

Terms of Reference

for national consultant for writing and disseminating success stories of women with disabilities

Location:	Chisinau, Moldova
Primary Category:	Women's empowerment
Type of Contract:	Individual Contract
Languages required:	Romanian, Russian
Application Deadline:	15 August 2017
Expected duration of the assignment:	31 December 2017
Starting Date: (date when the selected candidate is expected to start)	25 August 2017
Expected Duration of Assignment:	Up to 40 days during 4 months

BACKGROUND

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the 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 center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

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.

The issue of inequality is particularly acute for women from specific vulnerable groups who face multiple forms of discrimination and one of these groups is women with disabilities. According to Women with Disabilities' Profile¹ "Women with disabilities are one of the most vulnerable social groups, facing double discrimination, both in terms of gender, because they are women, and also because they have disabilities. About 5.4 thousand girls and 82.5 thousand women, including 30 thousand women of childbearing age, are part of this group. The highest prevalence of disability is characteristic for women in the 55-70 age group, and, with the accentuation of the population aging process and increase in life expectancy, the number of women with disabilities will most likely register higher growth rates compared to that of men.

The 2030 Agenda for Sustainable Development adopted by UN Member States in 2015 addresses the three dimensions of sustainable development, environmental, social and economic while "leaving no

¹ http://www.statistica.md/public/files/Cooperare_internationala/PNUD/10_tablouri_femei_RM/prof_3_disabilitati.pdf

one behind”². To implement this Agenda, countries need to carry out sustainable and inclusive policies, placing people and human rights at the centre of the development process. Furthermore, international conventions to which the Republic of Moldova is a signatory, highlight the importance of involving women with disabilities in public life and decision making. The Committee on the Elimination of Discrimination against Women in its 2013 Concluding Observations to the combined fourth and fifth periodic reports of the Republic of Moldova has expressed specific concerns that disadvantaged groups of women, including Roma women and women with disabilities, are, in practice, almost completely excluded from political and public life and has suggested to “introduce procedures to ensure their effective participation in elected offices and appointed bodies.”³ The Convention on the Rights of Persons with Disabilities recognizes in its preamble that “ women and girls with disabilities are often at greater risk, both within and outside the home, of violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation” and enshrines in Article 6 that “States Parties shall take all appropriate measures to ensure the full development, advancement and empowerment of women, for the purpose of guaranteeing them the exercise and enjoyment of the human rights and fundamental freedoms set out in the present Convention”.⁴

While stereotyped views on women’s capacity and role in decision making are strong for women in general, they are particularly strong when it comes to women with disabilities who are in general either invisible in the public sphere or when portrayed, represented as victims. This requires dedicated efforts towards challenging norms and stereotypes, and supporting women with disabilities in various information and awareness raising actions that create a positive image and reduce stigmatization and victimization.

Considering the root causes for their exclusion, such as prejudices and stereotypes, lack of accessible institutions and infrastructure, fear and lack of self-confidence, etc., there is also a need for awareness raising activities to increase the visibility of their positive contribution to society.

With the overall aim to increase visibility and awareness of the potential and enormous contribution of women and girls with disabilities, as well as to challenge existing stereotypes and inspire other women to pursue a higher purpose, UN Women is planning to hire a **consultant/journalist to write and disseminate success stories of women with disabilities in Moldova**.

Tasks:

Under the overall direction of the National Programme Officer and in close cooperation with Communications Associate, the consultant will be responsible for the major tasks:

Task 1: To identify, write and promote 10 inspiring stories of women with disabilities (in Romanian and Russian), to include:

- Successful women living with HIV
- Successful women, who managed to avoid domestic violence
- Successful women who are survivors of violence
- Successful women, who managed to resolve huge family challenges
- Successful elderly women
- Successful women who run business
- Successful women in ICT
- Successful women in NGOs, Public institutions, Political parties
- Successful women from ethnic minorities
- Other successful women

² <https://sustainabledevelopment.un.org/post2015/transformingourworld>

³ <http://www.refworld.org/pdfid/52f385744.pdf>

⁴ <http://www.un.org/disabilities/documents/convention/convoptprot-e.pdf>, ratified by the Republic of Moldova on September 21, 2010

- Successful cases of support to women with disabilities by community members

For this task, the consultant will also take photos of the successful women to be published with the stories.

Task 2: In collaboration with the hired printing company and UN Women coordinate the design of a print publication that includes the success stories of women with disabilities in Romanian and Russian. UN Women will ensure translation to Russian.

Task 3: Organize at least 5 community events (up to half a day each) with up to 40 participants each, 1 in Chisinau, and the rest - outside of Chisinau, with the participation of successful women with disabilities, other women and girls in the community to disseminate the publication and discuss the existing solutions to the most pressing issues. For this task the consultant will ensure the following:

- Find and book a venue in local communities. The location will have to meet accessibility requirements for people with disabilities.
- Invite local community, local organizations, media, local public administration, schools, and other institutions to join the discussions
- Invite successful women whose stories were published in the brochure, to share their stories in local communities
- Promote the events in the local and central media
- Organize coffee breaks
- Moderate the discussions
- Disseminate the print publication to local community, local libraries, and schools.
- Take photos and promote the events in social media

Key Deliverables and Timeframe

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

No	Deliverable	Tentative timeframe for completion of task
1.	Development of Work plan; Format of the success stories; Format of the publication and Distribution Plan	Within 5 days from beginning of the contract (up to 2 days)
2.	Submission of 1-2 success stories a week (a total of 10 stories in Romanian and translated in Russian)	Weekly by October 15, 2017 (up to 20 days)
3	Work with the printing company to develop the design of the print publication	By October 25, 2017 (up to 3 days)
4	Final report comprising the detailed description of the performed activities and achieved results and detailed information of successfully organized at least 5 community meetings (1 in Chisinau, and the others in different parts of the country: South, North, Center) and wide dissemination of the print publication in local schools, libraries, local authorities, local communities. A database of women with disabilities who were featured in the success stories will be submitted in a pre-agreed format.	31 December 2017 (up to 15 days)
	Total number of days:	Up to 40

All deliverables shall be agreed with the UN Women Moldova. UN Women will arrange translation into English and will provide support in publishing the publication.

The timeframe for the work of the National Consultant is tentatively planned from 25 August to 31 December 2017 with an estimated total volume coordinated in advance with the UN Women Moldova CO management.

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.

Management arrangements

Organizational Setting: The National Consultant will work under the direct supervision of the National Programme Officer and in close coordination with the Communications Associate, and in cooperation with other UN Women staff. The assignment does not require full-time presence at UN Women premises.

Contributions: UN Women will put at the contractor's disposal all available materials and necessary information for tasks achievement and will facilitate the meetings, as needed.

Travel and other logistic arrangements

The National Consultant selected for this assignment will be responsible for all administrative and travel expenses associated with undertaking this assignment. All travels shall be coordinated with UN Women Moldova CO management and shall be included in the total contract amount of the contractor.

Note: The consultant will take care of all logistical arrangements related to the tasks, including organizing its own travel, finding accessible venues, take care of all aspects of organizing community events and brochure dissemination as described above.

Performance evaluation

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

Financial arrangements

Remark: The National Consultant is expected to provide all logistical and administrative services to organize community events, coffee breaks and water for up to 40 participants in each location. Payment will be reimbursed based on the de facto presence of participants and the financial proposal shall include costs per participant, sufficient to cover the conference room rent, coffee break and water. Payment will be disbursed in three installments upon submission and approval of deliverables and certification by the UN Women Moldova Country Representative that the services have been satisfactorily performed.

Payment schedule:

1. 10 % upon the submission and approval by UN Women of the work plan, format of the publication and brochure distribution plan.
2. 70% upon the submission and approval by UN Women of the 10 success stories of women with disability.
3. 20% upon the submission of the final report comprising the detailed description of the performed activities and achieved results and detailed information of successfully organized community meetings and wide dissemination of the print publication in schools, libraries, local authorities, local communities. A database of women with disabilities who were featured in the success stories will be submitted in a pre-agreed format.

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:

- University degree in journalism, human rights, gender/women studies law, social sciences, international development or related areas

Experience:

- At least 2 years of proven working experience in journalism in the area gender equality and human rights;
- At least 1 year of previous experience of work with minority groups;
- Strong communication and writing skills;

Language skills:

- Fluency in Romanian and Russian. Working knowledge of English will be considered an advantage.

Evaluation Procedure

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

- University degree in journalism, human rights, gender/women studies law, social sciences, international development or related areas;
- At least 2 years of proven working experience in journalism, in the area of gender equality and human rights;

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 if needed only, depending on the short-listed candidates' qualifications.

Only candidates obtaining a minimum of 245 points would be considered for the Financial Evaluation.

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

#	Criteria for technical evaluation	Scoring	Max. points
1	University degree in journalism, human rights, gender/women studies law, social sciences, international development or related areas	BA– 40 pts, MA– 50 pts, PhD – 60 pts	60
2	At least 2 years of proven working experience in journalism working in the area gender equality and women's human rights	<2 years - 0 pts, 2 years – up to 40 pts, each year over 2 years - 10 pts per each additional year up to 70 pts	70
3	At least 1 year of previous experience of work with minority groups	<1 year- 0 pts, 1 year- 50 pts, each year over 1 year- 10 pts per each additional year up to 90 pts	90
4	Strong communication and writing skills (based on the submitted intention letter)	up to 40 points	40
5	Previous work experience with an international organization, especially with an UN Agency, considered an asset	up to 20 points	20
6	Fluency in Romanian and Russian. Working knowledge of English will be considered an advantage.	Romanian (25) Russian (25) English (20)	70
	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).

APPLICATION PROCESS AND SUBMISSION PACKAGE

Interested candidates must submit the following documents/ information to demonstrate their qualification:

1. Letter of Intent with 1-2 pages brief technical proposal describing actions to undertake the assignment (justification of being the most suitable for the work, vision and working approach) as well as attaching relevant reports and deliverables produced in the past;
2. Duly filled Personal History Form (PHF11)/CV, including records on past experience in similar projects/assignments and specific outputs obtained;
3. Financial proposal (in MDL) - specifying a lump sum amount and the number of anticipated working days. The financial offer should include all costs related to completion of the task under the current Terms of Reference.

Please note that only applicants who are short-listed will be contacted.

Please note that UN Women Moldova reserves the right to select more than one candidate from this announcement.

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

The consultant will cover all transportation costs to local communities and within Chisinau related to this assignment.

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 for writing and disseminating success stories of women with disabilities

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 (up to 40 days)	
Logistic Support for organizing up to 5 community events with up to 40 participants each. (please specify)	
Total price:	

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: