

CONSULTANT SERVICES PROCUREMENT NOTICE

Date: 5 February 2015

Country: Republic of Moldova

Description of the assignment: Driver to provide ad-hoc driving services to UN Women Moldova Country Office

Project name: UN Women Moldova Country Office

Period of assignment/services: Starting early March 2015, estimated volume of work – up to 200 days within 10 calendar months

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

Any request for clarification must be sent by standard electronic communication to the address galina.corgoja@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

In Moldova UN Women is operational since 2010 on the basis projects presence, which were laid and active in the country from 2007. It extended continuous support to the Government of Moldova, to key stakeholders from national and local levels, through various programmes and activities aimed at creating an enabling environment for gender equality, recognized as a prerequisite for sustainable development with a strong and active policy on gender equality.

Starting with 2014, UN Women Country office has been established in the Republic of Moldova to provide continuous support for the Government, UN and Civil Society to promote gender equality and women's empowerment based on the four key strategic areas in Moldova: (i) Women lead and participate in decision-making at all levels, (ii) Women, especially the poorest and most excluded, are economically empowered and benefit from development, (iii) Women and girls live a life free of violence and (iv) Governance and national planning fully reflect accountability for GE commitments and priorities.

Currently, UN Women is implementing the following major projects: "Joint Integrated Local Development Programme" (JILDP), Project on Enhancing Women's Political Representation (WiP), Gender Responsive Budgeting (GRB) as part of a regional project, and Women Labor Migrant project, as part of a global project. The first two projects are joint projects with UNDP.

With the overall aim to ensure effective country strategy implementation, UN Women Moldova plans to hire a temporary driver to provide safe driving services on an as-needed basis to UN Women Country Office

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

Under the guidance and direct supervision of the Operations Manager and in close coordination with the Administrative Assistant the incumbent shall provide reliable and safe driving services to UN Women Country Office and high-ranking UN officials and visitors ensuring highest standards of discretion and integrity, sense of responsibility, excellent knowledge of protocol and security issues.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Relevant education; Valid driver's license (B,C categories);

II. Years of Experience:

- Minimum 5 years of work experience as a driver; safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair;
- Minimum 2 year experience of undertaking clerical work;
- Experience of work for UN or other international organisation is an asset;
- Knowledge of MS Office applications is an advantage.

III. Language skills:

- Fluency in Romanian. Working knowledge of Russian. Basic Knowledge of English is an asset;

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Brief description of why the individual considers him/herself as the most suitable for the assignment;
- Duly filled Personal History Form (P11) and / or personal CV, including records on past experience in similar assignments as well as the contact details (email and telephone number) of at least three (3) professional references;
- Financial proposal (in MDL) - specifying a daily all-inclusive fee as per template provided.

5. FINANCIAL PROPOSAL

The financial proposal shall be structured around the specific tasks and key deliverables described in the Terms of Reference. Interested individual consultants must specify a daily fee and payments are made to the Individual Consultant based on the number of days worked.

6. TRAVEL

No special arrangements apply.

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