

TERMS OF REFERENCE

National Consultant to undertake review from a gender perspective of the National Action Plan (2014-2016) on the support of reintegration of citizens returned from abroad

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:	19 May, 2016
Starting Date: (date when the selected candidate is expected to start)	15 June, 2016
Duration of Contract:	15 June, 2016– 15 October, 2016 (up to – 55 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.

UN Women WMW project has undertaken a series of actions for returned women migrants in 2014-2015 in order to both identify their key policy concerns and issues at local level and motivate them to associate in organisations to advocate for and demand the fulfilment of their human and labour rights through an efficient engagement with public authorities. As well, a number of studies and research was undertaken to collect data on the organisations and institutions that provide services to all categories of citizens, including services to migrants. A resolution has been developed on women migrants key reintegration issues to be submitted to the key relevant line ministries, including the Ministry of Labour, Social Protection and Family and the Bureau for Relations with Diaspora for embedding those in their strategic documents of action. Thus, there is an opportune context for the identified key policy issues and the women migrants priority reintegration recommendations to find translation in the new National Action Plan 2017-2020 for reintegration of returned citizens from abroad.

Based on the insights and achievements of the Joint IOM/UNDP Pilot Project on “Mainstreaming Migration into Development” and the growing interest among GFMD-participating governments, a second phase of the project, funded by the SDC, is being implemented as a Global Joint Programme of IOM and UNDP in Bangladesh, Ecuador, Jamaica, Kyrgyzstan, Moldova, Morocco, Serbia, and Tunisia.

The second phase builds on the agencies’ partnership in the context of the Global Migration Group (GMG), including co-chairmanship of the working group on migration mainstreaming; and their complementary roles and networks with national governments at country level, where, together, they are ideally placed to convene the UN Country Team around the topic of Migration & Development. IOM is responsible for the implementation of the country level activities and UNDP for the global-level activities. The Joint Programme will be implemented over a four-year period, from February 2014 through January 2018.

The purpose of the Programme’s second phase is to enable the governments involved and their UNCT partners to develop a context-specific, evidence-based, participatory, and holistic approach to migration and development at the national level. In Republic of Moldova, the Global Joint Programme will continue supporting the Government in identifying, prioritizing and implementing M&D objectives, and assessing progress through participatory monitoring and evaluation frameworks.

JUSTIFICATION

The Government of the Republic of Moldova adopted in 2014 the National Action Plan (2014-2016) on the support for the reintegration of citizens, returned from abroad (GD

nr. 339 as of 20.05.2014). The development and adoption of this policy document was mainly determined by the strict immigration rules adopted by the Federal Russian Migration Service (FMS) in December 2013, which affected directly Moldovan migrants irregular migrant workers, who were at risk of either not being able to return to or being deported from the Russian Federation. More-over, FMS stated in mid-January 2014 that a number of 21.500 Moldovan nationals were already banned from entering Russia, while more than 288 000 Moldovans potentially could have been denied entry (by being included in the so-called “black list”), due to having violated the Russian immigration laws and regulations¹.

On the other hand, migrant workers who decided to return back to the country from other destinations, after many years of being in migration, face with multiple challenges related to reintegration process such as low access to information, employment and entrepreneurship opportunities, medical insurance, education opportunities for children, recognition of diplomas from abroad, etc, issues that are outlined to be addressed in the current 2014 – 2016 National Action Plan (NAP) in support of women migrants. Moreover, migrants who returned are a non-homogeneous and fluid group who, until present, have not represented a partner for dialogue and communication for the national authorities in the process of mainstreaming migration into the development policies, including from gender perspective.

The current 2014 – 2016 National Action Plan (NAP) ² envisaged development of a series of generic frameworks (legal, institutional, administrative, information and labour market integration), facilitating returned migrant workers to reintegration, access to education, to mandatory medical insurance system and to social protection schemes, enhancing emigrants’ entrepreneurial skills and granting them access to agricultural and non-agricultural-targeted investment programmes. As well, provisions in support of women migrants were outlined in the current NAP, e.g. development of a program for women economic empowerment, increase access to information on entrepreneurship and economic opportunities via various communications means, promotion of social entrepreneurship, etc. However, the consultations and capacity building actions on migration key issues and policy concerns undertaken with returned migrants workers from abroad reveal a weak link, in terms of engagement and accountability between public authorities and migrants, as well as scarce communication and dialogue, fact which did not allow an effective engagement of women migrants with public authorities on promotion of the outlined provisions at policy level and at the same time legged behind the efficient implementation of the current NAP.

Therefore, the NAP, being in its last year of implementation, will undergo a complex and thorough gender-responsive assessment, meant to track the implementation progress

¹http://www.moldova.org/288-mii-de-moldoveni-risca-sa-primeasca-interdictie-de-intrare-pe-teritoriul-federatiei-ruse/?utm_source=rss&utm_medium=rss&utm_campaign=288-mii-de-moldoveni-risca-sa-primeasca-interdictie-de-intrare-pe-teritoriul-federatiei-ruse

² <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=353112>

and to identify the gaps and bottlenecks, accounting for the delays and/ or unfulfilled plan actions as well as track achievements in support of women migrants. The final findings and conclusions, altogether with the collected data (disaggregated by gender) as a result of studies and research, will serve as inputs to the next National Action Plan covering the 2017-2020 period.

For this purpose the SDC-funded Joint IOM/UNDP Programme “Mainstreaming Migration into National Development Strategies” together with the EU-funded UN Women Project „Promoting and Protecting Women Migrant Workers’ labour and human rights” will recruit a National Consultant responsible for undertaking the review and gender-responsive assessment of the National Action Plan (2014-2016) on reintegration support of citizens returned from abroad.

SCOPE OF WORK:

Under direct supervision and guidance of the UN Women and IOM assigned staff and in close collaboration with the Ministry of Labour, Social Protection and Family, the National Consultant is expected to conduct a full and thorough review and gender-responsive assessment of the National Action Plan (2014-2016) on the support for the reintegration of citizens returned from abroad. As well, the National Consultant is expected to organize meetings with key line ministries and stakeholders in order to follow-up and monitor the on-going process related to alignment of national legislation with CEDAW provisions, and follow-up the reflections of this assessment recommendations into the new NAP 2017-2020.

This will be achieved through the provision of consultancy services, technical assistance and joint work with key line ministries. The results of the review and gender-responsive assessment, will support the coherent and evidence-based elaboration of the new National Action Plan for 2017-2020, in a participatory manner.

TASKS DELIVERABLES AND TIMEFRAMES:

It is expected that the National Consultant will perform the following tasks:

- Develop draft interview guides and stakeholder questionnaires as to ensure the full and inclusive NAP gender-responsive assessment;
- Conduct in-depth interviews and/or capacity assessments consultation meetings with public authorities with a relevant stake/ buy-in in the NAP implementation;
- Disseminate stakeholder questionnaires for implementing institutions with a relevant stake/ buy-in in the NAP implementation, collect feedback, as well as review survey results and compile a survey report;
- Organize at least two consultation meetings and one validation workshop for the relevant stakeholders to share, discuss and review the initial findings of the NAP assessment;

- Based on collected feedback, draft a final gender-responsive assessment report, containing findings and recommendations addressing NAP implementation progress, identified gaps, shortages and key policy considerations/ inputs to the development of the envisaged National Action Plan for the 2017-2020 period.
- Organize at least two meetings with key line ministries and stakeholders to monitor and follow-up on the alignment of the national legislation with CEDAW provisions, recommendation no 26, based on the undertaken legal review in 2015 as well as follow-up the reflections of this assessment recommendations into the new NAP 2017-2020.
- Provide recommendations on relevant targets from SDGs to be reflected in the new National Action Plan for Reintegration of returned citizens for 2017-2020.

