

TERMS OF REFERENCE

for a local consultant to work with the private sector companies on promoting Women's Empowerment Principles (WEP)

Location:	Districts of Moldova and Chisinau
Primary Category:	Women's empowerment
Type of Contract:	Individual contract
Languages Required:	Romanian and English. Knowledge of other spoken language in Moldova is an asset
Application Deadline:	16 June 2016, 23:59 local time
Expected duration of the assignment:	Up to 115 working days within a 6 calendar month period
Starting Date: (date when the selected candidate is expected to start)	1 July 2016

Background:

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

Economic empowerment is one of the priority areas of UN Women. UN Women works with Governments and multilateral partners (UN, World Bank, International Finance Corporation, regional development banks) to promote women's economic empowerment and increase their access to economic opportunities, especially for those who are most excluded. Empowering women to participate fully in economic life across all sectors is essential to build stronger economies, achieve internationally agreed goals for development and sustainability, and improve the quality of life for women, men, families and communities.

In May 2015 UN Women has entered into a Memorandum of Understanding (MoU) with the Organization for SME development (ODIMM) with key objectives to build a strong partnership in promoting the adoption and implementation of Women's Empowerment Principles (WEP) by the private sector companies and integrate WEP into the relevant policies and plans at central and local level. The principles were elaborated based on Calvert Women's Principle which was launched in 2004 in partnership with UNIFEM (now UN Women), which was first Global Code of Corporate Conduct that is primarily addressed the issue of empowering women worldwide. Today, the WEPs are the guidance for businesses and private sectors, to help them and women to meet at beneficial level. (UN Global Compact, 2011) These principles were initiated in collaboration between UN Women and the United Nations Global Compact. This is especially designed for companies to review their policies on empowerment of women, to acknowledge and to start making changes. In the international community these are recognized principles for women's equality participation. They represent the global standard that has been accepted all around the world and provide seven principles that all companies can subscribe to.

Key areas of interventions within the partnership with ODIMM are:

- Ensure the notion of WEP, Gender Equality (GE) and Women's Human Rights (WHR) is integrated into relevant policies and plans at central and local level
- Institutionalize Women's Empowerment Principles in the Republic of Moldova

- Raise Public awareness about companies actively promoting WEP as well promote actively women leaders in different sector, including in business

This will be achieved by having both, a policy dialogue, but also support networking of women from rural area to advocate for greater gender equality. Hence, a National Women Platform from Moldova (PNFM) was created by ODIMM in 2013, and supported by UN Women.

Rationale

A number of advocacy initiatives to promote WEP were undertaken in 2015, including a mini survey among the private sector players on their readiness to adopt Women's Economic Empowerment Principles. The results of the survey has demonstrated that there are existing positive practices of the private sector in Moldova which needs to be further communicated and promoted within the WEP. Therefore, UN Women, in collaboration with ODIMM, decided to continue promoting WEP through the network of the private companies supported by ODIMM and other, and raise Public awareness about companies actively promoting WEP. For that, UN Women is planning to hire a local consultant to work with the companies around WEP and support WEP promotion.

SCOPE of WORK

Under the direct supervision of the UN Women National Programme Officer and in close coordination with the Director of the Organization for Small and Medium Sector Development from Moldova the Consultant will be responsible for promoting WEP through the network of private companies supported by ODIMM and other by identifying positive practices of companies that signed to WEP.

Tasks

More specifically, the selected consultant will be responsible for the following tasks:

Tasks and activities	Estimated workload (workdays)
1. Identify existing good practices of WEP application within the private sector companies, including by using ODIMM platforms (National Platform of Women from Moldova, PARE 1+1, Youth businesses, etc.), using questionnaire and interviews (face to face as well as using web platforms and social media) to collect information At least 50 companies with successful practices identified.	Up to 30 days
2. Organize discussion, round tables among companies with successful an positive practices (positive champions) and other companies to learn about their positive practices and from each other At least 10 meetings organized.	Up to 30 days
3. Develop the concept and guidance for the WEP context to be rolled during 2016 and provide support with its implementation Concept developed.	Up to 10 days
4. Identify new companies that are adhering to WEP and facilitate their signing to it At least 50 new companies signed WEP	Up to 20 days
5. Support the conceptualization and organization of a launching event in cooperation with UN Women and ODIMM;	Up to 5 days
6. Collect information about the success stories based on the positive practices identified within the private sector companies to be used for awareness raising materials	Up to 20 days
Total	Up to 115 days

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 and Timeframe

The duration of this assignment is for the period 1 July – 31 December 2016, not exceeding 115 working days, with the incumbent being responsible for delivering the following outputs:

- Monthly reports on major tasks performed and the results, including related to identification of positive practices with the private sector companies to promote women's empowerment, organization of roundtables with companies to share their experience and knowledge on this, and other as per the tasks described above;
- Final report on carried out activities, achievements and challenges.

All the deliverables should be agreed with ODIMM and UN Women and be provided in English and Romanian hard and electronic copy.

Management arrangements

The National Consultant will work under direct supervision of the UN Women National Programme Officer and in close cooperation with ODIMM and will participate in working meetings appointed by the designated representative of the ODIMM. The National Consultant will be located in ODIMM premises and provided with the necessary information, materials, as well as office space. The consultant is expected to have his/her own equipment/computer for the fulfilment of his/her tasks.

Travel

All travels envisaged under the current assignment shall be undertaken as part of the ODIMM field visits. In the case of other 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

Contractor'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 COMPETENCIES

Education:

- University degree in social or economic science related and relevant for this assignment;
- Other formal education relevant for the assignment.

Experience:

- Minimum 2 years of proven experience working the private sector, with a focus on their corporate social responsibility;

- Minimum 2 years' experience of coordinating development related activities;

Language and other skills:

- Excellent verbal and written Romanian and working knowledge of English. Competence in one or more of the other minority languages relevant for Moldova, including Gagauz, Ukrainian, Bulgarian or other languages is an asset.

Evaluation Procedure

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

- University degree in social or economic science related and relevant for this assignment;

Minimum 2 years of proven experience working the private sector, with a focus on their corporate social responsibility

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% m 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 a written test of shortlisted applicants. Interview will 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 or economic science related and relevant for this assignment; Other formal education relevant for the assignment	University – 40 Master's - 50 pts PhD – 60 pts Additional relevant trainings and certifications – 10 pts	70
2	Minimum 2 years of proven experience working the private sector, with a focus on their corporate social responsibility;	(2 years –60 pts, each year over 5 years – 10 pts, up to a max of	100

#	Criteria for technical evaluation	Scoring	Max points
		100 pts)	
3	Minimum 2 years' experience of coordinating development related activities;	2 years –40 pts, each year over 3 year –10 pts, up to a maximum of 80 pts	80
4	Experience in working with international organizations (successful experience in working with UN agencies is an asset)	1 years –25 pts, each year over 3 year –5 pts, up to a maximum of 50 pts	50
5	Excellent verbal and written Romanian. Working knowledge of English. Competence in one or more of the other minority languages relevant for Moldova, including Gagauz, Ukrainian, Bulgarian or other languages is an asset	20 pts - fluency in Ro, 20 pts – working English, 10 pts – working Russian or other language spoken in Moldova)	50
	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).

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				