

NATIONAL CONSULTANT

for

support in the incorporation of Gender-Responsive Budgeting in Moldovan public finance/budget systems (UN Women / MDA GRB Phase II)

Location (Duty Station):	Chisinau, MOLDOVA
Vacancy Type:	Local
Application Deadline:	27 November 2015
Type of Contract:	Individual Consultant
Languages Required:	Romanian and English
Starting Date: (date when the selected candidate is expected to start)	4 December 2015
Duration of Initial Contract:	8 months
Expected Duration of the Assignment:	8 months
Estimated Workload	Up to 48 work days within a 8 months assignment

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. 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.

In 2014, UN Women launched the 3-year regional project on Promoting Gender Responsive Policies in South East Europe and Republic of Moldova financed by Austrian Development Agency (ADA) and Swiss Agency Development and Cooperation. It is a direct follow up of the UN Women CSEE regional project "Promoting Gender Responsive Policies in South East Europe" (2011 -2013) that covered Albania, Bosnia and Herzegovina and the Former Yugoslav Republic (FYR) of Macedonia.

The second Phase of the regional project (2013-2016) has as ultimate aim to contribute to the implementation of commitments towards achieving gender equality. To achieve this aim, three distinct outcomes are anticipated: Outcome 1: Sectoral programs and budgets at the central and local levels reflect better gender equality concerns; Outcome 2: Strengthened oversight of central and local government programs, policies and budgets towards gender equality commitments; Outcome 3: Exchange of knowledge and learning on GRB facilitates replication of good practices and lessons learned.

One of the challenges that Moldova addressed as part of the implementation of the Beijing Declaration and platform for actions in 2009, as well as its future actions towards gender equality agenda relates to mainstreaming gender perspectives into national budgets, with the introduction of the Program/Performance-based Budgeting. Since introduction of the program-based budget in Moldova is at its initial phase, effort towards raising awareness about Gender Responsive Budgeting (GRB) has been undertaken by UN Women during the previous years, to help the Government to track public expenditure for gender equality commitments.

Such support included developing GRB case studies, technical assistance in the process of budget analysis at the local level in three districts, elaboration of GRB courses at the post-graduate level, addressing the knowledge gap on GRB, creating an academic platform for GRB research, and developing a series of knowledge products on GRB. However, additional efforts are required to introduce gender dimensions in the Mid-Term Budget Framework (MTBF) and incorporate them in the budgetary processes.

Introduction of the gender-responsive budgeting is part of the Moldovan gender equality agenda, as set out by the Gender Equality Law and National Programme on “Ensuring Gender Equality for 2010-2015” (NPGE). At the same time Moldova undergoes a number of intersecting reforms – transition to performance-based budgeting, and decentralization reform, including financial decentralization component of the reform – both supported by UN in Moldova.

One of the priorities and specific objectives under the NPGE is Gender Responsive Budgeting promotion within the existing budgetary processes at the national and local levels. Also, since the current NPGE is coming to its end this year, Government has planned to develop the second NPGE for the period 2016-2020. Therefore, UN Women and UNFPA has already hired a team of consultants to support the development of the NPGE in the areas of political participation and leadership, social protection, employment and migration, education and health, mass-media, institutional mechanism on gender equality. To ensure effective realization of this task, UN Women plans to hire a local consultant to be a member of the team to assist with the development of the Gender Responsive Budgeting part of the NPGE.

The Consultant is also expected to work closely with the Ministry of Finance, Ministry of Labor Social Protection and Family, GRB team of the Academy of Economic Studies (ASEM), and the international consultant to be tasked with providing trainings to Ministry of Finance program planning staff on how to apply GRB.

The purpose of the consultancy is to ensure high quality methodological expertise and guidance, as well as advice on GRB introduction in the Republic of Moldova.

Under the current UN Women is seeking a short-term national consultant in coaching Ministry of Finance on how to institutionalize GRB and support in development of legislative framework for the implementation of Gender-Responsive Budgeting in Moldova at central and local levels and support the development of the new NPGE from GRB perspective.

