

## Terms of Reference

### for a national consultant to support Ministry of Labour, Social Protection and Family on gender /aid coordination

<b>Location:</b>	Chisinau, Moldova
<b>Primary Category:</b>	Women's empowerment
<b>Type of Contract:</b>	Individual contract
<b>Languages Required:</b>	Romanian, English. Knowledge of Russian is an asset.
<b>Application Deadline:</b>	9 June 2016
<b>Expected duration of the assignment:</b>	Up to 235 working days within a 12 calendar month period
<b>Starting Date:</b> (date when the selected candidate is expected to start)	1 July 2016

## Background

This United Nations – Republic of Moldova Partnership Framework (UNPF) 2013–2017 voices the collective determination of the UN Country Team (UNCT) to support Moldova in tackling major development challenges as it implements its vision to be a prosperous and modern European country.

This Partnership Framework for Moldova focuses on three broad thematic pillars that enhance and complement the national priorities and growth agenda of the Government of Moldova. The overall objectives of the UN cooperation with the Government of Moldova for the period 2013–2017 are to provide support for building regulatory and institutional capacity and conditions for good governance; promote UN values and democracy; ensure equity through development of national capacity for social service delivery and inclusive development opportunities; and ensure sustainable management of the environment while adapting to climate change and managing risks from disasters.

It encompasses the shared values of the UN while respecting the desire of the government and UN agencies to work cohesively and also recognizing the distinct mandate and value added of each agency. The three thematic pillars are:

- a. *Democratic governance, justice, equality and human rights*
- b. *Human development and social inclusion*
- c. *Environment, climate change and disaster risk management*

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 programs 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 (2016-2020). 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 21<sup>st</sup> century. For the first time, the GEWE normative framework is integrated into specific goals and targets that governments pledge to achieve individually and together. It is grounded in human rights treaties like CEDAW and underpinned by the Beijing Platform for Action. It is an ambitious, universal and transformative agenda for sustainable development and a plan of action for people, planet and prosperity, negotiated by all Member States and applicable to all Member States.

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.

### Scope of Work

The selected national consultant shall support the Ministry of Labour, Social Protection and Family (MLSPF) of the Republic of Moldova in coordinating effectively and efficiently the GEWE agenda implementation and external assistance provided by development partners to the sector.

### Duties and Responsibilities

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:

Tasks and activities	Estimated workload (workdays)
1. Organize periodic coordination meetings with main stakeholders within the gender equality group and Social Sector Coordination Council and prepare the minutes for the meetings;	Up to 14 days

Tasks and activities	Estimated workload (workdays)
2. 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;	Up to 14 days
3. Analyze the project portfolio from perspective of gender mainstreaming and gender equality targeting results.	Up to 20 days
4. Facilitate the work on harmonizing the development goals and commitments from international treaty bodies provided to the Republic of Moldova;	Up to 15 days
5. 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;	Up to 25 days
6. Provide inputs to the questionnaire for the ODA annual reports and coordination within MLSPF and development partners;	Up to 15 days
7. Provide guidance and recommendations on gender mainstreaming of development policies under consultations;	Up to 25 days
8. 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.	Up to 15 days
9. 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;	Up to 15 days
10. 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.	Up to 27 days
11. Provide full support to the MLSPF in ensuring the secretariat role to the National Commission on gender equality	Up to 20 days
12. Provide comprehensive support in elaboration of sectorial informative/analytical notes and data compilation on areas of GEWE policies implementations.	Up to 30 days
<b>Total</b>	<b>Up to 235 days</b>

**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 UN Women National Programme Officer shall be the only criteria for National Consultant work being completed and eligible for payment/s.

### Deliverables

The assignment should be carried out within a period of 12 months, not exceeding 235 working days, with the incumbent being responsible for delivering the following outputs:

- Monthly reports on major tasks performed and the results, including related to support provided to MLSPF in sector coordination, including on data collected and analyzed on external assistance in gender/ social sector, inputs to ODA reports, recommendations on strengthening UN Women co-leading role on sector coordination and other;
- Donor mapping in the area of gender/social protection and assistance undertaken and updates during the year;
- Final report on carried out activities, achievements and challenges.
- Information, analytical work papers in GEWE aspect.

All the deliverables should be agreed with the UN Women's counterpart at the MLSPF and UN Women and the main of them (monthly reports, final report, information analytic work papers) to be provided in English and Romanian hard and electronic copy.

### **Duration of the assignment**

The total duration of the contract is tentatively planned for up to 12 calendar months starting with 1 July 2016 with possibility of extension subject to funds availability.

### **Management arrangements**

Organizational Setting: The National Consultant will work under 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 and will participate in working meetings appointed by the designated representative of the Ministry of Labour, Social Protection and Family. The National Consultant will be provided by the MLSPF with the necessary information, materials and logistics, as well as office space and equipment for the fulfillment of his/her tasks.

### **Travel**

No travels are envisaged under the current assignment. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UN Women and the National Consultant, prior to travel and will be reimbursed.

### **Performance evaluation**

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 on a monthly basis, upon submission and approval of deliverables and timesheets with actual days worked and certification by the National Program Officer that the services have been satisfactorily performed.

### **Required Skills and Experience**

#### Education:

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

#### Experience:

- Minimum 5 years of proven experience working/collaborating with Central and Local public Authorities 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)

#### Language skills:

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

## Evaluation Procedure

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

- University degree in social studies, gender or development, law, or other social or economic science related to the area relevant for the assignment;
- Minimum 5 years of proven experience working/collaborating with Central and Local public Authorities in assisting/supporting drafting policy recommendations/ policy reports or coordinating activities

The short-listed individual consultants 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<sub>low</sub> 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 a written test of shortlisted applicants. Interview will be organized if needed only, depending on the short-listed candidates' qualifications and written test results.

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

#	Criteria for technical evaluation	Scoring	Max. points
1	- University degree in social studies, gender or development, law, or other social or economic science related to the areas relevant for the assignment;  - Other formal education relevant for the assignment.	<i>University – 40 Master's - 50 pts PhD – 60 pts Additional relevant trainings and certifications – 10 pts</i>	70
2	Minimum 5 years of proven experience working/collaborating with Central and Local public Authorities in assisting/supporting drafting policy recommendations/ policy reports or coordinating activities;	<i>(5 years –60 pts, each year over 5 years – 10 pts, up to a max of 100 pts)</i>	100
3	Minimum 3 years of proven work experience in the area of social protection or gender equality, human rights and development	<i>3 years –50 pts, each year over 3 year –5 pts, up to a maximum of 80 pts</i>	80
4	Minimum 2 years of experience in working with international organizations (successful experience in working with UN agencies is an asset)	<i>2 years –30 pts, each year over 3 year –5 pts, up to a maximum of 50 pts</i>	50

#	Criteria for technical evaluation	Scoring	Max. points
5	Fluency in verbal & written Romanian and English. Working knowledge of Russian will be considered an advantage	20 pts - fluency in Ro, 20 pts –working English, 10 pts – working Russian)	50
	<b>Total Technical Scoring</b>		<b>350</b>

## **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).

## **APPLICATION PROCESS AND SUBMISSION PACKAGE**

Interested candidates must submit via online submission system the following documents/ information to demonstrate their qualification:

- 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.

**Please note that only applicants who are short-listed will be contacted and may be required to pass a written test and/or interview.**

*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 Applicants are requested to provide the cost breakdown specifying an all-inclusive daily fee and the lump sum for the envisaged number of working days 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				