



Terms of Reference

for a team of consultants to support review of current National Programme on Ensuring Gender Equality (2010-2015) and develop the new one for the period 2016-2020

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- One team leader/coordinator (who can be one of the thematic experts),
 - Up to 3 experts/consultants in the area of women's political participation and leadership
 - Up to 3 experts/consultants in the area of women in social protection
 - Up to 3 experts/consultants in the area of women's employment and in migration
 - Up to 3 experts/consultants in the area of women and education and health
 - Up to 3 experts/consultants in the area of women in mass media
 - Up to 3 experts/consultants in the area of institutional mechanism for Gender Equality
 - One legal expert with knowledge of and expertise in Charter based and Treaty Bodies recommendations
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Background

UN Women and UNFPA are partnering in providing technical support to the Ministry of Labour, Social Protection and Family (MoLSPF) in reviewing of current National Programme on Ensuring Gender Equality (2010-2015) and development the new one for the period 2016-2020.

Both UN Women and UNFPA interventions are guided by the Government's priorities as formulated in the Strategy "Moldova 2020" and the United Nations – Moldova Partnership Framework (UNPF) "Towards Unity in Action" ¹.

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. Placing women's rights at the centre of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

UN Women is operational in Moldova since 2010 on the basis of former UNIFEM projects, which were laid and active in the country from 2007. It extended continuous support to the Government of Moldova, to key stakeholders from national and local levels, through various programmes and activities aimed at creating an enabling environment for gender equality, recognized as a prerequisite for sustainable development with a strong and active policy on gender equality. Since 2014 UN Women has established its fully operational country office in Moldova.

UN Women's country programs are guided by its Strategic Note 2014-2017 and which is fully aligned with UN-Moldova Partnership Framework for 2013-2017, National Program on Gender Equality, and other national strategies and plans. During this period, the assistance and cooperation is planned in four strategic results areas, namely: 1. Women lead and participate in decision-making at all levels, 2. Women, especially the poorest and most excluded, are economically empowered and benefit from development; 3. Women and girls live a life free of violence, 4. Women, Peace and Security and 5. Governance and national planning fully reflect accountability for GE commitments and priorities.

¹ United Nations Partnership Framework 2013-2017 http://unfpa.md/images/stories/docs/UN-Moldova_Partnership_Framework_2013-2017.pdf

During the period 2007-2015 UN Women provided extensive support to the Government, CSO and key stakeholders in advancing GE agenda, by implementing a number of programmes and projects , and is committed to further assist in promoting GE and Women's Human Rights.

UNFPA Country Programme 2013–2017 is concentrated on health and reproductive rights, with a focus on disadvantaged groups. It also covers policies and population dynamics and addresses gender-based violence. Transversal issues include human rights and gender equality, the concerns of young people, inclusive partnerships, national ownership.

The Output 2 of the Country Programme 2013 – 2017 is proposing to *“Increase capacity of primary health-care facilities to provide family planning within integrated sexual and reproductive health services, with a focus on vulnerable populations and on the victims and perpetrators of domestic violence”*. In response to it, UNFPA is providing support to national institutions in using a multidisciplinary approach to providing integrated sexual reproductive health and family planning services for the victims and perpetrators of domestic violence².

Under these strategic interventions UN Women and UNFPA are providing technical support to the Government of Moldova to strengthen policy agenda on gender, under the framework of the National Programme on Ensuring Gender Equality. National Program on Ensuring Gender Equality (NPGE) for 2010-2015 of the Republic of Moldova was adopted by the Government Decision nr. 933 on 31.12.2009 and envisages a comprehensive and integrated approach of gender mainstreaming in sectorial policies at all levels of decision making and implementation. The implementation of the National Program for the period of 2010-2015 and its fulfilment was supported and assured by two mid-term Action Plans which were to be implemented by competent authorities for the period of 2010-2012 and 2013-2015.

