

CONSULTANT SERVICES PROCUREMENT NOTICE



Date: 27 April 2015

Country: Republic of Moldova

Description of the assignment: National Consultant to provide support to women migrant workers organizations to network efficiently in promoting and protecting women's migrant workers' rights

Project name:

1. Women Migrant Workers' Labour & Human Rights Project (WMW)/ UN Women

Period of assignment/services: 1 June – 31 December 2015, up to 150 days

Starting date: 1 June 2015

Technical proposal and **financial proposal** should be submitted **on-line** no later than **10 May 2015, 23:59 local time**. Requests for clarification only must be sent by standard electronic communication to the following e-mail: lilia.tulea@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 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.

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

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

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.

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 fixed total contract price, supported by a breakdown of costs 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 total lump sum amount for each task and deliverable, which are to be completed by the deadlines specified in the ToR. Payments shall be made based on delivery of the services specified in the ToR and in accordance with the procedures described in the Remuneration section of the ToR. In order to assist UN Women Moldova Programme in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount.

6. 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.

7. EVALUATION

For detailed evaluation procedures please refer to Annex 1-Terms of Reference

ANNEX

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – P11 UN Women

ANNEX 3 – CONDITIONS OF SERVICE –CONSULTANT