



Terms of Reference

for a team of two consultants to support the development of the 2016-2021 National Strategy on Preventing and Combating Violence against Women and Domestic Violence

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- One consultant on co-creation
 - One consultant on monitoring and evaluation

Location:	Chisinau, Moldova
Primary Category:	Women's empowerment
Type of Contract:	Individual contract
Languages Required:	Fluent in Romanian, English. Working knowledge of Russian.
Application Deadline:	19 August 2016
Expected duration of the assignment:	Up to 45 working days for the co-development consultant and up to 15 working days for the M&E consultant within a 4 calendar month period
Starting Date: (date when the selected candidate is expected to start)	29 August 2016

Background

UN Women, UNFPA and Women's Law Center (WLC) partner to provide support and assistance to the Ministry of Labour, Social Protection and Family (MLSPF) in the development of the 2016-2021 National Strategy on Preventing and Combating Violence Against Women and Domestic Violence.

Grounded in the vision of equality enshrined in the UN Charter, UN Women, among other issues, works for the elimination of discrimination against women and girls, empowerment of women and achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the heart of all efforts, UN Women leads and coordinates the United Nations system to ensure that gender equality and gender mainstreaming commitments are turned to action everywhere. UN Women is a strong leader that supports the priorities and efforts of the member countries by establishing efficient partnerships with the civil society and relevant partners.

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 programmes 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.

The UN Women Country Program follows and is aligned to the 2013-2017 United Nations–Moldova Partnership Framework, National Gender Equality Program, and other national strategies and plans.

In Moldova, domestic violence and violence against women are among the most common offences with severe consequences for the human dignity and represent a flagrant violation of human rights.

Once domestic violence was acknowledged as an issue, a certain progress was made in this regard, such as the adoption of the Law on Preventing and Combating Domestic Violence of 01 March 2007 (hereinafter referred to as Law No 45) and the legal amendments, which helped improve the response mechanism to domestic violence cases, to operationalize the issuance of restraining order and to regulate the victims' rights to protection and assistance.

Although Law No 45 provided an important basis for a higher access to justice and security for victims of domestic violence, still, an effective protection of victims requires a multi-sectoral holistic approach, consisting of prompt and efficient actions taken by all stakeholders. Together with MLSPF and WLC, UN Women assessed the compatibility of the domestic law with the provisions of the Istanbul Convention, which was and is still taken as a base for the improvement of the legislation.

To respond to the needs and requests of MLSPF, UN Women, in partnership with UNFPA and WLC, will support the strengthening of the national response to domestic violence and to violence against women by developing the National Strategy for Preventing and Combating Violence Against Women and Domestic Violence. The strategy will include objectives, concrete actions and progress indicators. It will be developed and consulted at large with Government stakeholders and with the civil society.

A team of consultants has been hired by WLC with the support of UNFPA to work on the 4 pillars of the strategy (prevention, protection, justice and integrated policy).

UN Women will support the development of the strategy by recruiting two additional national consultants, to be part of the team, and support with the development of the strategic objectives and the framework of indicators for the strategy that will be co-developed together with survivors of violence, who shall be treated as experts in this area. This method will allow including activities that will generate strong results on the basis of the existing experiences in Moldova.

Thus, UN Women is looking to hire two consultants

- One consultant on co-creation
- One consultant on monitoring and evaluation

Objectives

The goal of this strategy is to ensure a systemic approach to violence against women, to promote measures of prevention and eradication of this phenomenon based on existing positive experiences and to provide for a framework so that authorities and relevant stakeholders respond efficiently and in a coordinated manner to cases of domestic violence and violence against women.

The strategy will be co-created jointly with survivors of violence, who are the main experts in ERAW field (note: innovative approach). For this, the experience and practices of the positive deviants/survivors will be documented in a participatory manner. These tasks will be undertaken in the framework of CEDAW and Council of Europe Convention on preventing and combating violence against women and domestic violence (CAHVIO) as well as in alignment with the Sustainable Development Goals.

The strategy's monitoring and evaluation framework will be elaborated in full alignment with the new amendments in the domestic violence law as well as its related legal acts. The indicators need to be aligned to the SDGs, taking into account the three tier approach.

To achieve these objectives, the two national consultants will work under direct supervision of the UN Women National Programme Officer, under the overall guidance of the Head of the Gender Equality Policy Division of the MLSPF, and in close cooperation with other consultants hired by the partner organizations for the development of the strategy and relevant partners that support the development of the strategy.

Tasks and Responsibilities

To develop/co-create the National Strategy for Preventing and Combating Violence Against Women and Domestic Violence, the consultants will have the following tasks:

For co-creation consultant:

- a. To facilitate the process of co-creation of the National Strategy for Preventing and Combating Violence Against Women and Domestic Violence;

- b. To develop a brief guide on applying innovative approaches with the focus on positive deviance approach to preventing and protecting from violence against women in the communities;

For the above, the following tasks are envisaged:

1. To organize meetings, consultations, interviews with survivors and other members of the rural community (the young, the elderly, representatives of law enforcement bodies, local public authorities, teaching staff, religious leaders, etc.) to talk about the typology of violence and its signs, perceived causes, positive experience and practices in prevention and protection and about the coordinated response of authorities and the community in this regard.

Time-frame: August – September 2016

Such discussions/meetings/workshops will be held in at least 4 administrative-territorial units that are involved in the innovation process targeting the elimination of violence against women and girls in the initiative supported by UN Women in Causeni, Drochia, Hincesti and Chisinau suburbs, involving at least two townships/villages from each territorial unit. At least 25 persons will participate in every such meeting, including at least 5 survivors.

Note: all community meetings will be organized through UN Women partner NGO. The consultant will have to lead the organization of and actual meetings, in partnership with the NGO.

2. Document positive practices and experiences of the positive deviants and other survivors and their family members that helped to overcome violence against them to inform the strategy with strategic actions and concrete activities. The documentation will be done to inform the Strategy as well as to inform the followers of the positive deviance approach in the form of a brief guide. UN Women will provide the initial outline of the envisaged guide to the consultant.

Time-frame: August – November 2016

3. Based on the above to identify the critical areas for further integration into the each of the 4 pillars of the Strategy (prevention, protection, justice and integrated policy), including inputs to the Theory of Change and the Logical Framework on the basis of the Theory of Change in order to eliminate violence against women and girls and domestic violence.

Time-frame: October-November, 2016

4. Work with the strategy development team to ensure that priority directions and related positive practices are reflected in the final draft Strategy and its Action Plan, and present and further improve it with the working group established at the initiative of MLSPP.

Time-frame: November 2016

For the M&E consultant

In close collaboration and partnership with the entire team of consultants, to develop the strategy's monitoring & evaluation framework for each priority area aligned to the national legislative framework, SDGs, CEDAW and CAHVIO. This implies the followings:

1. The M&E consultant will take the lead on developing the indicators, targets, baselines, data collection sources, responsible institutions, means of verification, etc. This will be done through reviews of similar work undertaken earlier, both in Moldova as well as in other countries, as well as broad based consultations with the VAW key data producers and data users;
2. The M&E consultant shall take into account the three tier approach to indicators (available data, data that needs further processing, not available data)

Time-frame: September – November 2016

Outputs and Outcomes

The consultant recruited by UN Women will in charge of the following outcomes and outputs:

No	Outcomes and Outputs	Deadline for submission	Estimated number of days needed for the fulfilment of this task
<i>Strategy co-development consultant</i>			
1	Interim report containing the strategy co-development results	15 October 2016	Up to 20
2	Brief Guide on applying positive deviance approach for preventing and protecting from EVAW	5 December 2016	Up to 15
3	Final report containing the key problems and solutions proposed in the strategy, identified during the co-development process	10 December 2016	Up to 10
	Total		Up to 45
<i>M&E consultant</i>			
1	M&E framework developed for the strategy, containing indicators, targets, baselines, data collection sources, responsible institutions, data verification	30 November 2016	Up to 15
	Total		Up to 15

The aforementioned activities and outputs are scheduled for August – November 2016. Nevertheless, this period of time is tentative and will be defined once the consultants are identified.

The consultants will make sure that the activities are conducted according to the agreed schedule and will be accountable for the quality delivery of outputs.

Management arrangements:

All the outputs delivered by the consultants will be coordinated with the Gender Equality Policy Division of the MLSPF and approved by UN Women.

Organizational Setting: The Consultants will work under overall guidance of the Head of the Equal Opportunities Department of the Ministry of Labour, Social Protection and Family and direct supervision of UN Women National Programme Officer, in close collaboration with other UN entities, their experts, Government institutions, and will participate in all working meetings appointed by the Equal Opportunities Department of the Ministry of Labour, Social Protection and Family and UN Women.

The costs for the organization of the strategy co-development meetings in four administrative-territorial units will be covered by UN Women according to the agreements concluded with the local partners in Causeni, Drochia, Hincesti and Chisinau suburbs. They will include round-trip expenses for the team of consultants and the refreshments and water during the meetings (modest refreshments).

Performance Assessment

Consultants' performance will be assessed according to the following criteria: keeping the deadlines, accountability, accuracy and quality of the outputs.

Financial Arrangements

Payment will be disbursed upon submission and approval of deliverables and certification by the National Program Officer that the services have been satisfactorily performed, in one installment, by 15 December 2016.

Qualifications and Skills

For the strategy co-development consultant:

- Advanced degree relevant to the position (sociology, political science, international relations, psychology, social assistance, law, economics, etc.);
- Minimum 5 years of proven experience working on development of policies and/or programmes, including specifically on:
 - o 3 years of proven experience assisting/collaborating with the Government sectors in drafting policy recommendations/policy reports, coordinating activities,
 - o Minimum 2 years of proven work experience in the field of gender equality, especially EVAW, human rights and development,
 - o 2 years of experience of carrying out consultative research and in producing out analytical reports,
 - o 2 years of experience in facilitating consultations, policy co-development processes with different stakeholders (governmental, non-governmental, etc.);
- Minimum 2 years of experience in working with international organizations (successful experience in working with UN agencies is an asset)
- Familiarity with the positive deviance approach, and an experience of applying innovation approaches, including co-creation/design thinking will be an asset;
- Fluent Romanian and English, working knowledge of Russian.

For the M&E consultant:

- Advanced degree relevant to the position (social or economics related)
- Minimum 3 years of proven experience working on assisting with M&E for development policies and/or programmes
- Minimum 5 years of proven experience in M&E
- 2 years of experience of carrying out consultative research and in producing out analytical reports (sociological and statistical surveys)
- Minimum 2 years of experience in working with international organizations (successful experience in working with UN agencies is an asset)
- Fluent Romanian and Russian, working knowledge of English.

Evaluation Procedure

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

- Advanced degree in the relevant fields;
- Minimum 2 years of experience in facilitating consultations, policy co-development processes with different stakeholders (governmental, non-governmental, etc.);

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_{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 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).

For the strategy co-development consultant:

#	Criteria for technical evaluation	Scoring	Max. points
1	Advanced degree in the relevant fields (sociology, political science, international relations, psychology, social assistance, law, economics, etc.)	<i>University – 40 Master's - 50 pts PhD – 60 pts</i>	60
2	Min 3 years of proven experience assisting/collaborating with the Government sectors in drafting policy recommendations/policy reports, coordinating activities	<i>3 years –30 pts, each year over 3 years – 10 pts, up to a max of 50 pts</i>	50
3	Minimum 2 years of proven work experience in the field of gender equality, especially EVAW, human rights and development	<i>2 years –25 pts, each year over 2 year –5 pts, up to a maximum of 50 pts</i>	50
4	Min 2 years of experience of carrying out consultative research and in producing out analytical reports	<i>2 years –30 pts, each year over 2 year –10 pts, up to a maximum of 60 pts</i>	60
5	Min 2 years of experience in facilitating consultations, policy co-development processes with different stakeholders (governmental, non-governmental, etc.)	<i>2 years –10 pts, each year over 2 year –10 pts, up to a maximum of 50 pts</i>	50
6	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 2 year –5 pts, up to a maximum of 40 pts</i>	40
7	Fluent Romanian and English, working knowledge of Russian.	<i>15 pts - fluency in Ro, 15 pts – fluency in English, 10 pts – working knowledge of Russian)</i>	40
Total Technical Scoring			350

For the M&E consultant:

#	Criteria for technical evaluation	Scoring	Max. points
1	Advanced degree relevant to the position (social or economics related)	<i>University – 40 Master's - 50 pts PhD – 60 pts</i>	60
2	Minimum 3 years of proven experience working on assisting with M&E for development policies and/or programmes	<i>3 years –50 pts, each year over 3 years – 10 pts, up to a max of 80 pts</i>	80
3	Minimum 5 years of M&E experience	<i>5 years –50 pts, each year over 5 year –10 pts, up to a maximum of 80 pts</i>	80
4	2 years of experience of carrying out consultative research and in producing out analytical reports (sociological and statistical surveys)	<i>2 years –30 pts, each year over 2 year –10 pts, up to a maximum of 50 pts</i>	50
5	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 2 year –5 pts, up to a maximum of 40 pts</i>	40
6	Fluent Romanian and English, working knowledge of Russian.	<i>15 pts - fluency in Ro, 15 pts – fluency in English, 10 pts – working knowledge of Russian)</i>	40
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
- 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 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 [list them as referred to in the TOR]	# 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)				