document the experience and lessons learnt regarding mainstreaming gender into migration development policies and strategies.**
    - Participate and share knowledge in online discussions (at least 2) as contributor from Moldova on mainstreaming of migration into development from gender perspective, within the WMW Project;
    - Document and analyse lessons learned in the mainstreaming of migration into development from gender perspective in Moldova, as contribution to the global edition.

#### **DELIVERABLES AND TIMEFRAME**

It is expected that the consultant will provide deliverables within the following timeframe:

No	Deliverables	Tentative timeframe	Payment
<b>Within MOMID Project</b>			
1.	Input to the report on the comprehensive institutional capacity assessment of public authorities with a migration-relevant mandate from gender perspective.	January-February 2015 (up to 2 days)	The payment is to be processed in 5 installments, upon submission by the consultant of the certification of payment to UNDP MOMID focal point, as follows:
2.	Input to the joint mapping of the migration-related projects and to the support to the government in the consolidation of the M&D projects under the mainstreaming umbrella.	January-February 2015 (1 day)	
3.	Inputs provided from the gender perspective to the review of existing sectorial development and policy documents, part of the appropriate review cycles, in order to ensure the inclusion of migration and diaspora-related issues.	April – June 2015 – TBD (up to 4 days)	
4.	Develop a practitioner-oriented curriculum on Migration & Development reflecting gender dimension.	January – March 2015 (up to 4 days)	Payment 1: by February 28, 2015
5.	Training delivered and brief report (with materials) on the training session addressing migration & gender mainstreaming to the UNCT member agencies.	March - April 2015 (up to 3 days)	Payment 2: by April 30 <sup>st</sup> , 2015
6.	Pilot the practitioner-oriented curriculum on Migration & Development reflecting gender	April-June 2015 (up to 3 days)	Payment 3: by

	dimension		June 30 <sup>th</sup> , 2015
7.	Conduct and present Brief report (with materials) for the Migration, Gender, Diaspora and Development workshop to be conducted in a broad range of ministries and public authorities	April – May 2015 (up to 3 days)	Payment 4: by September 30 <sup>th</sup> , 2015
8.	Conduct and present Brief reports (with materials) for the training sessions on gender-sensitive migration mainstreaming and gender sensitive migration policies for migration/diaspora focal points established within the relevant public authorities	July-September 2015 (training III with MFPs)  (up to 3 days)	Payment 5: by December 31 <sup>st</sup> , 2015
9.	Conduct and present Brief report (with materials) for the training addressing migration from gender-sensitive perspective for media representatives and public servants from public relations departments	February-March 2015  (up to 2 days)	
10.	Produce Information briefs on the UNCT-Government workshop supporting the adjustment of UN planning, review of UNPF migration indicators and its Action Plan, amendment of the UNPF M&E Framework to include migration indicators, including from gender perspective;	April – June 2015  (up to 2 days)	
11.	Conduct and present Brief report (with materials) for the training for policy makers on gender-specific needs and priorities of migrant women and men and the impact of economic and social policies on their lives	September 2015  (up to 3 days)	
12.	Brief report (with materials) on the training session addressing migration gender mainstreaming to the local public officials	October 2015  (up to 2 days)	
13.	Input to the migration and diaspora gender-mainstreamed checklists for the UNCT member agencies	October-November 2014  (up to 2 days)	
14.	Information briefs on regular meetings with central and local public authorities contact points with migration mandate;	March 2015; September 2015;  (up to 2 days)	
15.	Information briefs on the revision of the UNPF 2013-2017, its Action Plan and M&E Framework;	October – November 2015  (up to 2 days)	

16.	Final Report on undertaken activities under the assignment including relevant research, findings, conclusions and recommendations on how to mainstream gender into migration development policies and strategies	By end of December 2015  (up to 2 days)	
<b>Within WMW Project</b>			
1.	Conduct and present Brief reports (with materials) for the training sessions on gender-sensitive migration mainstreaming and gender sensitive migration policies for migration/diaspora focal points established within the relevant public authorities	January 2015 (training I with MFPs)  (up to 7 days)	Payment 1: by February 5 <sup>th</sup> , 2015
2.	Brief on “how to mainstream migration into development” from gender perspective (5-6 pages)	By February 2015  (up to 7 days)	Payment 2: by February 30 <sup>th</sup> , 2015
3.	Inputs provided to the Government in formulating gender sensitive Diaspora Strategy and Diaspora Action Plan 2015-2016, draft Strategy and Action Plan with proposed inputs presented	By February 2015  (up to 7 days)	
4.	Inputs provided to the global edition of policy paper on gender, migration and development from the experience of the Republic of Moldova	By March 2015  (up to 7 days)	Payment 3: by March 30 <sup>th</sup> , 2015
5.	Conduct and present Brief reports (with materials) for the training sessions on gender-sensitive migration mainstreaming and gender sensitive migration policies for migration/diaspora focal points established within the relevant public authorities	March-April 2015 (training II with MFPs)  (up to 7 days)	Payment 4: by April 30 <sup>th</sup> , 2015
6.	Participate and present brief reports on multi-stakeholder meetings and knowledge sharing sessions and lessons learned documented and presented	By September 2015  (up to 15 days)	Payment 5: by September 30 <sup>th</sup> , 2015
7.	Final Report on undertaken activities under the assignment including Brief on lessons learned and recommendations for mainstreaming of migration into development from gender and WMWs rights perspective	By December 2015  (up to 5 days)	Payment 6: by December 5 <sup>th</sup> , 2015

All deliverables should be agreed with the IOM/ UNDP Mainstreaming Programme Team and the UN Women WMW Project Coordinator and be provided in Romanian and English languages, in electronic copy.



Activities under the current assignment are expected to commence in January 2015 and be completed by end of February 2016.

