

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26 February 2015

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant to facilitate coordination of the Women in Politics programme activities

**Project name:** Enhancing Women's Political Representation through improved capacity and enhanced support in Moldova

**Period of assignment/services:** Starting early March 2015, estimated volume of work – up to 65 days within 3 calendar months

**Technical proposal** and **financial proposal** should be submitted **on-line** no later than 4 March 2015.

Requests for clarification only must be sent by standard electronic communication to the address [elena.ratoi@unwomen.org](mailto:elena.ratoi@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

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).

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

The overall objective of this consultancy is facilitate coordination of programme activities with political parties and other organizations and partners focusing on local elections.

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

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### **I. Academic Qualifications:**

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

#### **II. Years of 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.

#### **IV. Language skills:**

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

### **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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

- 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 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.

### **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**

The assignment will involve frequent travel to districts of Moldova, at least 2 times per week. Transportation will be ensured 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**