

TERMS OF REFERENCE

for a National Consultant to support the Ministry of Labour Social Protection and Family to coordinate and facilitate the process of developing the 6th national periodical report on CEDAW implementation

Type of Contract:	Special Service Agreement (SSA)
Post level:	National Consultant
Location:	Chisinau, Moldova
Language required:	Romanian, English
Application Deadline:	11 June 2017
Expected duration of the assignment:	Up to 24 working days within a 5 months' calendar period
Expected Start Date:	19 June 2017

1. Background Information

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 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 and further implementation of the new National Strategy on Ensuring Gender Equality (2017-2021). 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".

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 21st 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.

2. Justification

Since independence, Government of the Republic of Moldova with the support of international community has strongly embarked on promotion of gender equality in Moldovan society. Several significant results were already achieved. Thus, on 1st July 1994 the Republic of Moldova ratified the Convention on the Elimination of all forms of Discrimination against Women (CEDAW), in February 2006 the country acceded to the Optional Protocol to CEDAW and in February 2017 Moldova signed the Council of Europe Convention on preventing and combating violence against women and domestic violence. By nationalizing and further fully committing to implementing the Sustainable Development Agenda, Moldova will reiterate its interest in achieving gender equality and empowering women.

Given the Moldova's adherence and alignment to the aforementioned acts, several strategic actions aimed at aligning the national regulatory framework to the international, European and regional standards on gender equality were carried in the legislative and executive fora.

The analysis on gender equality situation in the Republic of Moldova reveals the most problematic areas, such as women's empowerment in politics, economic and social areas, and domestic violence. Thus, the Government, civil society and development partners have implemented and supported many initiatives and projects in order to achieve improvements in these areas.

Following the CEDAW ratification, since 2000, Republic of Moldova has been reporting periodically to the CEDAW Committee on the progress achieved in ensuring women rights at country level, in line with national and international gender equality commitments, thus reports being drafted in 2000, 2006 and 2011.

The next country report must be submitted to CEDAW Committee by October 2017 in order to analyze the present status of women's human rights and gender equality and to define concrete gaps for further practical actions by various stakeholder in the country.

Following the mandate of UN Women, a further support will be provided to the Government of the Republic of Moldova to conform to international gender equality agreements and assumed international commitment. Therefore, UN Women is looking for a National Consultant, to support the MLSPF in facilitating and coordinating the process of developing the 6th national periodical report on CEDAW implementation.

3. Scope of Work

The National Consultant is expected to support the Department of policies on ensuring equality between women and men (DEO), Ministry of Labour Social Protection and Family (MLSPF), in facilitating and coordinating the process of developing the 6th national periodical report on CEDAW implementation, as well as enhancing the capacities of the national gender focal points within the line ministries to better understand and provide relevant and comprehensive information from sectorial perspective, related to both CEDAW recommendations and Convention's articles.

4. Tasks, Activities and Timeframe

The National Consultant is expected to carry out the following tasks:

No.	Tasks and activities	Estimated workload (workdays)	Tentative timeframe for completion of task	Percentage of milestone/output
1.	Support DEO in organizing the first workshop for gender focal points within line ministries and other relevant central public authorities to inform them about the rules and procedures of reporting established in according with UN standards	Up to 1 day	By June 30, 2017	70%
2.	Organize thematic working meetings with relevant central public authorities, aimed at enhancing the quality of stakeholders' reporting, taking into consideration the last CEDAW country report and the CEDAW Recommendations from 2013 (at least 5 meetings)	Up to 15 days	By August 31, 2017	
3.	Prepare PPT presentation based on summarized report for discussing it during public consultation and ordinary meeting of Parliamentary Commission on human rights, Governmental commission for gender equality and specialized national Committee within MFAEI	Up to 1 days	By August 31, 2017	
4.	Review inputs of the reporting central public authorities and provide support to DEO in the process of preparing the first draft of the report and further discussing it in public consultations with representatives of state stakeholders, civil society and Parliament	Up to 5 days	By September 29, 2017	30%

5.	Make the necessary adjustments/updates in the report based on the proposals received from all relevant stakeholders (till the final submission and approval of the report)	Up to 2 days	By October 31, 2017	
	Total	Up to 24 days		100%

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.