**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 IOM/UNDP Mainstreaming Programme Team and UN Women WMW Project Coordinator shall be the only criteria for Consultant's work being completed and eligible for payment/s.

## **MANAGEMENT ARRANGEMENTS**

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**Organizational Setting:** The consultant will work under the supervision and guidance of IOM/ UNDP Mainstreaming Programme Team and UN Women WMW Project Coordinator and in close collaboration with other experts from UNDP/IOM MOMID Global Program and the UN Women WMW Global Team and International Migration Research Centre (IMRC) team.

**Contracts:** The selected Consultant shall sign two separate contracts with UNDP and UN Women correspondingly for stipulated assignments, as stated above.

**Contributions:** IOM/ UNDP Mainstreaming Programme and the UN Women WMW Project will put at the consultant's disposal the Project Documents, Baseline Reports, as well as other documents and reports to better perform and achieve the proposed objectives. IMRC team of experts will provide guidance to methodology on the development of specific documents tied to WMW Project.

## **TRAVEL**

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The Consultant will be responsible for all travel expenses associated with undertaking this assignment. All travels shall be coordinated with the IOM/ UNDP Mainstreaming Programme and the UN Women WMW Project and shall be included in the total contract amount of the contractor. In the case of unforeseeable travel, payment of travel costs should be agreed upon, between the IOM/ UNDP Mainstreaming Programme and the UN Women WMW Project and the Individual Consultant, prior to travel and will be reimbursed.

## **PERFORMANCE EVALUATION**

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Consultant's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

## **FINANCIAL ARRANGEMENTS**

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FOR MIMID Project: Payments are to be processed in 4 installments (10 w.d. per instalment), upon submission by the consultant of the certification of payment to UNDP MOMID focal point.

FOR WMW Project: Payment will be disbursed in 6 installments in total, as stipulated in the above table, upon submission and approval of activity reports and certification by the Programme Management that the services have been satisfactorily performed.

## **QUALIFICATIONS AND COMPETENCIES**

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The above described assignment requires high technical skills as well as good knowledge of national policies, national development framework and major laws, strategies and other documents guiding migration and promotion of gender equality in Moldova. The assignment requires also strong knowledge of the institutional framework in the field of migration, women's human rights and gender equality. Furthermore, the assignment requires strong communication, mediation and cooperation skills.

The following qualification criteria will be applied during the selection of the consultant:

## **REQUIRED SKILLS AND EXPERIENCE**

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Education:

1. Advanced Degree in public administration, economics, international relations, development studies and/or other social science related areas relevant for the assignment;
2. Specialised formal education/professional training in migration, gender and development policy *is an asset*.

#### Experience

3. 3 to 5 years of proven work experience in the field of migration, economics, and/or development;
4. At least 2 years of practical experience on mainstreaming gender perspectives into development policies;
5. At least 2 years of proven records of working/collaborating with the Government sectors in assisting/supporting drafting gender responsive policy recommendations/policy reports, coordinating activities, etc.;
6. Proven experience in working with international organizations (successful experience in working with UN agencies *is an asset*).

#### Competencies:

7. Fluency in written and oral Romanian; good knowledge of written and oral English is an advantage; knowledge of Russian is an asset.
8. Working knowledge of one or more additional languages relevant for Moldova, including Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.
9. Computer literacy and ability to effectively use office technology equipment, IT tools, ability to use Internet and email.

### **EVALUTATION PROCEDURE**

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

1. Advanced Degree in public administration, economics, international relations, development studies and/or other social science related areas relevant for the assignment;
2. 3 to 5 years of proven work experience in the field of migration, economics, and/or development;
3. At least 2 years of practical experience on mainstreaming gender perspectives into development policies;

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% of 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).

Nr.	Criteria for technical evaluation	Max. points
1.	Advanced Degree in public administration, economics, international relations, development studies and/or other social science related areas relevant for the assignment ( <i>Master's – 50 pts, above – 60 pts</i> )  Specialised formal education/professional training in migration, gender and development policy ( <i>10 points</i> )	70
2.	3 to 5 years of proven work experience in the field of migration, economics, and/or development ( <i>3 years – 30 pts, each year over 3 year – 5 pts, each year over 5 year – 10 pts up to a maximum of 80 pts</i> )	80
3.	At least 2 years of proven records of working/collaborating with the Government sectors in assisting/supporting drafting gender responsive policy recommendations/policy reports, coordinating activities, etc. ( <i>2 years – 30 pts, 3 years – 40 pts, each year over 3 year – 5 pts, up to a maximum of 60 pts</i> )	60
4.	At least 2 years of practical experience on mainstreaming gender perspectives into development policies ( <i>2 years – 30 pts, 3 years – 40 pts, each year over 3 year – 5 pts, up to a maximum of 60 pts</i> )	60
5.	Proven experience in working with international organizations (successful experience in working with UN agencies) ( <i>30 points</i> )	30
6.	Fluency in written and oral Romanian; good knowledge of written and oral English is an advantage; knowledge of Russian is an asset ( <i>Romanian – 15 pts, English – 15 pts, Russian or any other language relevant to Moldova – 10 pts</i> )	40
7.	Computer literacy and ability to effectively use office technology equipment, IT tools, ability to use Internet and email	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).

#### **SUBMISSION PACKAGE**

- 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

**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 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 format shown on the following tables is suggested for use as a guide in preparing the Financial Proposal

**A. Cost Breakdown per Deliverables\***

	Deliverables <i>[list them as referred to in the TOR]</i>	# of days and Percentage of Total Price (Weight for payment)	Price, MDL (Lump Sum, All Inclusive)
1			
2			
3			
4			
	Total	max. # of working days (100%)	MDL .....

*\*Basis for payment tranches*

**B. 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)				