

Terms of Reference

for undertaking an assessment of gender mainstreaming programing in the UNCT Moldova.

Location:	Chisinau, Moldova
Primary Category:	Gender equality
Type of Contract:	Individual contract
Languages Required:	Romanian, English. Knowledge of Russian is an asset
Application Deadline:	14 October 2015
Expected duration of the assignment:	Up to 20 working days within a 2 calendar month period
Starting Date:	20 October 2015

1. Background.

At the 59th Session of the UN General Assembly, Member States, in adopting the Triennial Comprehensive Policy Review (TCPR) of Operational Activities for Development of the UN System called on all UN organizations to: *mainstream gender and to pursue gender equality in their country programmes, planning instruments and sector-wide programmes and to articulate specific country-level goals and targets in this field in accordance with the national development strategies.*¹

Further, ECOSOC Resolution 2004/4 - *Review of Economic and Social Council agreed conclusions 1997/2 on mainstreaming the gender perspective into all policies and programmes in the United Nations system* requested: 'the Secretary-General to ensure that all United Nations entities develop action plans with time lines for implementing the agreed conclusions 1997/2, which address the gap between policy and practice identified in the Secretary-General's report, with a view to strengthening commitment and accountability at the highest levels within the United Nations system as well as to establishing mechanisms to ensure accountability, systematic monitoring and reporting on progress in implementation.'

In the context of UN reform, enhancing overall performance of the UNCT on gender equality and women's empowerment is vital. One main focus of UN reform linked to establishing accountability has been the introduction of Results Based Management (RBM). Most attention to development of RBM has been to developing results frameworks and measures. However, there is consistency in agency RBM frameworks on what accountability means. Under RBM, the main area which agencies and staff are being held accountable for is **managing for results**, rather than for the **development results** themselves. Development results are seen as the responsibility of many partners, in particular government. Units and staff can therefore be held accountable for the processes underpinning achievement of gender equality – including gender mainstreaming – but not gender equality results.

Reviews undertaken by the UNDG Task Team on Gender Equality affirmed that there has been notable progress in the reflection of gender equality in planning documents, and that innovative programming is being spearheaded by many UN organizations. However, systems and tools to measure progress against stated goals, and accountability functions, need to be strengthened. **The Scorecard is intended to assist UNCTs in filling this gap.**

The Scorecard is focused on the performance of the UNCT, rather than the performance of any one UN organization. It intends to provide an assessment of what the UN as a whole contributes to gender mainstreaming and consequently to the promotion of gender equality. It is intended to complement existing accountability frameworks (see Box). The main focus of the Scorecard is on strategies and processes – that is

¹ UN (2005) *Resolution adopted by the General Assembly. 59/250. Triennial comprehensive policy review of operational activities for development of the United Nations system*. New York: A/RES/59/250, p.13.

gender mainstreaming - rather than development results. Achievement of development results on gender equality and women's empowerment must be led by national partners, with support from the UNCT.

With support from UN agencies, laws and policies in the area of gender equality and domestic violence have developed significantly in recent years. While the policy foundation for gender equality laid out by the Government of Moldova is laudable, patriarchal norms have proven resistant to change, and policies and laws aimed at enabling gender equality have not been sufficiently backed by resources required for full realization. Women have an unequal status in health, education, economy, and representation in public life and decision-making. Patriarchal attitudes are also the root cause of violence against women and limited access to reproductive health services.

UN support for gender equality and the protection and promotion of human rights is mainstreamed throughout the Partnership Framework 2013-2017. Under specific Outcome of Pillar 1 Democratic Governance, Justice, Equality and Human Rights (outcome 1.3 *State bodies and other actors effectively promote and protect human rights, gender equality and non-discrimination, with particular attention to the marginalized and the vulnerable*), priority is placed on supporting the implementation of the recommendations from Moldova's first Universal Periodic Review (UPR), as well as relevant recommendations by UN Treaty Bodies and other international review bodies.⁷ Particular focus is also placed on strengthening the system of protection from domestic violence and discrimination.

The *UNCT Performance Indicators for Gender Equality* (Scorecard) establishes an accountability framework for assessing the effectiveness gender mainstreaming by the UN Country Team's (UNCT).

