

TERMS OF REFERENCE

National Consultant

to provide support to women migrant workers organizations to network efficiently in promoting and protecting women's migrant workers' rights

Duty Station:	Chisinau, Moldova
Projects:	Promoting and protecting women migrant workers' rights (WMW), UN Women
Primary category:	Women's empowerment
Type of Contract:	National Consultant
Languages Required:	Romanian, English, Russian is an asset
Application Deadline:	4 May, 2016
Starting Date: (date when the selected candidate is expected to start)	30 May, 2016
Duration of Contract:	30 May, 2016– 30 November, 2016 (up to – 120 working days)

BACKGROUND

In December 2013, UN Women entered into agreement with European Commission to implement a regional project „Promoting and Protecting Women Migrant Workers' labour and human rights: Engaging with international, national human rights mechanisms to enhance accountability" (WMW Project) with 3 pilot countries: Mexico (Latin America), Moldova (Eastern Europe), Philippines (South East Asia). This project strives to promote women migrant worker's rights and protect them against exclusion and exploitation at all stages of migration. It aims to contribute to this overall objective by (a) strengthening strategic international human rights mechanisms, national oversight institutions and governments to ensure accountability to women migrant workers at all stages; (b) strengthening women migrant workers' organizations and their support groups to effectively engage with the above stakeholders to ensure greater accountability to them.

Thus, the WMW Project is intended to generate a range of results which include changes in the awareness, understanding, capacities and responses of the primary target groups – relevant treaty bodies, special procedures mandate holders, UPR, governments, Parliamentarians/Parliamentary secretariats, national human rights mechanisms/institutions - to women migrant workers in the direction of promoting and protecting the latter's rights. Likewise it will capacitate women migrant worker's organizations and their support groups to strategically engage with the above-mentioned stakeholders so as to enhance the latter's accountability to them. In addition to these targeted stakeholders and beneficiaries per country, the action will also engage with high level global/regional inter-governmental processes; on-line knowledge platforms and forums, and the general public through cost effective public awareness initiatives.

RATIONALE

The Bureau for Relations with Diaspora (BRD), with status of General Department was established on 19 October, 2012, through the Government Decision and is directly subordinated to the Prime Minister. The BRD has the mission to ensure a coherent and comprehensive policy framework for Moldova's Diaspora, through coordination of the state policy in the area, consulting the Government policies with Diaspora's associations, strengthening Moldova's Diaspora, development, monitoring and evaluation of policies and programs designed for Diaspora, providing necessary assistance to the Prime Minister in the policies designed for Moldova's Diaspora. In the first year of activity, BRD has developed 18 concepts of economic, social, cultural and educational programmes. A range of existing economic programmes (PARE 1+1, the International Fund for Agriculture Development, banking products for migrants) were improved with direct involvement of BRD. Through the Decision no. 58 of the Prime Minister of the Republic of Moldova, the Diaspora Focal Points, responsible for policy development with and for Moldovan Diaspora were appointed in ministries, offices and governmental agencies. Thus, the policies for Diaspora have been included in 47 Government's actions.

Meanwhile, the dismissal of the Prime-Minister and further of the full cabinet of ministers as of 29 October, 2015 lead to a redundant period of political instability which stagnated the activity of the Bureau for Relations with Diaspora in implementing the adopted Diaspora Strategy 2025 in line with the Government Action Plan for 2015-2018. As well, one of the identified gap was the weak capacity of the Bureau for Diaspora Relations in reaching out to the most active Diaspora Associations abroad working with women migrants and to the most active Women Migrant Organizations in country which legged behind the effective promotion and advocacy of women migrant workers' rights and addressing their needs. On the other hand, the appointment of senior management in July 2015 boosted the BRD initiative of implementing the established priorities on consolidating relations with the Diaspora Associations abroad and Women Migrant Organizations in country. Therefore, technical assistance and capacity building in strengthening the cooperation relationships of the Diaspora Associations abroad and Women Migrant Organizations, with Bureau for Relations with Diaspora and Migration Focal Points from various ministries and agencies and other institutions and programs in country in order to support the promotion and advocacy of women migrant workers' rights and address their needs, is being planned by UN Women. Fostering cooperation relationships of the Bureau for Relations with Diaspora with Women Migrant Organizations and the Diaspora Associations abroad will capacitate the women migrants and their support groups to strategically engage with stakeholders' activities, become more vocal in demanding the fulfilment of their human and labour rights which will contribute to the mainstreaming migration into development policies from gender perspective.

The National Consultant's work shall contribute to the overall project objective: strengthening women migrant workers' organizations and their support groups to effectively engage with the above stakeholders to ensure greater accountability to them , respectively shall feed in to the WMW Project Result 4: Enhanced capacity and accountability of the governments, national oversight mechanisms, parliaments, national HRs mechanisms and institutions to WMWs, Activity 4.7.1 Subcontract national consultant to provide technical assistance to the Government (Bureau for Relations with Diaspora) in providing support to the WMW network.

SCOPE OF WORK

Under direct supervision and guidance of the WMW assigned project staff and in close collaboration with the BRD within the State Chancellery of the Government of Republic of Moldova the National Consultant is expected to provide assistance in capacity building and networking for women migrants organisations with the Bureau for Relations with the Diaspora and the Diaspora Associations abroad in order to support the promotion and advocacy of women migrant workers' rights and address the needs of women migrant workers abroad and returned at the policy level. This will be achieved through the provision of consultancy services; technical assistance; joint work with women migrant organizations and diaspora associations; implementing capacity building plan and other organizational activities.

DELIVERABLES AND TIMEFRAME

The National Consultant will have the following tasks and responsibilities:

1. Build on the existing women migrants' initiative groups identified in Balti, Cahul, Cimislia, Chisinau and Rezina in order for them to be able to lobby and advocate for their human and labour rights which will be reflected in the decision-making process and implementation of policies at all levels:

- Undertake the mapping of the existing resources and assets for the women migrants, assess their local needs and propose a roadmap for engagement with local authorities to address the identified issues and concerns;
- Facilitate the creation of a Women Migrant Core Group with a representative from each of the above regions and establish a calendar of events with local women leaders, in close cooperation with UN Women/WMW project;
- Participate and facilitate the meetings between the women migrant workers initiative groups from the 5 regions to develop the Joint Action Plan on developing and consolidating the women migrant network to become a vocal advocacy group to efficiently engage with local authorities and demanding the fulfilment of their human and labour rights;
- Facilitate in establishing partnerships between the women migrants workers initiative groups and the Local Public Administrations in engaging the LPAs in addressing the WMW key issues and concerns;
- Ensure continuous communication in networking between women migrants, Diaspora Associations and the Bureau for Relations with Diaspora in order to keep the pulse and inspire the others to join the existing women migrants groups to become more visible, vocal and active in demanding the fulfilment of their human and labour rights:
 - o maintaining communication in the network on FACEBOOK page 'Femei migrante din Republica Moldova' – at least one informative posting in two days;
 - o Conferences on SKYPE – once per month;

2. Organize and conduct trainings with WMW organizations on basic organizational issues, partnership building, case handling and resource mobilization to increase and strengthen the capacities of network members, based on the capacity building plans developed as a result of mapping of Diaspora associations and mapping of local NGOs in the area of migration, labour and trafficking:

- Prepare training materials and organize 3 training sessions based on the developed capacity building plans (.ppt, handouts, practical exercises) and Gender on the Move manual;

- Prepare and organize one national conference for women migrants workers' rights and active NGOs in the area of migration, labour and trafficking to highlight priority concerns that stakeholders need to address in national processes related to formulation and implementation of gender sensitive policies, legislation, national development strategies on migration;
4. Facilitate the expansion of the women migrants' workers network by identifying new initiative groups of women migrants and creating partnerships with Diaspora Associations and BRD;
 5. Provide conceptual support for the development of the Diaspora women empowerment grants program within BRD Diaspora Engagement Hub to offer financial assistance to Diaspora women migrants for projects implementation in the destination countries as well as conceptual support with the organization of the Diaspora Days to consolidate the partnerships between the women migrants' workers network in country and the Diaspora Associations abroad with the Bureau for Relations with Diaspora;
 7. Provide conceptual support with the organization of the International Migrant Day, edition 2 and follow-up on the progress made towards creating partnerships between the public authorities and migrants, including women migrants in order to consolidate the dialogue and communication on entrepreneurship opportunities for the latter.

No	Deliverables	Tentative timeframe	Payment
1.	Women Migrant Core Group established and roadmap for engagement with local authorities developed Progress report	May - July, 2016 – up to 30 working days	1 st installment: 25%
	Strategic Joint Action Plan developed Progress report		
2.	3 trainings organized for women migrants to build on their organisational and development capacities Progress report	July - August, 2016 – up to 30 working days	2 nd installment: 50 %
	Inputs provided to the concept for the Diaspora women empowerment grants program and concept note of Diaspora Days, ensured participation of at least 5 local women migrants at the events and support to Power Point presentations of at least 2 women migrants Progress report		

	One national conference organized with women migrant workers organisations, Government, civil society Progress report	September, 2016 – up to 15 working days	
3.	5 new initiative groups of women migrants identified Progress report	October – 15 November, 2016 – up to 35 working days	3 rd installment: 25%
	Inputs provided to the concept note of International Migrant Day event, ensured participation of at least 10 local women migrants at the event Progress report		
	Final report on the undertaken activities and lessons learnt	By 30 November, 2016 – up to 10 working days	

Activities under the current assignment are expected to commence on 30 May, 2016 and be completed by 30 November, 2016.