Objective of the Assignment, Scope of Work, Duties and Responsibilities

The **overall objective** of this assignment is to provide an expert support to the Ministry of Finance (across all its departments) and other government institutions, in the incorporation of Gender-Responsive Budgeting in Moldovan public finance/budget systems.

For this purpose, the selected consultant will work under the direct supervision and guidance of UN Women local coordinator and the Regional GRB Project Manager, and perform the following major tasks:

Task 1 – Develop the second NPGE for the years 2016-2020 in the area of GRB

With the aim to develop the second NPGE 2016-2020, the following tasks will be undertaken by the consultant in close collaboration with UN Women and Ministry of Labour Social Protection and Family:

1.1. Forming the thematic group in the area of GRB and work with the team on:

- Mapping of all studies/policies/strategies per specific area;
 - Review of the results achieved in Moldova so far including by reviewing 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 in the area of GRB for the following 5 years;
 - Draft relevant to GRB part of the NPGE according to the set priorities for the years 2016-2020.
- 1.2. Organize a series of consultations meetings with all relevant stakeholders to identify priority issues proposed, formulate and discuss the proposals and validate them.
- 1.3. Based on all of the above:
- Draft specific NPGE part in the area of GRB;
 - Draft M&E with proposed indicators and means of data collection and verification.

Task 2 – Support to the GRB task force in promoting GRB implementation in Moldova

2.1. Pro-actively promoting (lobbying & advocacy) the concept and building the understanding of GRB among the Ministry of Finance, Ministry of Labor Social Protection and Family, and other government institutions:

- Preparation of 3 workshops on gender mainstreaming and application of GRB tools for representatives of government institutions, including development of the concept and agenda of the workshops, invitation of participants and presentation of a brief report on each event;
- Development of advocacy materials:
 - o two leaflets to be used during workshops and for representatives of central and local authorities on promoting and implementing GRB roadmap, and
 - o a brief on relevant regional and/or international experience in application of GRB at central and local level.

2.2. Support with the GRB implementation roadmap, drafted earlier in 2012, through the support to regular quarterly meetings with the GRB task force, namely:

- Facilitating the GRB task force in finalizing the GRB roadmap by providing relevant technical input and recommendations;
- Submitting final version of the GRB roadmap for further endorsement to GRB task force and relevant stakeholders;
- Identifying necessary premises for institutionalization of GRB in Moldovan public finance/budget systems at central and local levels, as per the agreed roadmap.

Task 3 - Support to the Ministry of Finance in developing capacities and framework to institutionalize GRB at central and local level in Moldova

3.1. Provide training and mentoring of the budget and program planning staff of the Ministry of Finance on how to apply GRB, namely:

- Develop an action plan for training and mentoring for the budget and program planning staff;
- Develop the concept and agenda, and deliver a training on how to apply GRB;

3.2. Provide support to the international/regional consultant in development and delivery of training workshops on Gender Mainstreaming and GRB for Ministry of Finance, including:

- Provide input to the concept and agenda of the training;

- In close cooperation with Ministry of Finance identify the target group/participants, with particular focus on relevant budget and program planning staff;
- Participate in delivery of the training;
- Provide input to the final report on the training delivered and follow-up actions.

3.3. Providing expert support to the Ministry of Finance in assessing the normative and regulatory framework for incorporation of the GRB into the general public finance management/budgetary processes/reforms.

