



**INTERNATIONAL CONSULTANT
ON GENDER RESPONSIVE BUDGETING (GRB) IN THE REPUBLIC OF MOLDOVA**

Location:	Chisinau, MOLDOVA
Vacancy Type:	External
Application Deadline:	25 February 2014
Type of Contract:	Contract for Consultant
Languages Required:	English. Knowledge of Russian and/or Romanian is an asset.
Starting Date: (date when the selected candidate is expected to start)	16 March 2014
Duration of Initial Contract:	Up to 6 months
Expected Duration of Assignment:	25 work days within a 6-months period (17 days home based and 8 days in Moldova), starting with 16 March 2015

Background and context

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

In order to achieve these outcomes, the project envisages the following outputs:

Output 1.1: Increased capability and capacity of Ministries of Finance to institutionalize the integration of GRB.

Output 1.2: Selected central and local programs (such as rural development, social protection and employment) and budgets are analyzed to respond to gender equality commitments.

Output 1.3: Strengthened capacities and increased commitment of select number of local governments to make programs and budgets gender responsive.

Output 2.1: Experts, academia and CSOs have strengthened capacities to analyze programs and budgets from gender perspective.

Output 2.2: Members of parliament (MPs) and local councilors (LCs) have increased knowledge and capacities to assess the gender-responsiveness of the national and local programs and budget.

Output 3.1: Networks of GRB experts and public officials are capacitated to respond to country and regional demand for GRB expertise.

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.

At the same time Moldova undergoes a number of intersecting reforms – transition to performance-based budgeting, and decentralization reform, including financial decentralization component of the reform – both supported by UN in Moldova.

The Consultant is expected to work closely with the GRB team of the Academy of Economic Studies (ASEM), which is tasked to elaborate the GRB course and a module for undergraduate and graduate levels based on the earlier elaborated GRB module. The GRB team of ASEM was formed at the end of 2014 with the aim to carry out the above mentioned tasks and, thus, the work of the GRB consultant is of utmost importance to build the capacity of the GRB team.

The work on GRB is to be largely performed in close synergy with 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 Program. This program serves as the basis for the application of GRB at the local level through close collaboration with local public authorities (LPAs),

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.

Scope of Work

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 (JILDP) and previous support within the UNIFEM 2009-2012 GRB project results.

Specific Tasks and Responsibilities, including Deliverables and Estimated Workload

For achievement of proposed objective, the assignment will require the completion of the following four tasks:

Tasks and activities	Deliverables	Estimated workload (workdays)	Tentative Delivery deadline
1. Undertake preparation for capacity building of experts and practitioners of the Academy of Economic Studies of Moldova (ASEM), Ministry of Finance, Ministry of Labor, Social Protection and Family, Ministry of Economy, local public authorities on the basics of GRB and the tools on mainstreaming GRB into academia and the local public administration 1.1. Desk review of GRB related documents (existing policy and legal framework in the given country context, etc.) (home based) 1.2. Develop a detailed action plan and methodology (home based)	Detailed Action Plan and the methodology for the mission	12% (up to 3 w.d.):	End March 2015
2. Provide expert advice and guidance to ASEM on GRB courses and prospective modules 2.1. To develop the training module for ASEM GRB Task Force on delivering GRB courses (home based) 2.2. To conduct a 2 days training for ASEM GRB Tasks Force on delivering GRB courses; To conduct pre and post-training analysis of trainees	Methodology Modules Agenda List of participants Final Modules	44% (up to 11 w.d.)	Mid May 2015

Tasks and activities	Deliverables	Estimated workload (workdays)	Tentative Delivery deadline
(task to be performed in Moldova) 2.3. Assist ASEM staff in reviewing and re-designing the current GRB facultative course at the graduate level (including methodology and contents, as well awareness raising documents on GRB course and module) (home based) 2.4. Assist ASEM staff in designing the course methodology and contents of the GRB undergraduate course (including methodology and contents, as well awareness raising documents on GRB course and module) (home based) 2.5. Provide advice and guidance to the Task Force on developing and piloting short GRB courses for students as well as the selected central authorities and selected local communities (home based)	Redesigned GRB graduate course operational GRB undergraduate course operational GRB courses for students and selected central and local authorities		
3. Assist GRB Task Force in developing a package of GRB tools to support the LPAs 3.1. To develop a GRB training module targeting LPAs based on national and international best practices in the context of local public finance law implementation and ongoing transition into the performance/programs-based budgeting (home based) 3.2. To organize 3 workshops for LPAs jointly with the GRB task force of ASEM and the Ministries on GRB (task to be performed in Moldova)	GRB training module for LPAs 3 round tables	24% (up to 6 w.d.)	Mid June 2015
4. Support the GRB Task Force in finalizing the GRB Roadmap 4.1. To develop a detailed & practical step-by-step methodological note and adjusted Action Plan on introduction of GRB in Moldova in the given country context and national and international best practices (home based) 4.2. To finalize the Road map (also including the Task Force inputs, comments, exchange of written communications, skype or telephone interviews) (task to be performed in Moldova and home based)	Desk review Methodological Note Adjusted Action Plan Finalized proposal of Roadmap	16%, (up to 4 w.d.)	End July 2015
5. Submit detailed Final Assignment Report with description of undertaken activities, their short-term and long-term results, recommendations for further improvement of work on GRB Task Force in Moldova (home based)	Final Report	4% (up to 1 w.d.)	Mid September 2015
TOTAL:		100% (up to 25 workdays)	

All deliverables have to be endorsed by GRB/UN Women Programme Analyst and GRP Regional Manager. By providing high quality technical expertise, the outputs shall result in the successful implementation and achievement of the programme objectives.

Duration of the assignment

The total duration of the contract is tentatively planned for 6 calendar months, starting with 16 March 2015. The consultancy shall involve about 25 working days (of which up to 8 days mission in Moldova) coordinated in advance with GRB/UN Women Programme Analyst in Moldova and GRP Regional Manager, upon contracting.

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 GRB/UN Women Programme Analyst and the GRP Regional Manager, shall be the only criteria for Consultant's work being completed and eligible for payment/s.

Management arrangements

Organizational Setting: The Consultant will work under the direct supervision and guidance of GRB / UN Women Programme Analyst, GRP Regional Manager and in close collaboration with the UN Women staff in Republic of Moldova. The Consultant will report to the GRB / UN Women Programme Analyst and the GRP Regional Manager. The assignment will be undertaken in Moldova and home based as per specific tasks above.

The International 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, if necessary, upon request.

Travel and other logistic arrangements

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.

Performance evaluation

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

Financial arrangements

Payments will be disbursed in installments, by completed tasks/submitted deliverables (as per above table), upon submission and approval of deliverables and certification by the JILDP / UN Women Programme Analyst and the GRP Regional Manager that the services have been satisfactorily performed.

Required Skills and Experience

Education:

- University/graduate degree in public administration, law, economics, finance, social sciences or other related field;
- Formal education in gender issues is a strong advantage.

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.

Language Skills:

- Fluency in both oral and written English. Knowledge of Russian and/or Romanian is an asset.

Evaluation Procedure

First, individual consultants will be evaluated for compliance with the following minimum qualification criteria:

- University/graduate degree in public administration, law, economics, finance, social sciences or other related field;
- At least 7 years of professional hands-on work experience on gender related issues including GRB;
- At least 2 years of international experience;
- At least 3 years of experience in delivering capacity building initiatives on gender related issues including GRB.

Candidates that meet above minimum qualification criteria 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;
- 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 combined with IT and language skills tests relevant for the assignment.

A) Technical Evaluation: The technical part is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

