

TERMS OF REFERENCE

National Consultant

to provide support to women migrant workers organizations to network efficiently in promoting and protecting women's migrant workers' rights

Duty Station:	Chisinau, Moldova
Projects:	Promoting and protecting women migrant workers' rights (WMW), UN Women
Primary category:	Women's empowerment
Type of Contract:	National Consultant
Languages Required:	Romanian, English, Russian is an asset
Application Deadline :	10 May, 2015
Starting Date : (date when the selected candidate is expected to start)	1 June, 2015
Duration of Contract :	1 June, 2015– 31 December, 2015 (up to - 150 days)

BACKGROUND

In December 2013, UN Women entered into agreement with European Commission to implement a regional project „Promoting and Protecting Women Migrant Workers' labour and human rights: Engaging with international, national human rights mechanisms to enhance accountability" (WMW Project) with 3 pilot countries: Mexico (Latin America), Moldova (Eastern Europe), Philippines (South East Asia). This project strives to promote women migrant worker's rights and protect them against exclusion and exploitation at all stages of migration. It aims to contribute to this overall objective by (a) strengthening strategic international human rights mechanisms, national oversight institutions and governments to ensure accountability to women migrant workers at all stages; (b) strengthening women migrant workers' organizations and their support groups to effectively engage with the above stakeholders to ensure greater accountability to them.

Thus, the WMW Project is intended to generate a range of results which include changes in the awareness, understanding, capacities and responses of the primary target groups – relevant treaty bodies, special procedures mandate holders, UPR, governments, Parliamentarians/Parliamentary secretariats, national human rights mechanisms/institutions - to women migrant workers in the direction of promoting and protecting the latter's rights. Likewise it will capacitate women migrant worker's organizations and their support groups to strategically engage with the above-mentioned stakeholders so as to enhance the latter's accountability to them. In addition to these targeted stakeholders and beneficiaries per country, the action will also engage with high level global/regional inter-governmental processes; on-line knowledge platforms and forums, and the general public through cost effective public awareness initiatives.

RATIONALE

The Bureau for Diaspora Relations (BDR), with status of General Department was established on 19 October, 2012, through the Government Decision and is directly subordinated to the Prime Minister. The BDR has the mission to ensure a coherent and comprehensive policy framework for Moldova's Diaspora, through coordination of the state policy in the area, consulting the Government policies with Diaspora's associations, strengthening Moldova's Diaspora, development, monitoring and evaluation of policies and programs designed for Diaspora, providing necessary assistance to the Prime Minister in the policies designed for Moldova's Diaspora. In the first year of activity, BDR has developed 18 concepts of economic, social, cultural and educational programmes. A range of existing economic programmes (PARE 1+1, the International Fund for Agriculture Development, banking products for migrants) were improved with direct involvement of BDR. Through the Ruling no. 58 of the Prime Minister of the Republic of Moldova, the officials responsible for policy development with and for Moldovan Diaspora were appointed in ministries, offices and governmental agencies. Thus, the policies for Diaspora have been included in 47 Government's actions.

Meanwhile, the parliamentary elections which took place on 30 November, 2014 lead to a redundant period of political instability which hindered the activity of the Bureau for Diaspora Relations in implementing the Government Action Plan for 2015-2018. One of the identified gap was the weak capacity of the Bureau for Diaspora Relations in reaching out to the most active Diaspora Associations abroad working with women migrants and to the most active Women Migrant Organizations in country which hindered the effective promotion and advocacy of women migrant workers' rights and addressing their needs. At the same time, the lack of senior management and additional human resources legged behind the implementation of established priorities on consolidating relations with the Diaspora Associations abroad and Women Migrant Organizations in country. Therefore, technical assistance and capacity building in strengthening the cooperation relationships of the Diaspora Associations abroad and Women Migrant Organizations, including Bureau for Relations with Diaspora and focal points from various ministries and agencies appointed by Prime-Minister Decree nr. 58-D, and other institutions and programs in country in order to support the promotion and advocacy of women migrant workers' rights and address their needs is being planned by UN Women. Fostering cooperation relationships of the Bureau for Diaspora Relations with the Diaspora Associations abroad and Women Migrant Organizations will capacitate the women migrants and their support groups to strategically engage with stakeholders' activities on promoting their rights which will contribute to the mainstreaming migration and engendering the Diaspora Strategy 2025, Action Plan 2015-2016 and other policy documents.