Deliverables and Timeframe

The selected consultant will be responsible for delivering the following outputs, comprising of the main milestones:

Expected outputs and deliverable	# workdays	Tentative timeframe	Payment Installments
1.1. A detailed work plan and approach (inception report) for undertaking the assignment	1	Within 15 days from contract date	1 st installment (25% of the total contract amount)
1.2 A report on the mapping of all studies/policies/strategies in the area of GRB presented	4	Mid-December 2015	
1.3 A report on key priority issues in the area of GRB identified and series of consultations meetings organized with all relevant stakeholders to validate the priority issues proposed in GRB area presented	10	End-January 2016	
1.4 Based on the validation consultations, finalized advanced draft of NPGE in the area of GRB, with proposed indicators and means of data collection and verification developed and presented	5	Mid-February 2016	
2.1. a) Two leaflets and brief developed and used as lobbying & advocacy materials on promoting and implementing GRB roadmap; b) Minutes of the three workshops on gender mainstreaming and application of GRB tools for representatives of government institutions;	4	By March 2016	2 nd installment (40% of the total contract amount)
2.2. a) Minutes of at least two meeting of GRB task force organized; b) Final version of the GRB Roadmap endorsed by GRB task force and relevant stakeholders;	5	By April 2016	
3.1. Intermediary report on coaching and consultancy support provided to the Ministry of Finance how to institutionalize GRB at central and local level in Moldova	5	By April 2016	
3.2 Report on support provided to the international/regional consultant in development and delivery of training workshops on Gender	4	By end April 2016	3 rd installment (35% of the

Expected outputs and deliverable	# workdays	Tentative timeframe	Payment Installments
Mainstreaming and GRB for Ministry of Finance			total contract amount)
3.3. Draft amendments to regulatory and normative framework incorporating GRB into the general public finance/budgetary processes for Ministry of Finance developed and submitted for approval	5	By May 2016	
3.4. Final activity report, including on mentoring provided to the budget and program planning staff of the Ministry of Finance on how to apply GRB.	5	By July 2016	
Total:	48	8 months (December 2015 – July 2016)	

It is expected that the consultant shall begin work 4 December 2015 and finalize the assignment by end of July 2015. The estimated total volume of work of the Consultancy is up to 48 working days, coordinated in advance with the UN Women local coordinator and the Regional GRB Project Manager.

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 Project and its partners and concerned national stakeholders would be the only criteria for Consultant's work being completed and eligible for payment/s.

Language of the deliverables: All deliverables shall be submitted in Romanian language, with detailed summaries in English language. Communication with the international/regional consultant is expected to take place in English language.

Travel: Eventual trips outside Chisinau will be covered by 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.

Payments: Payments of fees will be authorized upon submission and certification by the UN Women local coordinator and the Regional GRB Project Manager that the services have been satisfactorily performed, within 15 working days from their approval.

Management Arrangements

Organization setting: The consultant will work closely with the UN Women staff and under Tasks 1.2.-1.4 in collaboration with the NPGE task force. The consultant will report to the UN Women local coordinator and the Regional GRB Project Manager. The assignment does not require full-time presence at UN Women premises.

Qualification Requirements (Required Skills and Experience)

Academic Qualifications:

- At least a University degree in Economics, Finance, Development Studies, Public Administration, Public Policy, Law, or other relevant field;
- Education in human rights, gender studies and/or other social or economic science related to the area relevant for the assignment is an advantage;

Experience:

- At least 3 years of professional experience of work on Moldovan public budget(s), on work/collaboration with the Government sectors in assisting/supporting drafting policy recommendations/ policy reports, coordinating activities, with knowledge of Moldovan development context, specifically with regard to transition to performance-based budget and local finance / decentralization reforms;
- Previous professional experience of work on gender equality and/or gender-responsive budget(s);
- Experience of carrying out consultative research and in producing out analytical reports;
- Previous experience in development assistance or related work for an international and/or donor organization, preferably a UN entity.

Language requirement:

- Fluency in both, written and oral, Romanian and English. Knowledge of Russian is an advantage, working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.

Evaluation Process

The candidates must possess the minimum qualification criteria to be eligible for further technical evaluation. The following minimum qualification requirements shall apply to the perspective candidates, and will be assessed at the stage of application documents review, and short-listing (which is the first stage of the evaluation process):

- At least a University degree in Economics, Finance, Development Studies, Public Administration, Public Policy, Law, or other relevant field;
- At least 3 years of professional experience of work on Moldovan public budget(s), preferably during the last 3 years;
- At least 2 years of professional experience of work on gender equality issues and/or gender-responsive budget(s), preferably during the last 3 years.

Only candidates who meet all the mandatory requirements will qualify to the second stage of the selection process (technical evaluation).

Compliance with the following qualification requirements (*weighted in points*) will be assessed at the stage of technical evaluation (including interviewing, if considered necessary) of short-listed candidates (second stage of the evaluation process):

	Criteria	Maximum points
1.	At least a University degree in Economics, Finance, Development Studies, Public Administration, Public Policy, Law, or other relevant field (<i>max. 15 points for a doctoral degree, 10 points – for master’s degree, 5 points – for graduate’s degree; max. 15 points for relevance of degree in terms of field of studies; and max. 10 for relevant trainings and other (non-academic) forms of education</i>)	40
2.	At least 3 years of professional experience of work on Moldovan public budget(s), on work/collaboration with the Government sectors in assisting/supporting drafting policy recommendations/ policy reports, coordinating activities, with knowledge of Moldovan development context, specifically with regard to transition to performance-based budget and local finance / decentralization reforms (<i>3 years of the required experience – 40 points, each next year of the relevant experience will add 10 extra points, up to a maximum of 70 points</i>)	70

	Criteria	Maximum points
3.	Previous professional experience of work on gender equality and/or gender-responsive budget(s), including communication, presentation, lobbying and advocacy with regard to difficult or challenging budgetary/gender equality issues (<i>2 years of the required experience – 15 points, each next year of relevant experience will add 10 extra points up to a maximum of 50 points</i>)	50
4.	At least 3 of 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.	Previous experience in development assistance or related work for an international and/or donor organization, preferably a UN entity (<i>up to 10 points for experience of work for an international and/or donor organization, and up to 10 additional points for experience of work for a UN entity</i>)	20
6.	Fluency in both, written and oral, Romanian and English (<i>each language up to 10 points</i>). Knowledge of Russian is an advantage (<i>up to 5 extra points</i>), working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset (<i>up to 5 extra points</i>)	30
	Maximum total technical scoring:	270

At the second stage of evaluation up to 270 points will be scored to each interviewed candidate. Only candidates, who will accumulate at least 189 points of the maximum 270 points during the second stage (technical evaluation) of the selection process, will qualify to the third stage (financial evaluation).

At the last (third) stage of evaluation, the financial offers of the short-listed candidates will be included into the final evaluation table, and will be weighted in terms of selection points as per below formula:

$$P = F_{min} / F_c * 130$$

P - points attributable to the given candidate

F_{min} - lowest financial offer of all candidates qualified into the second stage

F_c – financial offer of the given candidate

Thus, the total evaluation table of the short-listed candidates will incorporate the following sections:

Stage / Candidates	Total Points Maximum	Candidate A	Candidate B	Candidate C	Candidate D
Technical review	270				
Financial proposal review	130				
TOTAL:	400				

The WINNING CANDIDATE

The winning candidates will be the candidates, who have accumulated the highest aggregated score (technical + financial scoring).

Application Process

Applications should be submitted on line and include fully completed **UN Women Personal History Form P11**, along with the Letter of Application (justifying compliance with the qualification requirements) and the all-inclusive / aggregated Financial Proposal (Offer) for the entire assignment,

with the mark “support in the incorporation of Gender-Responsive Budgeting in Moldovan public finance/budget systems (UN Women / MDA GRB Phase II)” by **27 November 2015**, COB.

Failure to disclose prior employment or making false representations on this form will be grounds for withdrawal of further consideration of his/her application or termination, where the appointment or contract has been issued.

The all-inclusive / aggregated financial offer shall include a consolidated amount of **all** financial claims related to performance of the assignment, including fees, travel and other additional costs, etc. It is each **applicant’s responsibility** to make a calculation of all relevant fees, costs and claims, and to submit the final aggregated financial offer along with the application package.

Please note that only applicants who are short-listed will be contacted.

Please note that UN Women Moldova reserves the right to select more than one candidate from this announcement.

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)				

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