2. Purpose of the Scorecard exercise

- To assist UNCTs in identifying areas in which they are meeting or not meeting minimum standards.
- To stimulate a constructive dialogue within the UNCT about the current status of support for gender equality and women's empowerment and how it can be improved.
- To identify where technical assistance can support the achievement of minimum standards.
- To share good practice in supporting national priorities to advance gender equality and women's empowerment.

Under the current assignment UN Women is seeking to hire a short term national consultant to undertake UNCT Moldova Gender Review.

Duties and Responsibilities:

In close cooperation UN Women National Programme Officer and Monitoring and Evaluation Officer, the national consultant is expected to undertake the following tasks:

- To analyze the UNPF, policy and programming documents, monitoring and evaluation frameworks, annual reports, mid-term review of UNPF and programmes, evaluation reports and performance assessment tools (where are relevant) to determine the extent to which gender equality perspectives are reflected and mainstreamed in these.
- To identify accountability mechanisms in place for implementing gender mainstreaming strategies, and assess to what extent they are promoting a coordinated operational strategy in support of gender equality, within programming frameworks and monitoring and evaluation systems.
- Attention to women and girls of vulnerable groups
- Refines the generic questionnaire, set up and carries out interviews for identifying the scorecards rating of dimensions (eight) and indicators of UNCT performance.

More specifically, the Gender Review will cover the following accountability mechanisms:

1. Gender equality and other corporate policies, and their trickling down to the country level, e.g. the extent to which these policies are implemented at the country level, including gender-related targets and indicators within country strategies/plans;
2. Reporting functions for the agency as a whole; evaluation and audit functions;
3. Staff appraisal and Performance Appraisal and Development or its equivalent; and
4. Budget functions.

The consultant is required to implement the Scorecard as follows:

Activity	Estimated # of days
Background document review: <ul style="list-style-type: none"> ➤ Scorecard and Users' Guide ➤ Gender Scorecards: Desk Review 2012-2014 Presentation ➤ CCA and UNPF ➤ UNDG. Common Country Assessment and United Nations Development Assistance Framework. Guidelines for UN Country Teams on Preparing a CCA and UNPF. February 2007. ➤ UNCT planning and programming documents ➤ National Plan of Action on Gender Equality and/or Women's Empowerment, CEDAW related documents, PRSPs or their equivalent, UNCT joint programmes ➤ UNCT budgets, Joint Programme budgets ➤ Readers' Group comments, 180 degree assessment materials ➤ Initial briefing from Moldova CO. 	4
Interviews: <ul style="list-style-type: none"> ➤ Resident Coordinator and the members of UNCT ➤ Gender Theme Group ➤ Monitoring and Evaluation Theme Group ➤ Other UN staff ➤ Counterparts, including women's machinery, other government ministries (eg planning), and civil society Approximately 15-20 interviews	9
Completion of draft Scorecard and narrative report	3
Verbal debriefing with RC/UNCT, completion of final Scorecard, narrative report and follow-up matrix, and debrief with UNDG Task Team	3
Provide debriefing for the UNGTG on gender Scorecard	1
Total	up to 20

Resources:

1. UNCT Performance indicators for Gender Equality: Users' Guide
2. The second global desk review of gender scorecards that were implemented by UNCTs in the period 2012-2014.
3. UNCT Gender Scorecard Reports for the countries in the regions and from other countries link: undg.org/home/guidance-policies/country-programming-principles/gender/gender-country-scorecards/
4. UNPF Evaluation timing and coordination with UNPF elaboration
5. From Checklists to Scorecards:
6. Review of UNDG Members' Accountability Mechanisms for Gender Equality: [Synthesis Report, 2006](#) (UNICEF, UNDP, UNFPA, WFP and ILO)

Deliverables

The assignment should be carried out within a period of 2 months, not exceeding 20 working days, with the incumbent being responsible for delivering the following outputs:

- **Final Scorecard narrative report.**
 - Length of the report should be about 800 words. It should include a title page noting the country covered, the name and contact details of the consultant, and the date of the report.
 - *Methodology* (100 words). Outline the methods used, and any constraints faced (e.g. lack of time, lack of access to documents or staff).
 - *Findings* (500 words). This section should be organized into two parts, one on strengths and one on weaknesses. The driving forces to good quality gender mainstreaming (e.g. good leadership, government and agency commitment), as well as the constraints to improved practice (e.g. lack of gender theme group, government opposition to gender mainstreaming)

should be noted here it should be based on both the scoring in the Scorecard and interviews. The average score for each Dimension should be included in this section, using the following Table:

Dimension	Average score
1 Planning	
2 Programming	
3 Partnerships	
4 Policies and capacities	
5 Decision-making	
6 Budgeting	
7 Monitoring and evaluation	
8 Quality control and accountability	

Any good practice in gender mainstreaming should also be highlighted here, including the factors which led to this good practice.

- *Annex:* Note the documents reviewed, and the names and institutional positions of those interviewed
- **Follow –up matrix** (200 words) to be presented together with the final report, before the end of 2 months contract period.

The completed follow-up matrix should include the following:

Dimension	Average numerical rating	Main follow-up issues	Steps to be taken, including technical assistance needed, time-frame, allocation of responsibility, and resources required

All deliverables shall be agreed with the UN Women Moldova CO management. All reports shall be **presented in English, both electronic and hard copies.**

Duration of the assignment

The timeframe for the work of the National Consultant is tentatively planned from 20 October until 19 December with an estimated total volume of work not to exceed 20 working days, coordinated in advance with the UN Women Moldova CO management.

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 Moldova CO management shall be the only criteria for national consultant's work being completed and eligible for payment/s.

Management arrangements

Organizational Setting: The National Consultants will work under direct supervision of the UN Women National Programme Officer and guidance of UN Women Monitoring and Evaluation Officer. Consultant will be provided with the necessary information, materials and logistics, for the fulfillment of his/her tasks.

Travel

No travels are envisaged under the current assignment. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UN Women and the National Consultant, prior to travel and will be reimbursed.

Performance evaluation

Consultant 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 certification by the National Program Officer that the services have been satisfactorily performed.

Required Skills and Experience

Education:

- University degree in social studies, gender or development, law, or other social or economic science related to the areas relevant for the assignment;
- Other formal education relevant for the assignment.

Experience:

- At least 5 years' experience of work on gender mainstreaming at programme/project, or gender analysis.
- At least 3 years' experience of work on results based management, review and /or evaluation.
- Experience in data collection and analysis, including interviews, survey and focus groups

Language and other skills:

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

Evaluation Procedure

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

- University degree in social studies, gender or development, law, or other social or economic science related to the areas relevant for the assignment;
- At least 5 years' experience of work on gender mainstreaming at programme/project, or gender analysis.

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 social studies, gender or development, law, or other social or economic science related to the areas relevant for the assignment; - Other formal education relevant for the assignment.	<i>University – 40 Master’s - 50 pts PhD – 60 pts Additional relevant trainings and certifications – 10 pts</i>	70
2	At least 5 years’ experience of work on gender mainstreaming at programme/project, or gender analysis	<i>(5 years –60 pts, each year over 5 years – 10 pts, up to a max of 100 pts)</i>	100
3	At least 3 years’ experience of work on results based management, review and /or evaluation	<i>3 years –50 pts, each year over 3 year –5 pts, up to a maximum of 50 pts</i>	80
4	Experience in data collection and analysis, including interviews, survey and focus groups	<i>3 years –30 pts, each year over 3 year –5 pts, up to a maximum of 50 pts</i>	50
5	Excellent verbal and written of Romanian and English. Russian is considered an advantage	<i>20 pts - fluency in Ro, 20 pts – working English, 10 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, etc.)
- 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 daily fee, and the lump sum for the envisaged number of working days. The financial offer should include all costs related to completion of the task under the current Terms of Reference.

Please note that only applicants who are short-listed will be contacted and may be required to pass a written test and/or interview.

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 Applicants are requested to provide the cost breakdown specifying an all-inclusive daily fee and the lump sum for the envisaged number of working days 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				