The National Consultant's work shall also contribute to the WMW Project Result 4: Enhanced capacity and accountability of the governments, national oversight mechanisms, parliaments, national HRs mechanisms and institutions to WMWs, Activity 4.6 Provide technical assistance to the government to mainstream migration from gender perspective.

SCOPE OF WORK

Under direct supervision and guidance of the WMW Project Coordinator and in close collaboration with the State Chancellery of the Government of Republic of Moldova the National Consultant is expected to provide assistance in capacity building and consolidating relationships of the Bureau for Diaspora Relations with the Diaspora Associations abroad and Women Migrant Organizations in order to support the promotion and advocacy of women migrant workers' rights and address the needs of women migrant workers abroad and returned. This will be achieved through the provision of consultancy services; technical

assistance; joint work with women migrant organizations and diaspora associations; implementing capacity building plan and other organizational activities. The National Consultant will be placed and will work inside the Bureau for Diaspora Relations, respecting public working regulations.

More specifically, the following tasks have to be fulfilled:

- Develop a network of diaspora women organizations/associations abroad, Moldova-based women organizations and act as a linking communication bridge between women organizations and associations based on results of the mapping of the Diaspora Associations abroad and based on consultations with migrant women organizations and Bureau for Diaspora Relations ;
- Develop at least 3 policy proposals promoting and protecting women migrant workers' rights and act as linking communication bridge between diaspora women association abroad and public authorities, consulting migrant women organizations and Bureau for Diaspora Relations;
- Draft and develop at least 2 program's concept notes on protecting women migrant workers' rights, and pilot at least 1 of them based on consultations with migrant women organizations and Bureau for Diaspora Relations
- Coach at least 7 project applications of the Diaspora Women Associations with at least 3 project applications approved for funding, based on consultations with migrant women organizations and Bureau for Diaspora Relations
- Organize and conduct trainings with WMW organizations on basic organizing, partnership building, case handling and resource mobilization to increase and strengthen the capacities of Diaspora Associations Women Leaders in voicing out their needs;
- Interact permanently with women diaspora groups/organizations/associations and act as a linking communication bridge between the diaspora groups/organizations/associations, WMW project and state institutions, including BRD in order to ensure women migrants workers needs and necessities are reflected in draft policies;
- Provide conceptual support with the organization of the Diaspora Days in order to ensure the promotion and visibility of the Diaspora Associations abroad and Women Migrant Organizations in country;
- Participate in consultative meetings of Government authorities to ensure that the identified needs of the women migrant workers within the local consultations will be addressed when elaborating and developing social programs for women migrant workers and their children;

DELIVERABLES AND TIMEFRAME

It is expected that the National Consultant will provide deliverables within the following timeframe:

No	Deliverables	Tentative timeframe	Payment
1.	A network of diaspora women organizations/associations established with particular policy advocacy agenda and clear communication mechanism Progress report	Up to 22 days during June 2015	<p>The payment is to be done, as follows:</p> <p>Payment 1: by July 15th, 2015</p> <p>Payment 2: by August 31st, 2015</p> <p>Payment 3: by October 30th, 2015</p> <p>Payment 4: by December 5st, 2015</p>
2.	3 policy proposal promoting and protecting women migrant workers' rights and act as linking communication bridge between diaspora women association abroad and public authorities, consulting migrant women organizations and Bureau for Diaspora Relations; Progress report : Policy proposal reports	Up to 23 days during July 2015	
3.	3 program's concept notes on protecting women migrant workers' rights, and pilot at least 2 of them based on consultations with migrant women organizations and Bureau for Diaspora Relations Progress report : Programs concept notes	Up to 19 days during August 2015	
4.	7 project applications of the Diaspora Women Associations with at least 3 project applications approved for funding, based on consultations with migrant women organizations and Bureau for Diaspora Relations Progress report : Projects applications/Application results	Up to 22 days during September 2015	
5.	WMW organizations along with key local government and civil society, have increased access to knowledge on WMW rights and how to use them to prevent	Up to 22 days during October 2015	

	exploitation of WMW rights. (including developing the methodology and required material package for trainings included in the Capacity Building Plan) Progress report		
6.	Participated and reflected in consultative meetings of the Government authorities the identified women migrant women's needs for the elaboration of the social programs for women migrant workers and their children; Progress report	Up to 21 days during November 2015	
7.	Final report on the undertaken activities and lessons learnt Final Report	Up to 21 days during December 2015	

Activities under the current assignment are expected to commence in 1 June, 2015 and be completed by 31 December, 2015.