5. Deliverables:

The National Consultant will be responsible for delivering the following outputs:

1. First draft of the CEDAW report, including Annexes (statistics and other relevant materials), by September, 2017;
2. Informative notes on operated amendments in the draft CEDAW report, based on the recommendation received during sectorial meetings and consultations, submitted after each event.
3. PPT presentations based on summarized report, by September, 2017;
4. Adjusted and updated CEDAW report based on the proposals received from all relevant stakeholders, by October, 2017.

6. Duration of the assignment

The total duration of the contract is tentatively planned for up to 24 days during 5 months' calendar starting with 19 June 2017.

7. Management arrangements

Organizational Setting: The National Consultant will work under the overall guidance and in close cooperation with DEO, under direct supervision of the UN Women National Programme Officer.

8. 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.

9. Performance evaluation

National Consultant's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

10. Financial arrangements

Payment will be disbursed in 2 instalments, upon submission and approval of deliverables by the National Program Officer that the services have been satisfactorily performed.

11. Required Skills and Experience

Education:

- University Degree in human rights, gender studies, public relations, development studies and/or other social science related areas relevant for the assignment, Master Degree is an asset;
- Other formal education relevant for the assignment.

Experience:

- At least 5 years of proven work experience in the field of gender equality, human rights and development;
- At least 3 years of proven work experience/collaboration with the Government sectors in assisting/supporting drafting policy recommendations/ policy reports, coordinating activities;
- Proven experience in developing analytical works in gender equality field would be an asset;
- At least 2 years of proven experience in working with international organizations (successful experience in working with UN agencies is an asset).

Language Requirements:

- Excellent command of Romanian and English knowledge of Russian would be an asset

12. Application Procedure:

Interested candidates are invited to submit their online applications by **11 June 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;
- List of the analytical works/documents developed in the gender equality field;
- Financial proposal (in MDL) - specifying an all-inclusive fixed total contract price, supported by a breakdown of costs as per template provided.

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.

13. Evaluation of Applicants:

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

- University Degree in human rights, gender studies, public relations, development studies and/or other social science related areas relevant for the assignment;
- Formal education relevant for the assignment;
- At least 5 years of proven work experience in the field of gender equality, human rights and development;

For evaluation of short-listed candidates, a cumulative analysis scheme will be applied 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 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).

#	Criteria for technical evaluation	Max. points
1	University degree in human rights, gender studies, public relations, development studies and/or other social science related areas relevant for the assignment; (University – 30 pts; Master - 35 pts; PhD – 40 pts); Formal education relevant for the assignment (10 pts);	50
2	At least 5 years of proven work experience in the field of gender equality, human rights and development; (5 years – 60 pts, for each year over 5 years – 10 pts, up to a max of 70 pts);	80

#	Criteria for technical evaluation	Max. points
3	At least 3 years of proven work experience/collaboration with the Government sectors in assisting/supporting drafting policy recommendations/ policy reports, coordinating activities; (3 years – 50 pts, each year over 3 years – 10 pts, up to a max of 70 pts);	80
4	Proven experience in developing analytical works in gender equality field would be an asset; (based on the list of analytical documents development);	70
5	At least 2 years of proven experience in working with international organizations (successful experience in working with UN agencies is an asset) (2 years –20 pts, each year over 2 year –5 pts, up to a maximum of 40pts)	40
6	Excellent command of Romanian and English, knowledge of Russian would be an asset (Romanian – 10 pts, English – 10 pts, Russian – 10pts)	30
	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).

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. 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 not cover transportation cost within Chisinau.

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 support the Ministry of Labour Social Protection and Family to coordinate and facilitate the process of developing the 6th national periodical report on CEDAW implementation

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:

Deliverables	MDL
Daily fee all inclusive	
Total price for 24 working days	

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 30 days.

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

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email: