



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15 April 2016

---

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant on Gender, Monitoring & Evaluation

**Project name:** Migration and Local Development Project (MiDL)

**Period of assignment/services:** May 2016 - July 2017, estimated workload 131 days during 15 months

Proposals should be submitted **on-line** by pressing "Apply on-line" link, no later than **2 May 2016**

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [olesea.cazacu@undp.org](mailto:olesea.cazacu@undp.org). UNDP will respond 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 applicants.

---

### 1. BACKGROUND

The Government of Moldova explicitly acknowledges its commitment to link migration and development at the local level. Institutions at all government levels are becoming increasingly aware that migration is one of development factors; this is especially true for emigrees and their potential support to the home communities through local essential service improvement (water, sanitation, education, health, and social services), skill and knowledge transfer, and income generating opportunities.

Given the stringent need to further advance with the implementation of the Decentralization Strategy and embedding migration aspects into development processes, the State Chancellery together with United Nations Development Programme have designed a new Programme phase of the Joint Integrated Local Development Programme. The project is designed to support Central Public Authorities (CPAs) and LPAs to develop and implement strategic policies, methodologies and procedures related to temporary, permanent, and circular migration and link them to local development processes, which will enable further design and implementation of joint service improvement and income-generating initiatives, ensuring equal access for women, children, young people, the elderly, the disabled, and other population groups in selected localities. Moreover, the project is developed as a replicable approach with potentials for scaling up, with intensive capacity building and strengthening of national and local public authorities to better plan, manage, budget, and implement public service management with participation of community members, including migrants.

Thus, as seen above, integrating migration into local development requires a systematic, tangible and programmatic approach. The current project is proposed on the basis of the results achieved during the implementation of 3 phases of JILDP (2007-2015), which has put a series of methodological approaches and strategic frameworks in place. It supports integrated and systematic local development planning and management, by tackling both central and local levels.

The Overall Objective of the Programme is Communities affected by migration benefit from improved essential local services, namely water and sanitation, health, social, and education services and have access to income-generating opportunities, including improved employment reintegration support for returnees.

Considering the specific local development context, current situation, and needs, the project sets two primary outcomes:

Outcome 1: The Ministry of Labour, Social Protection, and Family and the National Employment Agency have mandates, capacities, and resources to provide qualitative employment reintegration services to all returnees.

Outcome 2: Local public authorities have the capacities and resources to engage with community members, including migrants, and promote know-how transfer from abroad with a view to improving local essential services and offering opportunities for income-generating activities.

Both areas of the project emphasize the national ownership and strengthening capacities at national and local levels to enable a socio-economic environment, secure employment support, reduce disparities and inequalities, provide income generating opportunities, and ensure sustainable local development. The project intervention will apply human rights based and gender equality approaches, including community empowerment and mobilization models with migrants' engagement, and various tools for efficient service provision.

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

The **overall objective** of the National Consultant on Gender Monitoring & Evaluation (hereinafter Consultant) is to:

1. Ensure the monitoring of the progress and impact of the project's interventions at central level and in 25 target localities (Annex 1);
2. Provide a consistent training, coaching and peer review to the local facilitators working in the 25 target localities in mainstreaming gender and human rights based approaches on the work done by them;
3. Assist the MiDL project team in running induction and follow-up trainings, and in monitoring and evaluation events by providing substantial input to the sessions.

The performance of the assignment shall be guided by the international and national standards, in compliance with the National Decentralization Strategy, and fully in line with the Human Rights Based Approach (HRBA) and Gender Equality (GE) principles.

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

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

### **I. Qualifications:**

- University in public administration, social sciences, statistics, gender studies, law or related areas.

## II. Experience:

- At least five years of progressively responsible experience is required at the national or international level in the field of gender mainstreaming, preferably in an international organization, national agency, national ministry, non-governmental organization/think-tank, or private sector.
- Previous experience in monitoring and evaluation of projects/events/activities etc.
- Previous practical experience in community development.
- Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO or private sector / consulting firm is a very strong advantage.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and experience with spreadsheet and database packages, experience in handling of web based management systems.

## III. Competencies:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Strong analytical, research, communications and writing skills;
- Fluency in Romanian and English. Knowledge of Russian desired;
- Sensitivity and respect for human rights and gender equality;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout.
- 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

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

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

1. P11 form;
2. Cover letter, stating their interest in and qualifications for the consultancy
3. Financial offer;

The United Nations Development Programme 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.

## 5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown (fee per day \* days) of this lump sum amount (including fee, taxes, per diems, and number of anticipated working days).

### Travel

All travel expenses to target communities are in the **responsibility of MiDL** and **shall not be included in the financial offer.**

In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## 6. EVALUATION

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

- University Degree in public administration, social sciences, statistics, gender studies, law or related areas
- At least 5 years of progressively responsible experience at the national or international level in the field of gender mainstreaming, preferably in an international organization, national agency, national ministry, non-governmental organization/think-tank, or private sector;

The short-listed individual consultants will be further evaluated based on the following methodology:

### Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight – 60% (300 pts);

\* Financial Criteria weight – 40% (200 pts).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<b><u>Technical</u></b>		
University Degree in public administration, social sciences, statistics, gender studies, law or related areas	(university degree – 30 pts, master degree – 50 pts)	50
At least five years of progressively responsible experience is required at the national or international level in the field of gender mainstreaming	(5 years of experience – up to 50 pts., 5-7 years of experience – up to 75 pts., more than 7 years – up to 100 pts)	100
Previous experience in monitoring and evaluation of projects/events/activities etc.	(no – 0 pts; to some extent - 30 pts, up to maximum of 60 pts.)	60
Previous practical experience in community development	(no – 0 pts; to some extent - 20 pts, up to maximum of 40 pts.)	40
Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and experience with spreadsheet and database packages, experience in handling of web based management systems	(no – 0 pts; yes up to maximum of 10 pts.)	10
Previous experience in development assistance or related work for a donor organization, consulting company, or NGO. Previous experience in working with UN agencies or international organizations is an asset.	(no -0 pts; up to 5 related projects – 15 pts., each additional related project – 2 pts, up to maximum 25 points).	25
Fluency in Romanian and English. Knowledge of Russian desired;	(Romanian - 10 pts; English – 10 pts, Russian – 5 pts)	15
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> S – score received on financial evaluation;		<b>200</b>

Criteria	Scoring	Maximum Points Obtainable
Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.		

#### Winning candidate

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

#### **ANNEXES:**

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

**ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**