

## CONSULTANT SERVICES PROCUREMENT NOTICE

Date: 18 March 2016

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant to support Ministry of Labour, Social Protection and Family on gender/aid coordination

**Project name:** UN Women Moldova

**Period of assignment/services:** April - December 2016

**Technical proposal** and **financial proposal** should be submitted **on-line** no later than **1 April 2016, 23:59 local time**.

Requests for clarification only must be sent by standard electronic communication to the following e-mail: [lucretia.ciurea@unwomen.org](mailto:lucretia.ciurea@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 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 and is guided by its Strategic Note 2014-2017 which is fully aligned with UN-Moldova Partnership Framework for 2013-2017, National Program on Gender Equality, and other national strategies and plans. During the period of 2016-2017, the assistance and cooperation is planned in three 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 3. Women and girls live a life free of violence.

Moreover, UN Women is one of partnering in providing technical support to the Ministry of Labour, Social Protection and Family (MLSPF) in development the new National Program on Ensuring Gender Equality (2016-2021). UN Women 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". Moldova made commitment to promote gender equality and empowerment of women under the Millennium Development Goal 3 through setting specific targets. Thus, one of the national commitments within MDG3 was to increase women's representation at the decision-making level, to 25% of women mayors and to 30% women lawmakers by 2015. The 2030 Agenda for Sustainable Development" (the 2030 Agenda) - the successor framework to the Millennium Development Goals (MDGs) was adopted at the UN Sustainable Development Summit on 25-27 September 2015. Agenda prioritize and truly integrate gender equality and women's empowerment (GEWE) into the UN's sustainable development agenda for the 21st century. Globally agreed but nationally-owned and led, the GEWE framework within the 2030 Agenda has the best ever chance of being implemented because of its own recognized value for human rights and sustainable development, but also because of the enabler - beneficiary linkages and synergies - both horizontal and vertical - within Sustainable Development Goal (SDG) 5 and across most other SDGs, targets and indicators.

Therefore, UN Women is looking for a consultant/expert with expertise in the area of the gender equality and women's human rights, to support and be part of the Ministry Task Force to improve the efficiency and effectiveness of GEWE coordination at country level. This will be done through facilitation of communication and participation of stakeholders in the planning, implementation and monitoring and evaluation of the impact of the development policies on equal basis on men and women.

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

Under the direct supervision of the UN Women National Programme Officer and guidance of UN Women Monitoring and Evaluation Officer and in close cooperation with designated representative of the MLSPF the national consultant shall be responsible to support the coordination role of the ministry in the gender equality mainstreaming and aid coordination for the sector.

More specifically, the following major tasks shall be undertaken by the national consultant:

- Organize periodic coordination meetings with main stakeholders within the gender equality group and Social Sector Coordination Council and prepare the minutes for the meetings;
- Undertake a donor mapping in the area of work of the MLSPF and update on a semi-annual basis. Coordinate the efforts with the External aid coordination unit of the State Chancellery. The mapping is to be done in the context of SDGs;
- Analyze the project portfolio from perspective of gender mainstreaming and gender equality targeting results.
- Facilitate the work on harmonizing the development goals and commitments from international treaty bodies provided to the Republic of Moldova;
- Collect and analyze relevant data for reports per MLSPF requirements related to the implementation of the projects/programs of the external assistance in the gender and social sector;
- Provide inputs to the questionnaire for the ODA annual reports and coordination within MLSPF and development partners;
- Provide guidance and recommendations on gender mainstreaming of development policies under consultations;
- Initiate and organize quarterly joint meetings with the MLSPF and UN Women CO on main developments in the field of collaboration on GEWE agenda with the Social Sector External Assistance partners;
- Ensure the full support for Organize Development Partners conference/workshop once a year for planning and reporting purpose in the field of GEWE agenda of the MLSPF domain;
- Coordinate above mentioned activities with the MLSPF and UN Women to ensure a smooth implementation of activities under the supported projects and providing relevant data for the progress reports;
- Provide full support to the MLSPF in ensuring the secretariat role to the National Commission on gender equality;
- Provide comprehensive support in elaboration of sectorial informative/analytical notes and data compilation on areas of GEWE policies implementations.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### I. Academic Qualifications:

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

### II. Years of experience:

- Minimum 5 years of proven experience working/collaborating with the Government sectors in assisting/supporting drafting policy recommendations/ policy reports or coordinating activities;
- Minimum 3 years of proven work experience in the area of social protection or 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).

### III. Competencies:

Analytical skills, communications abilities and teamwork.

#### IV. Language skills:

Fluency in verbal & written Romanian and English. Working knowledge of Russian will be considered an asset.

#### **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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

- 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.

#### **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 daily fee. Payments are made to the Individual Consultant based on the number of days worked.

#### **6. TRAVEL**

No special arrangements apply.

#### **7. EVALUATION**

For detailed evaluation procedures please refer to Annex 1- Terms of Reference

#### **ANNEX**

##### **ANNEX 1 – TERMS OF REFERENCES (TOR)**

##### **ANNEX 2 – CONDITIONS OF SERVICE - CONSULTANT**