

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 5 July 2017

Country: Republic of Moldova

Description of the assignment: National Consultant on Gender Mainstreaming and support to Women MPs Platform in the Parliament of the Republic of Moldova

Period of assignment/services: July – December 2017

Proposals should be submitted online by pressing the "Apply Now" button no later than **19 July 2017, 10:00 local time**

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: sergiu.galitchi@undp.org. UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all applicants.

1. BACKGROUND

The goal of the "Strengthening Parliamentary Governance in Moldova" Project, further on referred to as the SPGM Project, is designed to address the main needs of the Parliament of Moldova in the areas of legislation making, oversight and representation during the on-going process of domestic reform spurred by closer relations with the EU. The project is also assisting in making the Parliament's legislative activity more open, transparent and participatory through establishing tools and mechanisms for the engagement with the Civil Society, professional associations and general public. Project interventions will offer and encourage equal opportunity for male and female participation.

In line with the provisions of the Law on ensuring equal opportunities for women and men¹, the Parliament is vested with the duties of ensuring gender equality, specifically mandated to undertake the following: adopt a legislative framework that ensures equality between women and men in all spheres; monitor the implementation of the principle of equality between women and men in all directions and at all levels of state policy; and examine reports of the Government and Ombudsperson as regards the situation in the field, in accordance with legislation.

Within the framework of the previous stage of parliamentary support, under the UNDP Moldova Programme "Improving the Quality of Moldovan Democracy through Electoral and Parliamentary Support" (Democracy Programme), during June - October 2016, the Parliament has undergone a gender audit, which concluded with recommendations for the Parliament to become a more gender sensate institution.

The findings and recommendations of the audit focus on enhancing the capacities of the Parliament to better understand the gender concepts, including gender equality, and importance of gender mainstreaming, scrutinize legislation from a gender perspective and carry out efficient oversight of state institutions with responsibilities in the area of gender equality.² The audit has also identified the lack of technical expertise and capacity of Parliamentary Secretariat to undertake gender impact analysis, gender analysis, and gender budgeting.

To strengthen Parliament's capacity for gender mainstreaming, as part of the support under the UNDP Democracy Programme, a Gender Equality Action Plan for the Parliament (GEAP) has been developed. It outlines the Parliament's commitment to gender equality and details a clear set of objectives and processes that are set to achieve the commitment.

Furthermore, in March 2015, a Cross-Party Women's Caucus, Common Dialogue Platform for Women MPs of the Parliament of the Republic of Moldova (Women MPs Platform), has been established within the Parliament.³ The Women MPs Platform currently functions in line with its values and objectives, set in the Regulation. The core purpose of the Platform is to provide a forum for Women MPs to meet and be a collective voice for women, children and families in the Republic of Moldova, by advocating on their behalf, through collaboration with other MPs within Parliament and with other women and organizations outside of Parliament, to bring about sustainable peace,

¹ <http://lex.justice.md/viewdoc.php?action=view&view=doc&id=315674&lang=1>

² http://www.md.undp.org/content/moldova/en/home/library/effective_governance/auditul-de-gen-in-cadrul-parlamentului-republicii-moldova-spre-d/

progressive change, social cohesion and ensure the development and empowerment of women and girls throughout Moldova.

To support the efforts of the Parliament of the Republic of Moldova in becoming a gender sensitive institution and to enhance its capacities to ensure gender equality, the SPGM Project aims to provide technical assistance to facilitate the implementation of the Gender Action Plan of Parliament and strengthen internal functioning of the Women MPs Platform.

Additionally, the project will assist the Parliament to assess the impact of legislation from a Gender & Social Inclusion (G&SI) perspective and will seek to raise awareness about the importance of gender responsive budgeting and reporting, gender analysis and gender policy within the Parliament.

By means of project interventions, it is intended to generate a range of results which include a transparent and gender mainstreamed law-making process aiming at accelerating the reform and the effective oversight of the implementation of legislation related to SDGs and the EU integration agenda.

