

Terms of Reference

National Consultant to provide expert support on gender equality to security institutions

Practice Area:	Women's Empowerment
Duty Station :	Chisinau, Moldova
Application Deadline :	14 March, 2017
Type of Contract :	Individual Contract
Post Level :	National Consultant
Languages Required :	Fluent in Romanian, Working knowledge of English and Russian
Starting Date: (date when the selected candidate is expected to start)	March 25, 2016
Expected Duration of Assignment :	Up to 20 working days in the period of March 24, 2017 – May 25, 2017

Background

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 (Strategic Note for the Republic of Moldova) follows and is aligned to the 2013-2017 United Nations–Moldova Partnership Framework, National Gender Equality Program, and other national strategies and plans. Under its Strategic Note Impact Area 1: *Women lead and participate in decision-making at all levels*, UN Women is working towards three Outcomes, one of which is: *Government and Parliament adopt legal and policy frameworks and mechanisms that promote gender balance in politics and decision making, including in peace and security structures.*

Under this Outcome, in 2016 UN Women initiated cooperation with the Ministry of Defense (MoD) and the Armed Forces Military Academy of the Republic of Moldova "Alexandru cel Bun" which aims at increasing their institutional capacities and knowledge in the areas of gender equality and implementation of Security Council Resolution (SCR) 1325 on Women, Peace and Security (WPS) and other related Resolutions. In particular, UN Women Moldova supported the development of a first of its kind manual for defense and security personnel, to serve as teaching resource for courses in the Military Academy. Target audiences of the courses are the students of the Military Academy and Ministry of Defense military personnel undergoing continuous learning as well as those being deployed in missions abroad. The manual has been developed by a national expert and consists of four Units: Gender Fundamentals; Gender Perspective in Peace and Security; Gender Mainstreaming in the Security Sector; Protection of Women's and Girl's Rights and Prevention of Sexual and Gender-Based Violence. Each Unit contains general sections, country-specific sections, and practical exercises and handouts. Similar resources from other countries, specifically Georgia and Serbia, have been used in the development of the manual. The manual is currently in a draft form and a final editing needs to be conducted.

Furthermore, as part of the gender self-assessment carried out under the leadership of the Ministry of Defense using DCAF

methodology¹, UN Women supported a legal study on the legislation and policies in the security sector from a gender perspective which has been distributed to all relevant stakeholders. A Resource Pack on WPS, which contains translated relevant SCRs, and other materials was developed and distributed. The publication “A Women’s Guide to Security Sector Reform” by the Institute for Inclusive Security and DCAF was also translated and is pending final editing. Several awareness raising events were supported during 2016 with different stakeholders such as Ministry of Defense, other security institutions, Members of Parliament and civil society organizations on the implementation of UN SCR 1325, and its global, regional and local implications. Under a partnership with the Washington-based Institute for Inclusive Security, and the Information and Documentation Center of NATO in Moldova, UN Women provided technical support in the realization of the workshop “Designing Moldova’s National Strategy to Implement UNSCR 1325” organized by these two institutions, in partnership with Ministry of Defense, and attended by representatives from relevant Ministries and Agencies and civil society. UN Women also supported the process of developing the new draft National Strategy for Gender Equality for 2017-2021 (currently pending Government adoption) which contains an Objective (Overall objective 4) on: *Ensuring gender equality in the security and defense sector* with three specific objectives: 1. *To ensure equal participation of women and men in leadership positions as well as execution*; 2. *Gender mainstreaming in security and defense sector policies*; 3. *Ensure implementation of CEDAW general recommendation No. 30 of the Committee and UN Security Council Resolutions on Women, Peace and Security*. Recently, the Government has also expressed commitment to establish a Working Group consisting of different Ministries in the security domain who will be responsible for developing an action plan for implementation of national commitments under UN SCR 1325 on Women, Peace and Security.