No	Deliverables	Tentative timeframe	Payment
1.	Draft in-depth interview guide and stakeholder questionnaire	By July, 2016 (15 working days)	1 st installment: 25%
2.	Report on Stakeholder Questionnaire Results and Minutes of assisted and facilitated in-depth interviews <i>Progress Report</i>		
3.	2 consultation meetings with public authorities and 1 validation workshop 2 meetings organized on monitoring the legislation alignment to CEDAW provisions <i>Progress Report</i>	By September, 2016 (30 working days)	2 nd installment: 50%
4.	Final NAP gender-responsive assessment report, with recommendations for the elaboration of the new NAP 2017-2020 <i>Final report</i>	By October, 2016 (10 working days)	3 rd installment: 25%

Activities under the current assignment are expected to commence on 15 June, 2016 and be completed by 15 October, 2016.

Note: The 55 number of working days have 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 and IOM, 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 and IOM assigned staff, MLSPF and other key stakeholders – for substantive aspects of the assignment, and under the direct supervision of the UN Women and IOM – for administrative aspects.

The National Consultant will be located in the premises of the MLSPF and will closely work with the MLSPF and other stakeholders' staff. MLSPF will provide the National Consultant with working space, access to Internet and printer.

Payments shall be made upon certification of deliverables by the UN Women and IOM 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

No travel is envisioned under this 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

Payments 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 UN Women and IOM assigned staff that the services have been satisfactorily performed.

REQUIRED QUALIFICATIONS AND SKILLS AND COMPETENCIES

The following qualification criteria will be applied during the selection of the consultants:

a. Education:

- Advanced degree in economics, statistics, sociology and/or other social science related areas relevant for the assignment; preferably with training in research methods;
- Complementary studies in economics, international development and/or gender will be an advantage;
- Other formal education relevant for the assignment.

b. Experience:

- At least 5 years of proven experience in execution of policy documents reviews / projects or development of migration related strategies/policy papers, including gender-responsive review;
- At least 2 years of proven experience in developing analytical works in migration and gender-related fields would be an asset;
- At least 3 years of substantive experience in Migration and Development from gender perspective policy issues;
- Proven experience in working with international organizations (successful experience in working with UN agencies);

c. Competencies, skills and other requirements:

- Strong analytical, writing and communication skills;
- Strong knowledge of migration and gender regulatory and legal framework at the national level required;
- Familiarity with UN Women and IOM's mandate;
- Fluency in written and oral Romanian; good knowledge of written and oral English is an advantage; knowledge of Russian is an asset;
- Availability for the envisaged period and high mobility and flexibility.
- Computer literacy and ability to effectively use office technology equipment, IT tools, ability to use Internet and email

d. Diversity:

- UN Women and IOM adheres to the core values of the United Nations; in particular, is respectful of differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

EVALUTATION PROCEDURE

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

1. Advanced degree in economics, statistics, sociology and/or other social science related areas relevant for the assignment; preferably with training in research methods;
2. At least 5 years of proven experience in execution of policy documents reviews / projects or development of migration related strategies/policy papers, including gender-responsive review;

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 economics, statistics, sociology and/or other social science related areas relevant for the assignment; preferably with training in research methods; (<i>Master's – 40 pts, above – 50 pts</i>) Complementary studies in economics, international development and/or gender will be an advantage (10 points); Other formal education relevant for the assignment (<i>10 points</i>)	70
2.	At least 5 years of proven experience in execution of policy documents reviews / projects or development of migration related strategies/policy papers, including gender-responsive review (<i>5 years – 20 pts, each year over 5 year – 5 pts, each year over 7 year – 10 pts up to a maximum of 70 pts</i>)	70
3	At least 2 years of proven experience in developing analytical works in migration and gender-related fields would be an asset (2 years – 20 pts, each year over 2 years – 10 pts up to a maximum of 65 pts)	65
4	At least 3 years of substantive experience in Migration and Development from gender perspective policy issues (<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 is an advantage; 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)				