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 UN Women WMW Project Coordinator and BRD, shall be the only criteria for National Consultant's work being completed and eligible for payment/s.

MANAGEMENT ARRANGEMENTS

Organizational Setting: The National Consultant will work in close collaboration with the UN Women WMW project and BRD– for substantive aspects of the assignment, and under the direct supervision of the UN Women WMW National Project Coordinator – for administrative aspects.

The National Consultant will be located in the premises of the BRD and will closely work with the BRD's staff. BRD will provide the National Consultant with working space, access to Internet, printer and telephone line.

Payments shall be made upon certification of deliverables by the beneficiaries and the WMW National Project Coordinator and be provided in Romanian and English languages, in electronic and hard copy variant.

Contracts: The selected National Consultant shall sign a contract with UN Women for stipulated assignment, as stated above.

TRAVEL

The National Consultant will be responsible for all travel expenses associated with undertaking this assignment. All travels shall be coordinated with the UN Women WMW Project and shall be included in the total contract amount of the contractor. In the case of unforeseeable travel, payment of travel costs should be agreed upon, between UN Women WMW Project and the National Consultant, prior to travel and will be reimbursed.

PERFORMANCE EVALUATION

National Consultant'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 (presumably 7 months) in 4 installments in total, as stipulated in the above table, upon submission and approval of activity reports and certification by the WMW National Project Coordinator that the services have been satisfactorily performed.

REQUIRED SKILLS AND EXPERIENCE

Education:

1. Advanced Degree in public administration, economics, international relations, development studies and/or other social science related areas relevant for the assignment;
2. Specialised formal education/professional training in migration, gender and development policy *is an asset*.

Experience

3. At least 3 years of proven work experience in the field of migration, economics, and/or development;
4. At least 2 years of practical experience on mainstreaming gender perspectives into development policies;
5. At least 2 years of proven records of working/collaborating with the Government sectors in capacity building initiatives and networking;
6. Proven experience in working with international organizations (successful experience in working with UN agencies *is an asset*).

Competencies:

7. Fluency in written and oral Romanian; good knowledge of written and oral English is an advantage; knowledge of Russian is an asset.
8. Working knowledge of one or more additional languages relevant for Moldova, including Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.
9. Computer literacy and ability to effectively use office technology equipment, IT tools, ability to use Internet and email.

EVALUTATION PROCEDURE

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

1. Advanced Degree in public administration, economics, international relations, development studies and/or other social science related areas relevant for the assignment;
2. 3 years of proven work experience in the field of migration, economics, and/or development;

The short-listed candidates 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;
- 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).

Nr.	Criteria for technical evaluation	Max. points
1.	Advanced Degree in public administration, economics, international relations, development studies and/or other social science related areas relevant for the assignment (<i>Master's – 50 pts, above – 60 pts</i>) Specialised formal education/professional training in migration, gender and development policy (<i>10 points</i>)	70
2.	3 years of proven work experience in the field of migration, economics, and/or development (<i>3 years – 20 pts, each year over 3 year – 5 pts, each year over 5 year – 10 pts up to a maximum of 70 pts</i>)	70
3	At least 2 years of practical experience on mainstreaming gender perspectives into development policies (<i>2 years – 20 pts, each year over 2 years – 10 pts up to a maximum of 65 pts</i>)	65
4	At least 2 years of proven records of working/collaborating with the Government sectors in capacity building initiatives and networking (<i>2 years – 20 pts, each year over 3 year – 10 pts, up to a maximum of 65 pts</i>)	65
5	Proven experience in working with international organizations (successful experience in working with UN agencies) (<i>30 points</i>)	30

6	Fluency in written and oral Romanian; good knowledge of written and oral English is an advantage; knowledge of Russian is an asset (<i>Romanian – 15 pts, English – 15 pts, Russian or any other language relevant to Moldova – 10 pts</i>)	40
7	Computer literacy and ability to effectively use office technology equipment, IT tools, ability to use Internet and email	10
	Maximum 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).

SUBMISSION PACKAGE

- 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 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.

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 <i>[list them as referred to in the TOR]</i>	# of days and Percentage of Total Price (Weight for payment)	Price, MDL (Lump Sum, All Inclusive)
1			
2			
3			
4			
	Total	max. # of working days (100%)	MDL

**Basis for payment tranches*

B. Cost Breakdown by Cost Component:

The Applicants are requested to provide the cost breakdown for the above given prices for each deliverable 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				
Other related costs (please specify)				