Objective

In line with its 2017 Annual Work Plan in the area of Women, Peace and Security, UN Women plans to recruit a national consultant to provide support in: 1) Editing of the Gender Manual for the Military Academy to ensure that it reflects the highest standards of publication on gender equality for security and defense representatives, in close cooperation with the lead author; 2) Technical support to assist the Working Group on SCR 1325 (when established) to develop action plan with specific activities in the field of women, peace and security; 3) Raising awareness on gender equality for specific government institutions during planned sessions; 4) Final proofreading of the Women’s Guide to Security Sector Reform to ensure the right terminology is used and provide suggestions on its possible use.

The national consultant will work under the supervision of the UN Women Programme Coordinator and in close collaboration with MoD and Military Academy relevant focal points.

Tasks and Responsibilities

Duties and responsibilities of the Consultant are:

- Review and edit the draft Manual on Gender Equality for the Military Academy to ensure it is in line with highest standards of writing and fulfills its purpose to serve as a key knowledge document on gender equality and UN Security Council Resolution 1325 and related SCRs, based on which specific subjects and courses will be taught in the Military Academy. The editing should ensure that: the manual includes the most appropriate and timely information, data and sources; that the correct gender terminology is used throughout; that the text is easily understood by a non-specialized audience and has a logical flow; that all sources are referenced and used properly; etc. During the editing process, the consultant is expected to work in close consultation and contact with the lead author of the Manual and to ensure that all introduced changes have been consulted with the lead author and the final edited version is agreed upon with the author and with the Military Academy.
- Provide technical advice to the members of the Working Group on SCR 1325 (when established) on how best to develop specific actions to advance gender equality in their respective institutions; the advice should be provided both verbally during participation in the meetings of the Working Group on SCR 1325 and in one-on-one consultations with specific institutions and in written, as needed;
- Facilitate and present during planned awareness raising sessions (three in total) on gender equality with relevant institutions (tentatively Ministry of Interior, Ministry of Defense, Ministry for Foreign Affairs and/or Bureau for Reintegration). The consultant should deliver presentations on WPS and gender equality in the security sector adapted to the specific institution and aimed at raising awareness of its representatives on their roles and obligations in the gender equality area. The expert should work in close cooperation with UN Women and its partners who will be responsible for organizing the awareness raising sessions and should ensure that the facilitation and presentations are tailored to the specific institution and the target audience.

¹ <http://www.dcaf.ch/Publications/Gender-Self-Assessment-Guide-for-the-Police-Armed-Forces-and-Justice-Sector>

- Proofread the translated in Romanian language publication “Women’s Guide to Security Sector Reform” and ensure all terminology related to security and gender is appropriately used. Provide suggestions to UN Women on how the Guide can be used in the context of the Republic of Moldova.

Deliverables

Key Deliverables and Timeframe

The selected national consultant will be responsible for delivering the following specific outputs, comprising of the main milestones:

No	Activities and Deliverables	Tentative timeframe for completion of task	Tentative # of days required for accomplishment of task	Percentage of milestone/output
1	Edited final version of the manual on gender equality for the Military Academy, following close consultation and agreement with the lead author	<i>By April 10, 2017</i>	<i>Up to 7 days</i>	100 %
2	Proofread final version of the translated in Romanian “Women’s Guide to Security Sector Reform” and brief written suggestions to UN Women on possible use of the Guide in the Republic of Moldova	<i>By April 15, 2017</i>	<i>Up to 2 day</i>	
3	Three presentations on gender equality and WPS developed and delivered during thematic sessions for different government institutions; Three different PPTs should be prepared for each institution adapted to its mandate and the expected target audience, as well as any relevant handouts; The draft PPTs and handouts should be submitted several days in advance of the sessions (as agreed with UN Women) and should be finalized based on UN Women’s feedback.	<i>By May 15, 2017</i>	<i>Up to 5 days</i>	
4	Participation in the meetings of the Government Working Group on WPS and provision of guidance on gender equality to its members (both during group meetings and in one-on-one sessions) to support development of high-quality action plan; Submit final report to UN Women which should contain: the specific inputs provided to the Government Working Group on WPS; list of meetings held; recommendations on future support needed in the area of WPS.	<i>By May 25, 2017</i>	<i>Up to 6 days</i>	
	Total		Up to 20 days	100%

All written deliverables should be agreed with UN Women and be provided in Romanian Language, hard (signed and electronic copy).

Duration of the assignment

The total duration of this assignment is tentatively planned for up to 20 days during 2 months starting on March 25, 2017,

with task being accomplished by May 25, 2017. The consultant is responsible for accomplish the deliverables set up in the table “Activities and Deliverables”.

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 Programme Coordinator shall be the only criteria for Consultant’s work being completed and eligible for payment/s.

Management arrangements

Organizational Setting: The National Consultant will work under the direct supervision and guidance of UN Women Programme Coordinator. The Consultant will report to the UN Women Programme Coordinator.

Contributions: UN Women Moldova will put at the disposal of selected individual all available materials and necessary information for tasks achievement and will facilitate the meetings, as needed. During assignment’s related missions, the Consultant may use the facilities of the office (i.e. internet access, printing, copying, local phone calls, etc.). However, s/he is expected to use his/her own personal computer.

Location of work:

The National Consultant will not be located in the UN Women Office for the implementation of the assignment.

Other logistic arrangements

National Consultant will be responsible for all administrative issues associated with undertaking this assignment.

Performance evaluation

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 1 installment upon the satisfactory submission of the deliverables cleared by UN Women Programme Coordinator to certify that the services have been satisfactorily performed.

Competencies

Functional Competencies:

- Mature judgment and initiative;
- Ability to think out-of-the-box;
- Promotes the vision, mission, and strategic goals of UN Women
- Ability to work in multi-disciplinary and multi-cultural teams
- Ability to work under pressure against strict deadlines
- Ability to present complex issues persuasively and simply
- Displays cultural, gender, religion and age sensitivity and adaptability.

Required Skills and Experience:

Education:

- Advanced university degree in gender equality, women’s studies, social studies, development studies or related field;

Experience

- At least five years of proven track record of working on gender equality and women’s empowerment in the Republic of Moldova.
- Demonstrated experience and advanced knowledge in training and advising government counterparts in the area of gender equality
- Experience of working with the Moldovan security sector institutions

- Record of publications in the field of gender equality will be an asset

Language Requirements:

- Excellent command of Romanian language.
- Working knowledge of English and Russian language

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 mobilization of excluded communities for participation and inclusion
- Duly filled Personal History Form (P11) and/or CV, including records on past experience in similar projects/assignments and specific outputs obtained; P11 can be downloaded at <http://www.unwomen.org/about-us/employment>;
- Financial proposal (in MDL) - Specifying a total lump sum amount for the tasks specified in this Terms of Reference). The financial proposal shall include a breakdown of this lump sum amount (daily rate and number of anticipated working days and any other possible costs); Please see Annex I: Price Proposal Guideline and Template and Annex II: Price Proposal Submission Form

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.

Evaluation Procedure

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

- Advanced university degree in gender equality, women's studies, social studies, development studies or related field;
- At least five years of proven track record of working on gender equality and women's empowerment in the Republic of Moldova
- Fluency in Romanian and working knowledge of English and Russian language

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 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	Maximum points
1.	Advanced university degree in gender equality, women's studies, social studies, development studies or related field (<i>Master - 40 pts; PhD – 50 pts</i>);	50
2.	At least five years of proven track record of working on gender equality and women's empowerment in the Republic of Moldova (<i>Up to 5 years- 0 pts, 5 years –60 pts, each year over 5 years – 10 pts, up to a max of 100 pts</i>);	100
3.	Demonstrated experience and advanced knowledge in training and advising government counterparts in the area of gender equality (<i>Up to 80 pts</i>);	80
4.	Experience of working with the Moldovan Security Sector institutions (<i>Up to 60 pts</i>);	60
5.	Record of publications in the field of gender equality will be an asset (<i>Up to 25 pts</i>);	25
6.	Excellent command of Romanian language. Working knowledge of English or Russian language (<i>15 pts - fluency in Ro, 10 pts –working English, 10 pts- working Russian</i>)	35
	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 240 points), will be compared.