Since the current NPGE is coming to its end this year, Government has planned to evaluate the NPGE implementation and the result obtained during the entire 5 years period, with a view to develop the second PNGE for the period 2016-2020. In this context, UN Women and UNFPA, as the leading Government's partners and UN Agencies in ensuring that gender equality and women's human rights are on the top agenda of both United Nations and Government are committed to support the development of the new National Programme on Gender Equality.

Therefore, UN Women and UNFPA is looking for a team of consultants/experts in various areas (political participation and leadership, social protection, employment and migration, education and health, mass-media, institutional mechanism on gender equality, etc.) to support and be part of the NPGE Task Force to review current NPGE, its action plans and relevant reports and develop the new NPGE for the years 2016-2020.

UN Women and UNFPA is planning to hire the team of consultants with the following composition:

- One team leader/coordinator (who can be one of the thematic experts),
- Up to 3 experts/consultants in the area of women's political participation and leadership
- Up to 3 experts/consultants in the area of women in social protection
- Up to 3 experts/consultants in the area of women's employment and in migration
- Up to 3 experts/consultants in the area of women and education and health
- Up to 3 experts/consultants in the area of women in mass media
- Up to experts/consultants in the area of institutional mechanism for Gender Equality
- One legal expert with knowledge of and expertise in Charter based and Treaty Bodies recommendations

Objective

For this purpose, the selected team of consultants will work under the overall guidance of the Head of the Equal Opportunities Department of the Ministry of Labour, Social Protection and Family, direct supervision of the National Programme Officer/Programme Specialist UN Women and UNFPA Programme Analyst on Population and Development and Gender, and in close coordination with other agencies and UN Entities and their consultants supporting the NPGE review process (including UNDP, OSCE and other relevant as described in the tasks section) to review the available

² UNFPA Country Programme for 2013-2017, approved by UNFPA Executive Board at the ordinary session of 4 to 10 September 2012, http://unfpa.md/images/stories/docs/UN_version_CPD_for_the_Republic_of_Moldova_2013-2017_Engl.pdf

reports in relation to the NPGE 2010-2015 implementation and develop the second NPGE for the years 2016-2020 in a participatory and transparent manner.

Tasks

With the aim to develop the second NPGE 2016-2020, the following tasks will be undertaken by the teams:

1. The coordinator and the experts/consultants will form the Task Force thematic teams in the following areas: political participation and leadership, social protection, employment and migration, education and health, mass-media, institutional mechanism on gender equality.

Tentative timeframe: by end July 2015

Note: Additional tasks force will have been created separately in the areas of Violence against Women and Girls and trafficking, Women in Business, Women in Peace and Security, Data and Statistics and Gender Responsive Budgeting, and the role of the coordinator will be to ensure that the review and development of the second NPGE is comprehensive and includes all these areas at minimum. The results of these tasks forces will have to be included in the overall analysis and NPGE development.

2. Task Force Thematic Teams/groups work on:
 - Mapping of all studies/policies/strategies per specific area
 - Review of the results achieved in Moldova so far in each of the areas, including by
 - Review all relevant to NPGE 2010-2015 reports, to include:
 - ~ NPGE final report to be produced by the independent group of consultants (under the OSCE support to MLSPF)
 - ~ Government report on Beijing+20 achievements
 - ~ other Government and non-Government reports, such as Government report to CEDAW, etc.
 - Identify key priority issues by each of upper 12 areas for the following 5 years
 - Draft relevant thematic NPGE priorities for the years 2016-2020

Tentative timeframe: July – September 2015

3. Legal Expert will:
 - Map all Human Rights Body recommendations to Moldova, including Charter based and Treaty Bodies recommendations
 - Harmonize all of the recommendations to CEDAW and SDG
 - Organize an workshop meeting with all task force thematic teams to present the harmonized recommendations with a view to embed them as core part of the draft NPGE (basis for the priorities)
 - Actively participate in all discussions of the thematic groups to ensure priority issues are addressing all of the recommendations

Tentative timeframe: July – September 2015

4. The team leader will mobilize all thematic groups, and the teams' experts will conceptually contribute to and actively participate in
 - a series of consultations meetings with all relevant stakeholders to validate the priority issues proposed by each area, to discuss the priority issues, formulate and validate them

Note: Consultations will be convened by the MLSPF with their technical organization being supported by UN Women through a specialised entity

Tentative timeframe: September – October 2015

5. Based on all of the above, The Task Force thematic teams will:
 - draft specific NPGE parts by area
 - the team leaders will have to ensure consolidation of all the areas into one draft
 - draft M&E part per each of the area, with proposed indicators and means of data collection and verification

Note: The elaboration of the M&E will be supported by the M&E expert hired separately who will help the Task Force by:

- harmonizing the readily available set of gender indicators to the newly developed draft of NPGE for the years 2016-2020
- actively participate in expert group discussions on the formulation of the new NPGE with a view to provide guidance on the formulation of the priority indicators and their collection and measurement (including source of data, periodicity of collection, etc.)
- provide substantial inputs to the elaboration of the NPGE M&E framework based on the harmonized Human Rights Bodies recommendations through updating the harmonized set of indicators

Tentative timeframe: October – November 2015

6. The team leader, with inputs from the thematic teams, will finalize the draft of the NPGE based on the results of the task force thematic groups work and consultation, and present it to the public for final validation

Note: Consultations will be convened by the MLSPF with their technical organization being supported by UN Women through a specialised entity (as part of the tasks indicted under the item 4 above)

Tentative timeframe: 15 November – 30 November 2015

Key Deliverables and Timeframe

The selected consultants/experts will be responsible for delivering the following specific outputs, comprising of the main milestones:

No	Activities and Deliverables	Tentative timeframe for completion of task	Tentative # of days required for accomplishment of task
For thematic experts (by area of NPGE) and team leader:			
1	Task Force Thematic Teams created in each of the areas: political participation and leadership, social protection, employment and migration, education and health, mass-media, institutional mechanism on gender equality	<i>By end July</i>	2 for the experts 5 for the team leader
2	A report on the mapping of all studies/policies/strategies per specific area presented	<i>By mid-August</i>	4
3	Draft thematic NPGE sections for the years 2016-2020 are presented with key priority issues by each of thematic areas included	<i>By end September</i>	14
4	A report on a series of consultations meetings with all relevant stakeholders to validate the priority issues proposed by each area presented	<i>By end October</i>	5
5	Based on the validation consultations, finalize advanced draft of NPGE by areas and present it	<i>By mid-November</i>	5
6	M&E part per each of the area, with proposed indicators and means of data collection and verification are developed and presented	<i>By end-November</i>	3

No	Activities and Deliverables	Tentative timeframe for completion of task	Tentative # of days required for accomplishment of task
7	<i>Additional task for the team leader only (one of the experts):</i> Finalized draft of the NPGE (consolidated based on the results of the task force thematic groups work and consultation) presented to the public for final validation	<i>By mid-December</i>	5 (team leader only)
	Total for thematic expert/s (per each expert)		33 (100%) for the experts 40 (100%) for the team leader
For the legal expert			
1	A report on the mapping of all Human Rights Body recommendations to Moldova, including Charter based and Treaty Bodies recommendations, with their harmonization to the CEDAW and SDG	<i>By mid-August</i>	10 (50%)
2	A report on the workshops and meetings organized with all task force thematic teams presented, to include the harmonized recommendations with a view to embed them as core part of the draft NPGE (basis for the priorities)	<i>By end September</i>	10 (50%)
	Total for the legal expert		20 days (100%)

All deliverables shall be agreed with the Head of the

Management arrangements Equal Opportunities Department of the Ministry of Labour, Social Protection and Family and approved by the National Programme Officer UN Women and UNFPA Programme Analyst on Population and Development and Gender. The timeframe for the work of the Consultants is tentatively planned from July – December 2015 with an estimated total volume of work not to exceed 40 working days for the team leader, 33 working days for each thematic expert and 20 working days for the legal expert, coordinated in advance with the UN Women National Programme Officer.