To ensure that SPGM Project achieves its expected outcome and that activities implemented under the SPGM Project are planned and implemented, so that the different needs and roles of women and men are reflected in the project interventions, the Project is seeking to hire a national consultant on gender mainstreaming.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The national consultant's expected role is to provide support, recommendations and guidance for mainstreaming gender more effectively in the SPGM project documents and activities. Additionally, the national consultant will be expected to work collaboratively with other experts who may be hired to provide gender-related services to other aspects of the SPGM Project.

For detailed information, please refer to Annex 1 – Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Educational background:

- Master degree or equivalent (5-years university education) in social sciences, human rights, or any other relevant field;

Working experience:

- At least 5 years of progressively responsible professional experience in human rights, gender equality and women/gender-related topics in Moldova;
- Record of at least 3 assignments of similar size and degree of complexity as consultant in the area of gender mainstreaming in projects, programmes or policies;
- Experience in similar positions in UNDP and/or other international projects are a strong advantage.

Competences:

- Knowledge of analytical methods and tools for mainstreaming gender related areas is considered an asset;
- Sound understanding of gender and development issues in Moldova;
- Ability to communicate effectively orally and in writing, draft reports, organize and meet expected results, provide strategic advice in her/his area of expertise, adapt to different environments (cultural, economic, political and social);
- Excellent skills in analysis, negotiations, leadership and overall diplomatic skills;
- Fluency in Romanian, Russian and English.

Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

UNDP 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.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Methodological Proposal that should explain why they are the most suitable for the work including experience in similar assignments and the relation to the above-required qualifications.
2. Financial proposal (in USD), specifying a fee per day and total requested amount including all related costs, e.g. fees, per diems, travel costs, phone calls etc.;
3. Duly filled in and signed Personal History Form (P11) and at least 3 names for a reference check.

4. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to

assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In case of unforeseeable travel for the business purpose, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

5. EVALUATION

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

- Master degree or equivalent (5-years university education) in social sciences, human rights, or any other relevant field;
- At least 5 years of progressively responsible professional experience in human rights, gender equality and women/gender-related topics in Moldova;

The short-listed individual consultants will be further evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight – 60% (300 points);

* Financial Criteria weight – 40% (200 points).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
Master degree or equivalent (5-years university education) in social sciences, human rights, or any other relevant field;	<i>Master's or equivalent (or 5 years university degree) – 15 pts., PhD-20 pts</i>	20
At least 5 years of progressively responsible professional experience in human rights, gender equality and women/gender-related topics in Moldova;	<i>5 years – 20 pts., each additional year of experience – 5 pts., up to max. 45 points;</i>	45
At least 3 assignments of similar size and degree of complexity as consultant in the area of gender mainstreaming in projects, programmes or policies;	<i>3 assignments – 10 pts., each additional assignment – 5 pts., up to max. 30 points;</i>	35
Experience in similar positions in UNDP and/or other international projects are a strong advantage.	<i>Yes- 10 pts., No – 0 pts.</i>	10
Interview	<ul style="list-style-type: none"> • Knowledge of analytical methods and tools for mainstreaming gender related areas is considered an asset (<i>up to 40 pts.</i>); • Sound understanding of gender and development issues in Moldova (<i>up to 40 pts.</i>); • Ability to analyse, plan, communicate effectively orally and in writing, draft reports, organize and meet expected results, provide strategic advice in her/his area of expertise, adapt to different environments (cultural, economic, political and social) (<i>up to 50 pts.</i>); • Excellent skills in analysis, negotiations, leadership and overall diplomatic skills (<i>up to 40 pts.</i>); • Fluency in Romanian, English and Russian (<i>each language 5 pts., up to max 15 pts.</i>); • Proven commitment to the core values of the United Nations (<i>up to 5 pts.</i>); 	190

Maximum Total Technical Scoring	300
<u>Financial</u>	
<p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p><u>$S = F_{min} / F * 200$</u></p> <p>S – score received on financial evaluation;</p> <p>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;</p> <p>F – financial offer under consideration.</p>	200

Winning candidate

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

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS