

TERMS OF REFERENCE

International Consultant to provide support to UN Women innovation initiative in HIV and EAW areas

Location:	Home-based, with travel to districts of Moldova
Primary category:	Women's empowerment
Type of Contract:	Individual consultant
Languages Required:	English, Russian
Application Deadline:	14 May 2017
Starting Date: (date when the selected candidate is expected to start)	22 May 2017
Duration of Contract:	up to 60 days within May - December 2017 (of which up to 25 – home based and up to 35– missions to districts of Moldova)

BACKGROUND

UN Women is operational in Moldova since 2010. Currently, it is implementing its Strategic Note for 2014-2017. UN-Women closely cooperates with the government, civil society, and private sector to advance social, economic and political rights and opportunities for women and girls, placing special focus on those from marginalized groups. These include, but not limited to rural women, Romani women, women with disabilities, young women, women living with or affected by HIV, women survivors of violence and trafficking, women migrants, elderly women and women in Transnistria and Gagauzia. We work with them to challenge the stereotypical image of women. We apply new tools to ensure women's proactive engagement in designing, prototyping and implementing the state policies and plans. Thus, UN-Women's operation in Moldova focuses on bringing about concrete change in the lives of women and the society through the following three key areas.

Eliminating Violence Against Women. UN-Women employs adaptive solutions by empowering survivors of violence from various backgrounds to speak up and advocate for concrete actions with their peers as well as with authorities and the media. This approach so far has led to changing perceptions of survivors by the authorities, media and other women, so they are acknowledged and involved as the key experts (**positive champions or positive deviants**) in eliminating VAW in legislative, policy, institutional and community level initiatives. Lately, UN-Women has started to mobilize other actors of society including youth, religious leaders, former perpetrators, judicial staff, police, members of the artistic community, so that under the leadership of the survivors of violence, the 'whole of society' can produce long-overdue results for women. Apart from these, UN-Women has continued the conventional technical interventions/solutions, such as support to government authorities and civil society partners to implement provisions of the Domestic Violence Law (2008) and strengthening the legislative framework by further aligning it to international norms and standards. UN-Women's next Strategic Note for 2018-2022 in Moldova will build on these results and further inform support to the country in this area of work at all levels.

Women in Politics and Leadership. Women's opportunities to hold elected office in Moldova are still low, with women from marginalized groups virtually absent from decision-making positions. In response to these challenges, UN-Women is leading a comprehensive UN joint programme on promoting women in politics, implemented together with UNDP and two civil society organizations. Partnerships are forged with legislators, institutions and community leaders to empower them to increasingly work with women, especially those who are marginalized from the decision-making, thus enabling the women to lead the required changes. This is being done through community level mentoring and role modeling, exchange of good practices and establishment of self-support networks, especially among women elected for the first time in Parliament and local councils or appointed as mayors. UN-Women will work further to strengthen the networks between women from all levels and continue legislative and policy work in order to ensure women's fair access to politics and real influence in a sustainable manner.

Women's Economic Empowerment. UN-Women has initiated a number of strategic actions in this area. The first state strategy for women's entrepreneurship was jointly created with women in business and currently being considered by the Government. Additionally, the government launched a process of re-engineering public services (as part of the Public Services Modernization Reform agenda) by taking over a successful public services provision model through one-stop shop

piloted by UN-Women. For over two years, more than 100 girls, including Romani girls, girls with disabilities, girls who experienced violence and girls who are left behind by their migrant parents, benefited from an initiative on information and communication technologies (ICTs) as one of the promising employment and self-employment opportunities. UN Women also works closely with policy makers to adopt state programmes that empower women in technology and entrepreneurship.

Together with Government and national counterparts, the organization has fully embraced the call for exploring innovative ideas to find sustainable and transformative solutions as envisaged by Agenda 2030. UN Women jointly with CSO partners continues working on mainstreaming innovation approach throughout all results areas with a focus on women survivors of violence and women living with HIV.

Therefore, UN Women is seeking to hire an individual international consultant to provide support in innovating in HIV and help local partners work out loud with innovation experience.

SCOPE OF WORK

The main objective of this assignment is to facilitate and provide support in testing new approaches working with the community of people living with HIV and provide advice to UN Women on further expanding these initiatives. For that, the consultant will be responsible for the following major tasks:

1. Document the Innovation in HIV, that was tested by UN Women through the local partner NGO “Initiativa Pozitiva” with the main purpose to further share the experiences with the wider community in the field of HIV/AIDS. This will include, but not limited to:
 - a. Undertake interviews with the Positive Deviants from among women and men living with HIV, from Moldova;
 - b. Undertake a User-Journey and document the unique practice of the Women and Men Positive Champions (UN Women can provide the tools);
 - c. Undertake a process mapping of the NGO “Initiativa Pozitiva”, to illustrate their approach applied throughout the work within UN Women’s Innovation prototype;
 - d. Engage this and other NGOs into the above processes as an on-the-job learning for further replication of the tested approach in their outreach work.
2. Assist UN Women Moldova Country office to work-out loud about the Innovation experience. For this,
 - a. Develop a proposal for dissemination of the tested model at the community, national, regional and global level;
 - b. Disseminate the model at the afore-mentioned levels;
 - c. Develop two articles for the dissemination within UN Women and the UN system on the practices of UN Women Moldova Country Office in close collaboration with UN Women Communication team.
3. Provide advice to UN Women Moldova Country Office on how to expand/build on the existing practice from Innovation in HIV during the next Strategic Note covering 2018-2022. This will include the following actions, but not limited to:
 - a. Review UN Women guiding strategic documents, including in the field of HIV;
 - b. Organize e-meeting/s with UN Women Headquarters section on HIV with the view to engage them in the strategizing process;
 - c. Participate in the relevant UN Women meetings, Conferences, retreats organized in Moldova, and if needed, outside of the country representing UN Women Moldova Country Office;
 - d. Organize co-creation meeting with the Women Positive Champions from among the HIV Community to obtain their advice/support to UN Women;
 - e. Develop a brief proposal for UN Women Moldova Country Office management consideration for the upcoming 2018-2022 plan.
4. Provide advice and facilitation to strengthen collaboration between the HIV related NGOs in Moldova from the perspectives of engendering their work as well as integrating Innovation in their practices:
 - a. Undertake/update a mapping of the NGOs by concrete categories;
 - b. Develop a concept for strengthening collaboration between the NGOs.;
 - c. Facilitate their networking as per schedule agreed with UN Women;
 - d. Provide practical advice and capacity building for the participants of the network.

5. Build capacity of the Positive Deviants from among the women living with HIV to be able work with other community members to become champions:
 - a. Capacity building of Women Positive Champions on story telling and empowering other women;
 - b. Cooperate with the relevant NGOs to support the networking of Women Positive Champions;
 - c. Engaging Men and Boys for the empowerment of Women Positive Champions.

DELIVERABLES AND TIMEFRAME

The selected consultant will provide monthly progress reports to include activities undertaken, results achieved, challenges and way forward. It is expected that the consultant will provide the following deliverables:

No	Deliverables and activities	Timeframe and indicative number of days
1	UN Women Moldova Innovation in HIV experience is documented, including by: <ol style="list-style-type: none"> a. undertake interviews with women living with HIV – positive champions from Moldova; b. map out the process of NGO “Initiativa Pozitiva” in applying new approaches in their work; engage this and other NGOs into the above processes as an on-the-job learning for further replication of the tested approach in their outreach work; 	10 days (in Moldova) By June 2017
2	Support to UN Women Moldova office is provided on working-out loud about the Innovation experience, including: <ol style="list-style-type: none"> a. A proposal for dissemination of the tested model at the community, national, regional and global level is presented; b. At least two articles on UN Women Moldova innovation in HIV are developed for the dissemination within UN Women and the UN system 	10 days (home based) By mid December 2017
3	Support is provided to UN Women Moldova Country Office on existing practice from Innovation in HIV during the next Strategic Note covering 2018-2022, to include: <ol style="list-style-type: none"> a. UN Women guiding strategic documents, including in the field of HIV are reviewed and proposal developed on their improvement/adaptation based on existing practices; b. At least two e-meeting/s with UN Women Headquarters section on HIV are organized with the view to engage them in the strategizing process; c. At least 2 co-creation meetings with the Women Positive Champions from among the HIV Community are organized to obtain their advice/support to UN Women; 	10 days (5 in Moldova and 5 home based) By November 2017
4	Advice and facilitation to strengthen collaboration between the HIV related NGOs in Moldova is provided for engendering their work as well as integrating Innovation in their practices. This will include: <ol style="list-style-type: none"> a. A mapping of the NGOs in HIV filed is undertaken/updated by concrete categories; b. A concept for strengthening collaboration between the NGOs is developed. c. Networking of NGO is facilitated (through regular meetings and communication) as per schedule agreed with UN Women. At least 2 capacity building session are provided to participants of the network 	15 days (10 in Moldova and 5 Home based) By mid December 2017
5	Women Positive Champions are trained on storytelling and empowering other women,	5 days (in Moldova) By July 2017
6	HV related NGOs are trained to support the networking of Women Positive Champions and engaging Men and Boys for the empowerment of Women Positive Champions.	5 days (in Moldova) By October 2017
7	Final report with all documentation and evidences attached	5 days (home based) By mid December 2017
TOTAL		60

DURATION:

It is expected that the assignment starts end-May 2017 and is completed by end December 2017.

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 Specialist shall be the only criteria for Consultant's work being completed and eligible for payment/s. Please also note that UN Women Moldova Programme Specialist may request additional sub-deliverables in order to monitor the progress of the assignment.

MANAGEMENT ARRANGEMENTS

The Consultant will work under the overall guidance and direct supervision of UN Women Moldova Programme Specialist and in close collaboration with NGO "Initiativa Pozitiva" and other UN Women partner NGOs working in the area of eliminating violence against women and girls.

The Consultancy envisages extensive work with NGO partners in Chisinau and in the field and does not require full time presence in the office. However, UN Women will provide space for occasional work in the office, including for meetings, and learning sessions with access to Internet and printer. The estimated time in the office will be up to 40%.

The selected Consultant shall sign a contract with UN Women for stipulated assignment, as stated above.

TRAVEL

This is a home-based assignment with frequent field visits to Moldova. Throughout the assignment, the Consultant is expected to conduct at least 3 missions to Moldova (tentatively in May, August and November) which needs to be factored in the proposal, with 30 indicative working days to be spent in Moldova.

Only local travel of the consultant from/to Chisinau and districts of Moldova will be ensured by UN Women Moldova office with prior coordination. Other travel, including international, has to be covered by consultant.

PERFORMANCE EVALUATION

Consultant's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered. All reports must be provided in English, electronically.

FINANCIAL ARRANGEMENTS

Payment will be disbursed to the consultant in three installments, upon submission and approval of the two intermediary and one final report on deliverables and achieved results and certification by the supervisor that the services have been satisfactorily performed with following tentative timeframe:

1st installment (40%) – upon approval of the first intermediary report, stating deliverables and activities performed by end July, (payment by mid-August);

2nd installment (40%) – upon approval of second intermediary report, stating deliverables and activities performed by end October (payment by mid-November);

3rd installment (20%)– upon approval of the final report, with description of all deliverables and activities, by mid-December (payment by end December).

COMPETENCIES:**Core Values:**

- Respect for Diversity;
- Integrity;
- Professionalism.

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues;

- Accountability;
- Creative Problem Solving;
- Effective Communication;
- Inclusive Collaboration;
- Stakeholder Engagement;
- Leading by Example.

Please visit this link for more information on UN Women's Core Values and Competencies: <http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf>.

REQUIRED SKILLS AND EXPERIENCE

Education:

- Advanced degree in gender equality, human rights, public health, sociology or any other related science;
- Additional trainings and certifications on HIV is an asset.

Experience:

- At least 5 years of progressive working experience at international level in the design, management and implementation of HIV related development assistance projects and good knowledge of the regional, global HIV related platforms;
- At least 5 years of proven work experience in the field of public health related to HIV, service delivery, of which at least 3 years related to work on improving service delivery through building national capacities of HIV community NGOs;
- At least 3 years records of working/collaborating with local government and NGOs in assisting/supporting drafting policy recommendations/ policy reports and coordinating activities for the improvement of life of women and men living with HIV;
- At least one year of experience in applying co-creation, design thinking and other innovation tools and techniques in the development area is required;
- At least 2 years proven experience in working with international organizations (successful experience in working with UN agencies is an asset).

Language Requirements:

- Fluency in written and oral Russian and English are required;
- Working knowledge of one or more additional languages relevant for Moldova, including Romanian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

Other Skills

- Knowledge and skills of relevant computer applications of MS Office applications (Word, Excel, Power Point), knowledge of Internet communications and command is required.

EVALUTATION PROCEDURE

Interested candidates are invited to submit their online applications by 14 May 2017 with the following documents.

- Duly filled Personal History Form PHF11/CV;
- Letter of Intent to include a brief overview about which of your previous experiences makes you the most suitable candidate for the advertised position;
- Financial proposal (with breakdown of fee on a per day basis).

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

1. Advance Degree in gender equality, human rights, public health, sociology or any other related science;

2. At least 5 years of progressive working experience in the design, management and implementation of HIV related development assistance projects;
3. Fluency in written and oral Russian and English is required.

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 maximum 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.

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

No.	Criteria for technical evaluation	Max. points
1.	Advanced Degree in gender equality, human rights, public health, sociology or any other social science; (40 pts for advanced degree, up to 20 points for additional trainings)	60
2.	At least 5 years of progressive working experience at international level in the design, management and implementation of HIV related development assistance projects and good knowledge of the regional, global HIV related platforms; (5 years – 30 pts, each year over 5 year – 10 pts up to a maximum of 50 pts)	50
3.	At least 5 years of proven work experience in the field of public health related to HIV, service delivery, of which at least 3 years related to work on improving service delivery through building national capacities of HIV community NGOs; (5 years – 40 pts, each year over 5 year – 10 pts, up to a maximum of 60 pts)	60
4.	At least 3 years records of working/collaborating with local government and NGOs in assisting/supporting drafting policy recommendations/ policy reports and coordinating activities for the improvement of life of women and men living with HIV (3 years – 40 pts, each year over 3 year – 5 pts, up to a maximum of 60 pts)	60
5.	At least one year of experience in applying positive deviance approach, co-creation, design thinking and other innovation tools and techniques in the development area is required; (one year – 20 pts, each year over 2 years – 10 pts, up to a maximum of 40 pts)	40
6.	Proven experience in working with international organizations (successful experience in working with UN agencies); (10 points for 2 years, 10 points for each year over 2 years, up to a maximum of 30 points)	30

7.	Fluency in written and oral Russian and English. Knowledge of Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset. (Russian – 15 pts, English – 15 pts, and any other language relevant to Moldova – 10 pts)	40
8.	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).

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.

Annex I: Price Proposal Guideline and Template

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

1. Daily fee

The daily price proposal should indicate a "lump sum amount" which is "all-inclusive"; All costs (professional fees, communications, consumables 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.

2. Travel costs

UN Women will ensure transportation to local communities. UN Women will not cover international transportation cost and those within Chisinau.

3. Daily Subsistence Allowance

Not applicable.

4. Currency of the price proposal

The applicants are requested to submit their price proposals in USD. In case of proposals in other currency, these shall be converted into USD using the official UN exchange rate for currency conversion to USD 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: International consultant to provide support to UN Women innovation initiative in HIV and EAW areas

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:

Costs	USD
Daily fee, all inclusive	
Cost of missions to Moldova (travel, etc.)	
Total price for up to 60 working days, including missions to Moldova	

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, etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me for 60 days.

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

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email: