



TERMS OF REFERENCE

Job title:	National consultant to provide coordination and administrative support to the Women's Platform of the Parliament of the Republic of Moldova
Duty station:	Chisinau, Moldova
Reference to the project:	"Improving the quality of Moldovan democracy through parliamentary and electoral support"
Contract type:	Individual Contract
Duration of assignment:	12 months
Starting date:	24 August 2015

Job content

1. Background:

In relation to the parliamentary development, during the last three years the Parliament of Moldova has been very active in reforming its institutional structure and ensuring the capacity building of its staff. With support of the Programme, the Members of Parliament and parliamentary staff were trained in different areas like regulatory impact assessment, communication, performance appraisal and gender equality etc.

The Law on Gender Equality states that the Parliament will (a) adopt gender sensitive laws and regulations, (b) monitor gender impact of the adopted regulation and (c) will hold other state institutions accountable to promote and implement gender equality in their activity. It is also important that parliament has the ability to consider and address how its work – especially in terms of legislation and national budget – affect women in society. Placing gender equality issues at the heart of policy decisions, institutional structures and resource allocation through a process of gender mainstreaming can address these issues.

According to the Comparative Study of Structures for Women MPs in the OSCE Region, an effective way to facilitate change, to enhance the level of gender-sensitivity of Parliamentary institutions and procedures is through the establishment of mechanisms, or infrastructure, that allow all parliamentarians – men and women – to work towards achieving better gender equality. Such infrastructure might come in the form of a women's caucus, a dedicated committee on gender equality, or an advisory group on gender issues.¹

The establishment of women's parliamentary caucuses is one of the mechanisms that have enabled women to strengthen their political impact². Women's parliamentary caucuses facilitate communication and dialogue within and across parties and can provide a forum where MPs from different parties come together in an informal, neutral environment to discuss interests of mutual concern related to the gender equality agenda. Women's caucuses can also help to bring greater

¹ <http://www.osce.org/odihr/105940?download=true>

² <http://www.ipu.org/PDF/publications/equality08-overview-e.pdf>

equality between men and women in the daily operations and work of parliament. Such caucuses have been particularly effective in changing legislation and policies from a gender perspective and raising awareness about gender equality.

Subsequently, following several attempts to establish a cross-party women's caucus in the Republic of Moldova, in March 2015, the Women MPs Dialogue Platform (WP) has been created and a Coordination Council has been appointed, comprising representatives from each parliamentary political faction. The WP resulted in following elaboration of a joint statement of shared principles and goals regarding institutionalization of communication between female parliamentarians.³

In order to enhance the efficiency of the activity of the WP and increase its visibility in terms of cooperation with the CSOs, other women's organisations, relevant stakeholders and to facilitate the overall coordination of the activity of the WP, provision of the administrative and substantive support by means of a Secretariat of the WP is imperative.

In this regard, UNDP Democracy programme is seeking to hire a full-time national consultant for a period of 12 months, who will offer support in coordination of the WP activities.

2. Objectives

The expected output for the national consultant is to provide administrative, substantial and analytical support to the Women MPs Dialogue Platform in the Parliament of the Republic of Moldova, being responsible for running the day-to-day business of the Women MPs Dialogue Platform (WP). The national consultant shall act as the liaison person on behalf of the WP in the communication with CSOs, other women's organisations and undertake other responsibilities relevant for the overall functioning of the WP under the guidance and in close cooperation with the members of the Coordination Council of the WP.

Scope of work and expected output:

The national consultant shall provide administrative, substantial and analytical support to the Women MPs Dialogue Platform in the Parliament of the Republic of Moldova and work closely with the Coordination Council of the WP in line with the values, vision and mission of the WP.

The consultant will also assist the WP in the process of development of the Rules of Procedure of the WP and design of the Plan of Activities for the years 2015 – 2016.

To achieve the stated objectives, the national consultant shall provide technical and administrative support in relation to various aspects of enhancing the capacities of the WP and implementation of Plan of Activities for the years 2015 – 2016, including, but not limited to:

- Organisation, facilitation and follow-up activities related to the WP and WP Coordination Council meetings (*setting the agenda, coordinating the logistics of all meetings, keeping the records of the meetings and reporting back to the Coordination Council of the WP about the outcomes of the meetings, follow-up on the decisions' implementation and other activities as requested by the WP Coordination Council*)
- Participate in and facilitate the process of annual planning of activities of the WP and subsequently draft in close cooperation with the WP Coordination Council the annual activity programme;
- Run the day-to-day business of the WP;
- Act as liaison with other women's organisations and CSOs;
- Ensure communication and facilitate cooperation with European Union Women Caucus and Women Caucuses in National Parliaments at international level;
- Coordinate and organise study visits of the members of WP to foreign parliaments in the context of the activity of the WP, as well as peer-to-peer visits of Women Caucuses delegates from other parliaments;
- Prepare quarterly and annual activity reports of the WP;

³ <http://www.osce.org/odihr/105940?download=true>

- Provide analytical support, carry out researches upon the request of the WP, identify emerging issues, write papers as required, prepare reports and answers to questions as they arise;
- Organise meetings of WP members with the international and national experts, as relevant;
- Organise workshops, roundtables and working group meetings, including preparing invitations and performing follow-up to invitations as well as other administrative tasks;
- Take minutes and preparing minutes of various meetings, workshops and working group meetings;
- Perform other tasks to ensure successful and efficient results towards functioning of the WP.

3. Key deliverables and tentative timetable:

No.	Deliverables/Outputs	Estimated Duration to Complete	Target Dates	Due
	Administrative and high level analytical support to the Women MPs Dialogue Platform in the Parliament of the Republic of Moldova provided (but not limited to): <ul style="list-style-type: none"> • meetings and workshops organised; • minutes drafted; • draft letters; • Act as a liaison with other women's organisations and CSOs • Research services for Women's MPs provided. 	250 WDs	between 24 th August 2015 – 24 th August 2016	

4. Institutional arrangements:

The timeframe for this assignment is planned tentatively through August 2015 – August 2016. The consultant will work 8 hours per day (40 hours per week) within the period of 12 months in total. The Parliament will provide consultant with working space, access to Internet, printer and telephone line.

Management Arrangements:

The national consultant will work under the guidance of UNDP Parliamentary Specialist and in close coordination with Coordination Council of the WP – for substantive aspects of the assignment, and under the direct supervision of Programme Manager – for administrative aspects. The consultant will report monthly to the Parliament appointed representative and the Programme Manager.

The payment will be disbursed in four instalments upon submission and approval of deliverables and certification by the Programme Manager that the services have been satisfactorily performed.

5. Qualifications and skills required:

Academic background:

- A Bachelor's degree in law, public administration, communications or any other appropriate field;

Working experience:

- At least 5 years of professional experience in central public administration or non-governmental sector dealing with coordination, analytical and research tasks;
- Previous work experience with technical assistance projects involving international development partners will be considered as asset;

- Experience in organizing workshops, round-tables, hearings, conferences and other public events would be a strong advantage;
- Experience in working with parliament, government and/or international organizations (successful experience in working with UN agencies is an asset);

Competencies:

- Excellent analytical, research and writing skills;
- Ability to analyze, plan, manage diversity of views, adapt to different environments (cultural, economic, political and social);
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Knowledge related to gender equality issues would be an asset;
- Fluency in Romanian, Russian and English languages;

Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

UNDP 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.

6. Financial proposal

The financial proposal should specify the daily fee. Payments are made to the Individual Consultant based on the number of days worked.

7. Documents to be included when submitting the proposals

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

- a. Cover letter with description of relevant previous experience in coordination and administration of events, as well as assisting projects in administrations;
- b. Financial proposal (LUMP SUM) in USD, specifying requested amount per day (fee) and all related costs (e.g. phone calls etc.);
- c. Duly completed P11 Form with three references.