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 the 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 WMW assigned staff and BRD, shall be the only criteria for National Consultant's work being completed and eligible for payment/s.

MANAGEMENT ARRANGEMENTS

Organizational Setting: The National Consultant will work in close collaboration with the UN Women WMW assigned project staff, BRD and other key stakeholders – for substantive aspects of the assignment, and under the direct supervision of the UN Women WMW assigned project staff – for administrative aspects.

The National Consultant will be located in the premises of the project and will closely work with the assigned project staff. UN Women WMW project will provide the National Consultant with working space, access to Internet and printer.

Payments shall be made upon certification of deliverables by the WMW project assigned staff and be provided in Romanian and English languages, in electronic and hard copy variant.

Contract: The selected National Consultant shall sign a contract with UN Women for stipulated assignment, as stated above.

TRAVEL

In-country travels shall be supported by and coordinated with the UN Women WMW Project Coordinator. Logistics for the organization of 3 trainings and 1 national conference will be supported by UN Women WMW project assigned staff. No international travel is envisaged for this type of assignment.

PERFORMANCE EVALUATION

National Consultant's 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 in 3 instalments in total, as stipulated in the above table, upon submission and approval of activity reports and certification by the WMW National Project Coordinator that the services have been satisfactorily performed.

REQUIRED SKILLS AND EXPERIENCE

Education:

1. Advanced Degree in public administration, economics, international relations, development studies and/or other social science related areas relevant for the assignment;
2. Specialised formal education/professional training in migration, gender and development policy *is an asset*.

Experience

3. At least 3 years of proven work experience in the field of migration, economics, and/or development;
4. At least 1 year of practical experience on mainstreaming gender perspectives into development policies;
5. At least 3 years of proven records of working/collaborating with the Government sectors in capacity building initiatives and networking (organize and conduct trainings, including for women groups);
6. Proven experience in working with international organizations (successful experience in working with UN agencies *is an asset*).

Competencies:

7. Fluency in written and oral Romanian; Good knowledge of written and oral English;
8. Working knowledge of one or more additional languages relevant for Moldova, including Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.
9. Computer literacy and ability to effectively use office technology equipment, IT tools, ability to use Internet and email.

EVALUTATION PROCEDURE

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

1. Advanced Degree in public administration, economics, international relations, development studies and/or other social science related areas relevant for the assignment;
2. 3 years of proven work experience in the field of migration, economics, and/or development;

The short-listed candidates 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 further interview will be organized if needed, depending on the short-listed candidates' qualifications.

A) Technical Evaluation: The technical part is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

Nr.	Criteria for technical evaluation	Max. points
1.	Advanced Degree in public administration, economics, international relations, development studies and/or other social science related areas relevant for the assignment (<i>Master's – 50 pts, above – 60 pts</i>) Specialised formal education/professional training in migration, gender and development policy (<i>10 points</i>)	70
2.	3 years of proven work experience in the field of migration, economics, and/or development (<i>3 years – 20 pts, each year over 3 year – 5 pts, each year over 5 year – 10 pts up to a maximum of 70 pts</i>)	70
3	At least 1 year of practical experience on mainstreaming gender perspectives into development policies (<i>1 year – 20 pts, each year over 1 years – 10 pts up to a maximum of 65 pts</i>)	65

4	At least 3 years of proven records of working/collaborating with the Government sectors in capacity building initiatives and networking (<i>3 years – 20 pts, each year over 3 year – 10 pts, up to a maximum of 65 pts</i>)	65
5	Proven experience in working with international organizations (successful experience in working with UN agencies) (<i>30 points</i>)	30
6	Fluency in written and oral Romanian; good knowledge of written and oral English; knowledge of Russian is an asset (<i>Romanian – 15 pts, English – 15 pts, Russian or any other language relevant to Moldova – 10 pts</i>)	40
7	Computer literacy and ability to effectively use office technology equipment, IT tools, ability to use Internet and email	10
Maximum 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).

SUBMISSION PACKAGE

- Duly filled Personal History Form (PHF11)/CV including records on past experience in similar projects/assignments and specific outputs obtained;
- Letter of Interest with justification of being the most suitable for the work, vision and working approach;
- Financial proposal - (in MDL) - specifying an all-inclusive fixed total contract price, supported by a breakdown of costs as per template provided

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

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 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)				