

Terms of Reference

Team of two national consultants to provide expert support to the Working Group on drafting the National Action Plan on implementation the UN SCR 1325

Practice Area:	Women's Empowerment
Duty Station :	Chisinau, Moldova
Application Deadline :	July 3, 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)	July 17, 2017
Expected Duration of Assignment :	Up to 40 working days in the period of July 17 – December 5, 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.

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. 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 guidance in the realization of the project “Moldova’s National Plan to Implement UN Security Council Resolution 1325”, implemented by these two institutions in partnership with Ministry of Defense, towards ensuring that all partner’s efforts are complementary and place the national partners in the driver’s seat.

UN Women also supported the process of developing the new National Strategy for Gender Equality for 2017-2021 adopted on April 28, 2017² and 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*.

An important breakthrough occurred in May 2017, when after months of deliberations and advocacy, Government Decision was adopted (Order no. 54-d from May 29, 2017) which formally launches the process of developing National Action Plan (NAP) on the Implementation of UN SCR1325. The decision establishes a Working Group led by Deputy Prime Minister and consisting of Deputy Ministers of all relevant Ministries and government agencies. It mandates that a NAP should be developed within 6 months’ period. The Ministry of Defense is acting as the Secretariat of the Working Group.

The Ministry of Defense has requested UN Women support in the NAP development process and UN Women has committed to provide expert and facilitation support.

Objective

For this purpose and in line with its 2017 Annual Work Plan in the area of Women, Peace and Security, UN Women plans to recruit a team of two national consultants to provide expert support to the Working Group on drafting the National Action Plan on implementation the UN SCR 1325 on the role of women in ensuring peace and security.

The team of two national consultants will work under the supervision of the UN Women Programme Coordinator, in partnership with the established Working Group and in close collaboration with Ministry of Defense relevant focal points.

Tasks

With the aim to develop the first ever NAP on SCR1325 in the Republic of Moldova, the following tasks will be undertaken by the two consultants:

1. Attend the meetings organized by Working Group (WG) on preparation of the National Action Plan (NAP) on implementation of UN SCR 1325 and any other technical level meetings that will be organized per the initiative of the WG. It is expected that Working Group should meet on a regular basis (frequency and number of meetings to be decided) and when needed, in full composition or in sectorial/ thematic groups. During the meetings, national consultants will be responsible to record all proposals and suggestions made by Working Group members.

Tentative timeframe: up to 10 working days

2. Between Working Group’s meetings, national consultants will be responsible for the following:
 - Mapping of all studies/policies/strategies existing in the area of women in peace and security;

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

² Adopted based on the Government decision no. 259 and published in the Official Gazette no. 171-180 on June 2, 2017

- Review of the results achieved in Moldova so far in above- mentioned area, including, but not limited to:
 - Law on ensuring equal opportunities between women and men;
 - Law on ensuring equal opportunities;
 - Law no. 71 as of April 14, 2016, of completion and modification of some legal acts;
 - National Strategy on Gender Equality for 2017-2021;
 - Etc.
- Document positive practices of adoption of the NAPs and/ or other mechanisms in the area of women in peace and security, as:
 - NAPs on UN SCR 1325 adopted by other countries, as Bosnia and Herzegovina, Estonia, Georgia, Serbia, Spain, Sweden, the Ukraine.
 - All other existing resources and/ or studies on National Action Plans
- Revise and structure all the proposals and suggestions made by Working Group members in order to include them in the draft National Action Plan.
- Identify key priority issues for the following 4 years (2018-2022), taking into account the outcome of the meeting *Strengthening Inclusive Strategies for Peace and Security Through Regional Learning Exchange* (May 17 to 19, 2017) at which possible priorities for future NAP were identified;
- Draft relevant NAP priorities for the years 2018-2022.

Note: UN Women may provide to the team of national consultants some relevant information to be used for the assignment

Tentative timeframe: up to 20 working days

3. Based on all of the above, the national consultants will:
 - draft the National Action Plan
 - draft M&E part, with proposed 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. When developing M&E part, the national consultants shall take into account the three-tier approach to indicators (available data, data that needs further processing, not available data)
 - present the draft NAP to the Working Group members for their feedback
 - address all comments and suggestions presented by the Working Group members
 - finalize the draft of the NAP and present it to the public for final validation

Note: Consultations will be convened by the Ministry of Defence with their technical organization being supported by UN Women

Tentative timeframe: up to 10 working days

Remark: The expected duration of the assignment is up to 40 working days for both consultants. Each consultant is expected to be involved a total number of 20 working days and to submit her/ his financial proposal accordingly.

Deliverables

Key Deliverables and Timeframe

The selected team of two national consultants 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	A report on the mapping of all national and international studies/policies/strategies, as well as minutes from the participation within	By mid- August, 2017	Up to 15 working days	40%

	Working Group meetings and priorities for NAP			
2	Draft NAP for the years 2018-2022, including M&E part with proposed indicators and means of data collection and verification developed and presented	<i>By end- October, 2017</i>	<i>Up to 20 working days</i>	60%
3	Finalized draft of the NAP (consolidated based on all provided comments by the Working Group) presented to the WG for final validation	<i>By end- November, 2017</i>	<i>Up to 5 working days</i>	
	Total		Up to 40 days	100%

** Number of days are calculated for both consultants. The working days will be divided equally between team of national consultants.*

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.

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 40 days during 4 (four) months starting on July 17, 2017 with task being accomplished by December 5, 2017. The consultant is responsible for accomplish the deliverables set up in the table "Activities and Deliverables".

Management arrangements

Organizational Setting: The team of two national consultants will work under the direct supervision and guidance of UN Women Programme Coordinator, in partnership with established Working Group and in close collaboration with Ministry of Defense relevant focal points. The team of national consultants will report to the UN Women Programme Coordinator.

Contributions: UN Women Moldova will put at the disposal of selected individuals all available materials and necessary information for tasks achievement and will facilitate the meetings, as needed. During assignment's related missions, the Consultants may use the facilities of the office (i.e. internet access, printing, copying, local phone calls, etc.). However, they are expected to use their own personal computers.

Location of work:

The team of national consultants will not be located in the UN Women Office for the implementation of the assignment.

Other logistic arrangements

The team of national consultants 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 2 installments upon the satisfactory submission of the deliverables cleared by UN Women Programme Coordinator to certify that the services have been satisfactorily performed.

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

Required Skills and Experience:

Education:

- University degree in human rights, gender studies, public relations, development studies, law, statistics and/or other social or economic science related to the areas relevant for the assignment;

Experience:

- Minimum 5 years of proven experience working/collaborating with the Government sectors in assisting/supporting drafting policy recommendations/ policy reports, coordinating activities;
- Minimum 3 years of proven work experience in the field of gender equality, human rights and development;
- Work experience with international organizations, including UN agencies, will be considered an asset
- Work experience in developing researches, policies, studies, etc. in the field of women in peace and security will be considered an asset

Language skills:

- Excellent command of Romanian language. Working knowledge of English or 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:

- University degree in human rights, gender studies, public relations, development studies, law, statistics and/or other social or economic science related to the areas relevant for the assignment;
- Minimum 5 years of proven experience working/collaborating with the Government sectors in assisting/supporting drafting policy recommendations/ policy reports, coordinating activities;

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 further interview will be organized if needed, depending on the short-listed candidates' qualifications.

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

Nr.	Criteria	Maximum points
1.	University degree in human rights, gender studies, public relations, development studies, law, statistics and/or other social or economic science related to the areas relevant for the assignment (Bachelor- 40 pts; Master– 50 pts; PhD- 60 pts)	60

2.	Minimum 5 years of proven experience working/collaborating with the Government sectors in assisting/supporting drafting policy recommendations/ policy reports, coordinating activities (<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.	Minimum 3 years of proven work experience in the field of gender equality, human rights and development (<i>Up to 3 years- 0 pts, 5 years –40 pts, each year over 5 years – 10 pts, up to a max of 80 pts</i>);	80
4.	Work experience with international organizations, including UN agencies, will be considered an asset (<i>Up to 25</i>)	25
5.	Work experience in developing researches, policies, studies, etc. in the field of women in peace and security will be considered an asset (<i>Up to 50</i>)	50
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: Team of two national consultants to provide expert support to the Working Group on drafting the National Action Plan on implementation the UN SCR 1325

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
A report on the mapping of all national and international studies/policies/strategies, as well as minutes from the participation within Working Group meetings and priorities for NAP	40%	
Draft NAP for the years 2018-2022, including M&E part with proposed indicators and means of data collection and verification developed and presented	60%	
Finalized draft of the NAP (consolidated based on all provided comments by the Working Group) presented to the WG for final validation		
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.