Organizational Setting: The Consultants/Experts will work under overall guidance of the Head of the Equal Opportunities Department of the Ministry of Labour, Social Protection and Family and direct supervision of UN Women National Programme Officer and UNFPA Programme Analyst on Population and Development and Gender, in close collaboration with other UN entities, their experts, Government institutions, and will participate in all working meetings appointed by the Equal Opportunities Department of the Ministry of Labour, Social Protection and Family and UN Women.

Performance evaluation

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 upon submission and approval of deliverables and timesheets with actual days worked and certification by the National Program Officer that the services have been satisfactorily performed. It is estimated to have 2 installments to be paid to consultants/experts as follows:

For the team leader and thematic experts: one in October 2015 upon approval of deliverables no 1, 2 and 3 and one in December 2015, upon approval of deliverables no 4, 5 and 6 (and 7 in the case of the team leader).

For the legal expert: one in August 2015 upon approval of deliverable no 1, and one in October 2015, upon approval of deliverable no 2.

Required Skills and Experience

Education:

- University degree in human rights, gender studies, public relations, development studies, law, statistics and/or other social or economic science related to the areas relevant for the assignment;

Experience:

- Minimum 5 years of proven experience working/collaborating with the Government sectors in assisting/supporting drafting policy recommendations/ policy reports, coordinating activities;
- Minimum 3 years of proven work experience in the field of gender equality, human rights and development
- Minimum 2 years of experience in working with international organizations (successful experience in working with UN agencies is an asset)

Note: for the team leader, good communication and facilitation skills is essential

Language skills:

- Excellent verbal and written Romanian. Working knowledge of English and Russian will be considered an advantage.

Note: For the team leader, working knowledge of English is a requirement.

Evaluation Procedure

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

- University degree in human rights, gender studies, public relations, development studies, law, statistics and/or other social or economic science related to the areas relevant for the assignment;
- Minimum 5 years of proven experience working/collaborating with the Government sectors in assisting/supporting drafting policy recommendations/ policy reports, coordinating activities;

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 a written test of shortlisted applicants. Interview will be organized if needed only, depending on the short-listed candidates' qualifications and written test results.

A) Technical Evaluation: The technical part is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

#	Criteria for technical evaluation	Scoring	Max. points
1	University degree in human rights, gender studies, public relations, development studies, law, statistics and/or other social or economic science related to the areas relevant for the assignment	<i>University – 40 Master's - 50 pts PhD – 60 pts</i>	60
2	Minimum 5 years of proven experience working/collaborating with the Government sectors in assisting/supporting drafting policy recommendations/ policy reports, coordinating activities; For the legal consultant: At least 5 years of professional experience in development of legal documents, review of national legislation against international treaty bodies and recommendations.	<i>(5 years –40 pts, each year over 5 years – 10 pts, up to a max of 100 pts)</i>	100
3	Minimum 3 years of proven work experience in the field of gender equality, human rights and development	<i>3 years –25 pts, each year over 3 year –5 pts, up to a maximum of 50 pts</i>	50
4	Experience of carrying out consultative research and in producing out analytical reports	<i>Up to 3 years –30 pts, each year over 3 year –10 pts, up to a maximum of 60 pts</i>	60
5	Minimum 2 years of experience in working with international organizations (successful experience in working with UN agencies is an asset)	<i>2 years –10 pts, each year over 3 year –5 pts, up to a maximum of 30 pts</i>	30
6	Excellent verbal and written Romanian. Working knowledge of English and Russian will be considered an advantage. <i>For the team leader, working knowledge of English is a requirement.</i>	<i>20 pts - fluency in Ro, 15 pts – working English, 15 pts – working Russian)</i>	50
	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).

APPLICATION PROCESS AND SUBMISSION PACKAGE

Interested candidates must submit via online submission system the following documents/ information to demonstrate their qualification:

- Letter of Intent with justification of being the most suitable for the work, vision and working approach, specifically indicating experience of carrying out consultative research and in producing out analytical reports
- Duly filled Personal History Form (P11) and/or CV, including records on past experience in similar projects/assignments and specific outputs obtained;
- 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 and will have to pass a written test.

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)				
