

CONSULTANT SERVICES PROCUREMENT NOTICE



Date: 21 May 2015

Country: Republic of Moldova

Description of the assignment: National Consultant to provide support in consolidation and facilitation of the functioning of the Joint Information and Services Bureaus

Project name:

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

Period of assignment/services: 15 June 2015 – 14 June 2016, up to 12 months, up to - 220 days

Starting date: 15 June 2015

Technical proposal and **financial proposal** should be submitted **on-line** no later than **8 June 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

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

Economic empowerment is one of the priority areas of UN Women. UN Women works with Governments and multilateral partners (UNDP, ILO, World Bank, regional development banks) to promote women's economic empowerment and increase their access to economic opportunities, especially for those who are most excluded. Empowering women to participate fully in economic life across all sectors is essential to build stronger economies, achieve internationally agreed goals for development and sustainability, and improve the quality of life for women, men, families and communities.

In December 2009 the Swedish International Development Agency (Sida) and the United Nations Development Fund for Women (now part of UN Women) have entered into an Agreement for the implementation of the Programme "Women's Economic Empowerment through Increased Employability in the Republic of Moldova". The Programme aimed at addressing the needs of the rural and sub-urban population, especially poor women in exercising their social and economic rights through increasing access to quality information and services in employment and social protection areas.

The programme came to an end of its first phase by end of February 2014, and one of the major result achieved is institutionalization of the Joint Information and Services Bureaus (JISB) – a new model of coordinated and gender sensitive service provision that has been introduced by the programme and is currently operational and functional in 21 districts of the country's total of 32, with another 11 districts in the process of initiation. Establishment of Joint Information Service Bureau (JISB) paved the way for functioning of a coordinated service provision for the benefit of women and vulnerable groups of population, including from the Security Zone of Republic of Moldova. This enabled bringing together around nine services focusing on the areas of employment, labour market and social protection providing guidance and advice and thus addressing challenges at the local level. Establishment of JISBs was unique and cost effective for Moldova's local public administration, as it did not entail creation of new structure or recruitment of additional staff.

During 2014 service providers from 21 functional Joint Information and Services Bureaus (JISBs) were capacitated to provide targeted, gender sensitive and results oriented service to women, especially vulnerable, including women

migrants (both, returned and those abroad), women living in the security zone, etc. These activities were carried out within the 1. Promoting and Protecting Women Migrant Worker's Labour and Human Rights in Moldova (June 2014 – March 2015), further as "WMW" and 2. Support to Confidence Building Measures (during June – September 2014), further as "CBM".

UN Women in Moldova will continue supporting UN concerted efforts on promoting gender equality and women's empowerment, supplemented by work where UN Women has a clear comparative advantage: securing women's access, especially from rural areas to productive resources and services, providing social protection to the most excluded groups of women such as Roma and disabled and to specific groups of women migrant workers and victims and potential victims of violence against women and girls.

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

The main objective of this assignment is to provide support in building the capacities and facilitating the process of consolidating the new established JISBs and the existing functioning JISBs with a specific focus on the services provided to women migrant workers and victims and potential victims of violence against women and girls. The consultant will also assist all JISBs on the conceptual and technical part of their functioning by providing guidance to local public authorities (LPA) and local service providers for greater coherence of JISB with State Strategy on public service provision, including for women migrant workers.

The activity of National Consultant will consist in providing technical assistance, guidance, facilitation and coordination, monitoring and regular exchange of knowledge and experience between the Joint Information and Services Bureaus. Selected person will also provide advice on the regular collaboration with State Chancellery, Ministry of Labor, Social Protection and Family, Ministry of Economy, Ministry of Agriculture, National Office for Social Insurance, Bureau for Relations with Diaspora, Organization for SME development, and other Government authorities on improving the service provision via JISB and ensure it is an integral part of the public service reform.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- Bachelor Degree in public administration, law, policy analysis, public relations, development studies and/or other social science related areas relevant for the assignment.

Experience:

- At least 3 years of progressive working experience in the design, management and implementation of development assistance projects and/or working in a relevant position to this post;
- At least 3 years of proven work experience in the field of public administration, policy analysis and implementation, or development;
- At least 3 years records of working/collaborating with local government in assisting/supporting drafting policy recommendations/ policy reports, coordinating activities, implementing strategies and models
- Proven experience in working with international organizations (successful experience in working with UN agencies is an asset).

Language Requirements:

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

Other Skills:

Knowledge and skills of relevant computer applications of MS Office applications (Word, Excel, Power Point), knowledge of Internet communications and command is required

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

All travel of the consultant to the districts of Moldova will be ensured by UN Women. All travels shall be coordinated with the UN Women WMW Project in advance.

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