

## **Terms of Reference**

### **for a National Consultant to facilitate coordination of the Women in Politic programme activities**

<b>Location:</b>	Chisinau, Moldova
<b>Primary Category:</b>	Women's empowerment
<b>Type of Contract:</b>	Special Service Agreement, SSA
<b>Languages Required:</b>	Romanian, Russian and English
<b>Duration:</b>	Up to 65 working days within a 3 months-period (this is a temporary replacement, and no extension is being envisaged)
<b>Starting Date:</b> (date when the selected candidate is expected to start)	10 March 2015

## **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).

With the aim of ensuring proper implementation of programme activities, with special focus on local elections, UN Women intend to recruit a short-term national consultant.

### **Scope of work**

The Consultant will facilitate coordination of programme activities with political parties and other organizations and partners focusing on local elections.

### **Duties and Responsibilities**

Under the guidance and direct supervision of the National Programme Officer UN Women, the consultant will facilitate effective and efficient coordination of the Women in Politics Programme activities with a focus on the local elections. The Consultant applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach consistent with UN Women corporate rules and regulations.

He/she is expected to undertake the following major tasks:

- Advice and facilitate coordination of WiP project activities with the political parties, focusing on local election preparation;
- Advice and facilitate coordination of WiP project activities with other organizations and partners, especially those, who are providing support to women before and during local elections;
- Liaising with selected local public authorities, including organizing meetings, consultations with women at the local level;
- Advice and support in coordinating the activities of WiP program with the UNDP managed Democracy program to ensure synergetic approach and coordination;
- Facilitate coordination of the activities of partner Civil Society Organizations within the framework of WiP program.

### **KEY DELIVERABLES AND TIMEFRAME**

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The assignment should be carried out within a period of 3 months, not exceeding 65 working days, with the incumbent being responsible for delivering the following outputs:

- Monthly Individual Work Plan, which will include participation to and providing needed technical inputs for the activities planned by the project team;
- Minutes + short Analytical Reports (where applicable) from Work Groups meetings under activities above;
- Monthly progress reports about the carried out work, achievements and challenges prepared and submitted to UN Women WiP Project.

All deliverables have to be endorsed by UN Women National Programme Officer. The reports on deliverables shall be presented to the UN Women National Programme Officer 3 days following the last day of each month. By providing high quality technical expertise, the outputs shall result in the successful implementation and achievement of the program objectives.

## **Duration of the assignment**

The total duration of the contract is tentatively planned for up to 65 working days during a period of 3 months starting with 10 March 2015.

## **Management arrangements**

### *Organizational setting*

The consultant will work under the supervision and guidance of UN Women National Programme Officer. The assignment requires full time presence at UN Women project premises, therefore the national 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 upon request.

### *Travel*

The assignment will involve frequent travel to districts of Moldova, at least 2 times per week. Transportation will be ensured by UN Women and agreed in advance.

## **Performance evaluation**

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

## **Financial arrangements:**

Payment will be disbursed in monthly installments based on actual days worked and upon submission and approval of deliverables and certification by the UN Women National Programme Officer that the services have been satisfactorily performed.

## **Required Skills and experience**

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The above described assignment requires high technical, analytical, facilitation and organization skills as well as good knowledge of the national context in relation to women in local governance. Furthermore, the assignment requires strong communication, mediation and cooperation skills.

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

### **Education:**

- Master's Degree in public administration, law, human rights, gender equality, management or other related areas.

### **Experience:**

- At least 7 years of progressively responsible experience is required at the national or international level in managing complex and multi-component programme interventions, preferably related to women's empowerment and participation.
- At least 5 years of collaborative work experience with national partners at policy/decision making, institutional and local level.
- Proven experience in working with international organizations (successful experience working with UN Women) will be a very strong advantage.
- Extensive experience in working within a multidisciplinary team.
- 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 of web based management systems.

### Language Requirements:

- Fluency in oral and written English, Romanian and Russian.
- Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

### Evaluation Procedure

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

- Master's Degree in public administration, law, human rights, gender equality, management or other related areas
- At least 7 years of progressively responsible experience is required at the national or international level in managing complex and multi-component programme interventions, preferably related to women's empowerment and participation;
- At least 5 years of collaborative work experience with national partners at policy/decision making, institutional and local level.

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).

	Criteria	Maximum points
1.	Master's Degree in public administration, law, human rights, gender equality, management or other related areas	60
2.	At least 7 years of progressively responsible experience is required at the national or international level in managing complex and multi-component programme interventions, preferably related to women's empowerment and participation (7 years - 40 pts, each year over 1 years - 10 pts per each additional year)	60
3	At least 5 years of collaborative work experience with national partners at policy/decision making, institutional and local level (5 years - 30 pts, each year over 1 years - 10 pts per each additional year)	60

	Criteria	Maximum points
4	Proven experience in working with international organizations (successful experience working with UN Women) will be a very strong advantage.	40
5	Extensive experience in working within a multidisciplinary team	40
6	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	20
7.	Fluency in both oral and written Romanian (up to 10 pts), Russian language (up to 10 pts), English language (up to 10 pts)	30
8.	Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauz, Romani, Ukrainian (each language up to 10 pts, up to a maximum of 40 pts)	40
	<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).

#### **APPLICATION PROCESS AND SUBMISSION PACKAGE**

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 MDL) - specifying an all-inclusive daily fee, and the lump sum for the envisaged number of working days. The financial offer should include all costs related to completion of the task under the current Terms of Reference.\*

\*Each applicant will be required to submit an aggregated financial offer ("aggregated financial offer" is the total sum of all financial claims of the candidate for accomplishment of the task).

**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 (UN Women) 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 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, month, etc.)	Unit price, MDL	No. of units	Total Price, MDL
Consultancy fee				