

CONSULTANT SERVICES PROCUREMENT NOTICE

Date: 30 January 2015

Country: Republic of Moldova

Description of the assignment: **INTERNATIONAL CONSULTANT ON GENDER RESPONSIVE BUDGETING (GRB) IN THE REPUBLIC OF MOLDOVA**

Project name: GRB Phase II MDA

Period of assignment/services: 10 March-10 September 2015

Technical proposal and **financial proposal** should be submitted **on-line** no later than 20 February 2015.

Requests for clarification only must be sent by standard electronic communication to the following e-mail corneliu.eftodi@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

Over the past years, regionally and in Moldova UN Women has provided support to national and local stakeholders in strengthening democratic governance and advancing women's rights through initiatives aimed at mainstreaming gender in policy planning and budgeting.

In 2014, UN Women launched the 3-year regional project on Promoting Gender Responsive Policies in South East Europe and Republic of Moldova financed by Austrian Development Agency (ADA) and Swiss Agency Development and Cooperation. It is a direct follow up of the UN Women CSEE regional project "Promoting Gender Responsive Policies in South East Europe" (2011 -2013) that covered Albania, Bosnia and Herzegovina and the Former Yugoslav Republic (FYR) of Macedonia.

The second Phase of the regional project (2013-2016) has as ultimate aim to contribute to the implementation of commitments towards achieving gender equality. To achieve this aim, three distinct outcomes are anticipated:

Outcome 1: Sectoral programs and budgets at the central and local levels reflect better gender equality concerns

Outcome 2: Strengthened oversight of central and local government programs, policies and budgets towards gender equality commitments

Outcome 3: Exchange of knowledge and learning on GRB facilitates replication of good practices and lessons learned

Introduction of the gender-responsive budgeting is part of the Moldovan gender equality agenda, as set out by the Gender Equality Law and Gender Equality Action Plan. Previous preparatory work has been done in Moldova to raise awareness on GRB within Ministry of Finance (MoF), Ministry of Labor, Social Protection and Family (MLSPF), Ministry of Economy (MoE) as well as some other actors. In particular, the representatives of these institutions had a chance to get acquainted with the Austrian experience of gender-responsive budgeting during a special study visit to Austria.

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

The purpose of the consultancy is to ensure high quality methodological expertise and guidance, as well as high level advice on GRB introduction in the Republic of Moldova, up to international, particularly European, standards and best practices.

Under direct supervision and guidance of GRB / UN Women Programme Analyst and the Regional Project Manager the selected international consultant's objective is to ensure high quality methodological expertise and guidance, as well as high level advice on GRB introduction in the Republic of Moldova, drawing from the best international and regional (particularly European) experiences.

This objective is expected to be achieved through a combination of instruments, including trainings, coaching, mentorship, development of guides and methodological materials, technical/debriefing sessions, learning-by-doing, review of the developed materials, high level events, etc.

The work on GRB is to be largely performed in close synergy with and building on the on-going performance-based budgeting and decentralization reforms in Moldova, and UN programs supporting those reforms – most notably the Joint UNDP/UN Women Integrated Local Development Programme (JILD) and previous support within the UNIFEM 2009-2012 GRB project results.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- I. Academic Qualifications:
- University/graduate degree in public administration, law, economics, finance, social sciences or other related field;
- Formal education in gender issues is a strong advantage.
- II. Years of Experience:
- At least 7 years (of which at least 2 years – international experience is desirable) of professional hands-on work experience on gender related issues including GRB (examples of the relevant documents / products to be provided);
- At least 3 years of experience in delivering capacity building initiatives (list of relevant initiatives, and examples of the relevant training materials to be provided);
- Previous experience on promoting GRB at the policy and decision making level (members of Parliament and Government, ministries) is an advantage;
- Previous experience of practical GRB work on local budgets is an advantage (examples of the relevant documents / products to be provided);
- Previous experience of work in Eastern Europe, Republic of Moldova and good understanding of its context, is an advantage;
- Previous experience in the UN system is an advantage.
- III. Language skills:
- Fluency in both oral and written English. Knowledge of Russian and/or Romanian is an advantage.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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 USD) - specifying an all-inclusive fixed total contract price, supported by a breakdown of costs as per template provided

5. FINANCIAL PROPOSAL

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 the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Any travel under this assignment, including appropriate logistical arrangements shall be ensured/facilitated by UN Women.

7. EVALUATION

For detailed evaluation procedures please refer to Annex 1- Terms of Reference

ANNEX

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – CONDITIONS OF SERVICE - CONSULTANT