WINNING CANDIDATE

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

Annex I: Price Proposal Guideline and Template

The prospective National Consultant should take the following explanations into account during submission of his/her price proposal.

1. Lump Sum Amount

The price proposal should indicate a "lump sum amount" which is "all-inclusive"; All costs (professional fees, living allowances, communications, consumables, travel and accommodation expenses during field related missions, etc.) that could possibly be incurred by the Contractor needs to be factored into the proposed price.

UN Women will not withhold any amount of the payments for tax and/or social security related payments. UN Women shall have no liability for taxes, duties or other similar charges payable by the Individual Contractor in respect of any amounts paid to the Individual Contractor under this Contract, and the Contractor acknowledges that UN Women will not issue any statements of earnings to the Individual contractor in respect of any such payments.

Contract price is fixed to activities/deliverables indicated in the ToR, regardless of the changes in the cost components (such as days invested for completion of the deliverables.)

2. Travel costs

Not applicable.

3. Daily Subsistence Allowance

Not applicable.

4. Currency of the price proposal

The applicants are requested to submit their price proposals in MDL. In case of proposals in other currency, these shall be converted into MDL using the official UN exchange rate for currency MDL conversion to MDL at the date of applications' submission deadline.

Annex II: Price Proposal Submission Form

To: United Nations Entity for Gender Equality and the Empowerment of Women

Ref: **National Consultant to provide expert support on gender equality to security institutions**

Dear Sir / Madam,

I, the undersigned, offer to provide professional consulting services to UN Women within the scope of the referred Assignment.

Having examined, understood and agreed to the Terms of Reference and its annexes, the receipt of which are hereby duly acknowledged, I, the undersigned, offer to deliver professional services, in conformity with the Terms of Reference.

My maximum total price proposal for the assignment is given below:

A. Cost Breakdown per Deliverables*

Deliverables	Payment Amount (As percentage of total contract price)	Proposed Price
Edited final version of the manual on gender equality for the Military Academy, following close consultation and agreement with the lead author	%35	
Proofread final version of the translated in Romanian "Women's Guide to Security Sector Reform" and brief written suggestions to UN Women on possible use of the Guide in the Republic of Moldova	%10	
Three presentations on gender equality and WPS developed and delivered during thematic sessions for different government institutions; Three different PPTs should be prepared for each institution adapted to its mandate and the expected target audience, as well as any relevant handouts; The draft PPTs and handouts should be submitted several days in advance of the sessions (as agreed with UN Women) and should be finalized based on UN Women's feedback.	%25	
Participation in the meetings of the Government Working Group on WPS and provision of guidance on gender equality to its members (both during group meetings and in one-on-one sessions) to support development of high-quality action plan; Submit final report to UN Women which should contain: the specific inputs provided to the Government Working Group on WPS; list of meetings held; recommendations on future support needed in the area of WPS.	%30	
TOTAL AMOUNT	%100	MDL.....

**Basis for payment tranches*

A. Cost Breakdown by Cost Component¹:

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):				
- Communications costs				
- Other relevant costs				

I confirm that my financial proposal will remain unchanged. I also confirm that the price that I quote is **gross**, and is inclusive of all legal expenses, including but not limited to social security, income tax, pension, visa etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me for 90 days.

I understand that you are not bound to accept any proposal you may receive.

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email:

ⁱ 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.