#	Criteria for technical evaluation	Scoring	Max. point s
1	University/graduate degree in public administration, law, economics, finance, social sciences or other related field	<i>a) Max.20 points – for post-graduate studies, 10 points – for graduate degree; b) Max.20 points for relevance of degree in terms of field of studies.</i>	30
2	Education in gender issues is a strong advantage	<i>a) Max.10 points; b) 5 points for formal studies, 1 point for each training.</i>	10
3	At least 7 years of professional hands-on work experience on gender related issues including GRB	<i>7 years of the required experience 40 points, each next year of relevant experience will add 10 extra points up to a maximum of 70 points</i>	70
4	At least 2 years – international professional experience is desirable	<i>2 years – international – 10 points, each next year of relevant experience will add 2.5 extra points up to a maximum of 30 points</i>	30
5	At least 3 years of experience in delivering trainings on gender related issues including GRB	<i>3 years of the required experience – 30 points, each next year of relevant experience will add 10 extra points up to a maximum of 50 points</i>	50
6	Previous experience on promoting GRB at the policy and decision making level (members of Parliament and Government, ministries and vice-ministries)	<i>1 year of the required experience – 20 points, each next year of relevant experience will add 10 extra points up to a maximum of 50 points</i>	40
7	Previous experience of practical GRB work on local budgets	<i>1 year of the required experience – 20 points, each next year of relevant experience will add 10 extra points up to a maximum of 40 points</i>	40
8	Previous experience of work in Eastern Europe, Republic of Moldova and good understanding of its context	<i>Minimum one year – 10 points, each next year of relevant experience will add 5 extra points Up to a maximum of 20 points</i>	20
9	Previous experience in the UN system is an advantage.	<i>Minimum one year – 10 points, each next year of relevant experience will add 5 extra points Up to a maximum of 20 points</i>	20
10	Fluency in both, written and oral English. Knowledge of Russian and/or Romanian is an asset	<i>30 pts – fluency in English, 10 pts – fluency in Russian and/or Romanian</i>	40
	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:

1. Letter of Intent, 1-2 pages (including justification of being the most suitable for the work, most relevant previous experiences, etc.);
2. Duly filled Personal History Form (PHF11)/CV, including records on past experience in similar projects/assignments and specific outputs obtained;
3. Financial proposal (in USD) - 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.

Applications should be submitted on line and include fully completed [UN Women Personal History Form P11](#) as attachment instead of CV/resume, **with the mark “International Consultant, GRB / UN Women in Moldova” by 25 February 2015, COB.**

Failure to disclose prior employment or making false representations on this form will be grounds for withdrawal of further consideration of his/her application or termination, where the appointment or contract has been issued.

Please note that UN Women Moldova reserves the right to select two or more candidates from this vacancy announcement.

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	# of days and Percentage of Total Price (Weight for payment)	Price, USD (Lump Sum, All Inclusive)
1. Undertake preparation for capacity building of experts and practitioners of the Academy of Economic Studies of Moldova (ASEM), Ministry of Finance, Ministry of Labor, Social Protection and Family, Ministry of Economy, local public authorities on the basics of GRB and the tools on mainstreaming GRB into academia and the local public administration 1.1. Desk review of GRB related documents (existing policy and legal framework in the given country context, etc.) (home based) 1.2. Develop a detailed action plan and methodology (home based)		
2. Provide expert advice and guidance to ASEM on GRB courses and prospective modules 2.1. To develop the training module for ASEM GRB Task Force on delivering GRB courses (home based) 2.2. To conduct a 2 days training for ASEM GRB Tasks Force on delivering GRB courses; To conduct pre and post-training analysis of trainees (task to be performed in Moldova) 2.3. Assist ASEM staff in reviewing and re-designing the current GRB facultative course at the graduate level (including methodology and contents, as well awareness raising documents on GRB course and module) (home based) 2.4. Assist ASEM staff in designing the course methodology and contents of the GRB undergraduate course (including methodology and contents, as well awareness raising documents on GRB course and module) (home based) 2.5. Provide advice and guidance to the Task Force on developing and piloting short GRB courses for students as well as the selected central authorities and selected local communities (home based)		
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4. Support the GRB Task Force in finalizing the GRB Roadmap 4.1. To develop a detailed & practical step-by-step methodological note and adjusted Action Plan on introduction of GRB in Moldova in the given country context and national and international best practices (home based) 4.2. To finalize the Road map (also including the Task Force inputs, comments, exchange of written communications, skype or telephone interviews) (task to be performed in Moldova and home based)		
5. Submit detailed Final Assignment Report with description of undertaken activities, their short-term and long-term results, recommendations for further improvement of work on GRB Task Force in Moldova (home based)		
Total	Up to ...working days (100%)	USD.....

*Basis for payment tranches

B. Cost Breakdown by Cost Component:

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)	Unit price, USD	No. of units	Total Price, USD
Consultancy fee:				
C. Out of pocket expenses				
Travel				
Per Diem Allowances				
Translation				
D. Other related costs				
(Specify)				