

Terms of Reference
for a national consultant to support Ministry of Health, Labour and Social Protection
on gender /aid coordination

Location:	Chisinau, Moldova
Primary Category:	Women's empowerment
Type of Contract:	Individual contract
Languages Required:	Romanian, English. Knowledge of Russian is an asset.
Expected duration of the assignment:	Up to 225 working days within a 12 calendar month period
Starting Date:	22 January 2018
(date when the selected candidate is expected to start)	

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.

UN Women's presence in the Republic of Moldova has evolved from being a project-based office in 2007 to a Country Office with full delegated authority as of 2015. Currently, UN Women Moldova Country Office is in its final stage of implementing its Strategic Note (SN) for 2014-2017 and a new Strategic Note has been developed and approved for the upcoming five-years period 2018-2022, which is aligned with the [Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022](#) and the [Global Strategic Plan of UN Women](#). Under its current and upcoming SN, UN Women cooperates closely with the government, civil society, academia, private sector and the media to advance social, economic and political rights and opportunities for women and girls, placing special focus on those from marginalized, excluded and under-represented groups. These include rural women, Romani women, women with disabilities, women living with or affected by HIV, women survivors of violence, women migrants, elderly women and others. UN Women's operation in Moldova focuses on bringing about concrete change in the lives of women and the society towards the long-term impact of achievement of gender equality and the empowerment of women and girls in the country. Specifically, the SN2018-2022 will advance progress under the following three Impact Areas (IA): *IA1: More women from diverse groups fully participate and lead in governance processes and institutions, IA2: Women have income security, decent work and economic autonomy, IA3: Public authorities, institutions and communities prevent violence against women and girls and deliver quality essential services*. Towards these Impact Areas, UN Women works with variety of national and international partners to challenge gender-based stereotypes and towards the creation of an environment, whereby women act as key agents of change towards greater equality and development, in partnership with men and boys.

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 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. Globally agreed but nationally-owned and led, the GEWE framework within the 2030 Agenda has the best ever chance of being implemented because of its own recognized value for human rights and sustainable development, but also because of the enabler - *beneficiary linkages and synergies - both horizontal and vertical - within Sustainable Development Goal (SDG) 5 and across most other SDGs, targets and indicators.*

The new National Strategy on Gender Equality for the period 2017-2021 approved by the Government (*no 259, dated 28 April 2017*) will serve as the basis policy framework under which the Ministry of Health, Labour and Social protection (MHLSPF) will work for promotion of GEWE agenda. The law on equal opportunity was also revised and reinforced the necessity to enhance the focal points within the public and central authorities and the gender machinery at the national level.

Therefore, UN Women is looking for a consultant/expert with expertise in the area of the gender equality and women’s human rights, to extend support to and be part of the Ministry Task Force to improve the efficiency and effectiveness of GEWE coordination at country level. This will be done through facilitation of communication and participation of stakeholders in the planning, implementation and monitoring and evaluation of the impact of the development policies on equal basis on men and women.

Scope of Work

The selected national consultant shall support the Ministry of Health, Labour and Social Protection (MHLSP) of the Republic of Moldova in coordinating effectively and efficiently the GEWE agenda implementation and external assistance provided by development partners to the sector.

Duties and Responsibilities

Under the direct supervision of the UN Women Programme Specialist and guidance of UN Women Monitoring and Evaluation Officer and in close cooperation with designated representative of the MHLSPF the national consultant shall be responsible to support the coordination role of the ministry in the gender equality mainstreaming and aid coordination for the sector.

More specifically, the following major tasks shall be undertaken by the national consultant:

Tasks and activities	Estimated workload (workdays)
1. Organize periodic coordination meetings with main stakeholders within the gender equality group and Social Sector Coordination Council and prepare the minutes for the meetings;	Up to 15 days
2. Undertake continuous updating of donor interventions in the area of work of the MHLSPF. Coordinate the efforts with the External aid coordination unit of the State Chancellery.	Up to 10 days
3. Facilitate the work on harmonizing the development goals and commitments from international treaty bodies provided to the Republic of Moldova;	Up to 10 days
4. Collect and analyze relevant data for reports per MHLSPF requirements related to the implementation of the National Strategy for Ensuring Equality	Up to 30 days

Tasks and activities	Estimated workload (workdays)
between Women and Men;	
5. Collect and analyze relevant data for reports per MHLSP requirements related to the implementation of the upcoming Strategy to prevent and combat violence against women and domestic violence;	Up to 30 days
6. Provide guidance and recommendations on gender mainstreaming of development policies under consultations and facilitate in the process of coordinating the implementation of sectorial policy documents on gender equality;	Up to 20 days
7. Initiate and organize quarterly joint meetings with the MHLSPF and UN Women CO on main developments in the field of collaboration on GEWE agenda with the Social Sector External Assistance partners.	Up to 10 days
8. Ensure the full support for Organize Development Partners conference/workshop once a year for planning and reporting purpose in the field of GEWE agenda of the MHLSP domain;	Up to 10 days
9. Coordinate above mentioned activities with the MLSPF and UN Women to ensure a smooth implementation of activities under the supported projects and providing relevant data for the progress reports.	Up to 25 days
10. Provide full support to the MHLSP in ensuring the secretariat role to the Government Committee on Gender Equality	Up to 10 days
11. Provide support to DEO and facilitate in the process of fostering the activity of gender coordination groups within the line ministries.	Up to 25 days
12. Provide comprehensive support in elaboration of sectorial informative/analytical notes and data compilation on areas of GEWE policies implementations.	Up to 30 days
Total	Up to 225 days

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.

Deliverables

The assignment should be carried out within a period of 12 months, not exceeding 225 working days, with the incumbent being responsible for delivering the following outputs:

- Monthly reports on major tasks performed and the results, including related to support provided to MHLSP in sector coordination, including on data collected and analyzed on external assistance in gender/ social sector, inputs to ODA reports, recommendations on strengthening UN Women co-leading role on sector coordination and other;
- Final report on carried out activities, achievements and challenges.
- Information, analytical work papers in GEWE aspect.

All the deliverables should be agreed with the UN Women and MHLSP and provided in English and Romanian electronic copy.

Duration of the assignment

The total duration of the contract is tentatively planned for up to 12 calendar months starting with 22 January 2018 with possibility of extension subject to funds availability.

Management arrangements

Organizational Setting: The National Consultant will work under direct supervision of the UN Women Programme Specialist and guidance of UN Women Monitoring and Evaluation Officer and in close cooperation with designated representative of the MLSPF and will participate in working meetings appointed by the designated representative of the Ministry of Health, Labour and Social Protection and Family. The National Consultant will be provided by the MHLSP with the necessary information, materials and logistics, as well as office space and equipment for the fulfillment of his/her tasks.

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.

Performance evaluation

Consultant's 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 on a monthly basis, upon submission and approval of deliverables and timesheets with actual days worked and certification by the National Program Officer that the services have been satisfactorily performed.

Required Skills and Experience

Education:

- University degree in social studies, gender or development, law, or other social or economic science related to the area relevant for the assignment is required;
- Other formal education relevant for the assignment is an asset.

Experience:

- Minimum 5 years of proven experience working/collaborating with Central and Local public authorities in assisting/supporting drafting policy recommendations/ policy reports or coordinating activities;
- Minimum 3 years of proven work experience in the area of social protection or gender equality, human rights and development;
- Minimum 2 years of experience in working with international organizations (successful experience in working with UN agencies is an asset)

Language skills:

Fluency in verbal & written Romanian and English. Working knowledge of Russian will be considered an asset

Application Procedure:

Interested candidates are invited to submit their online applications by **10 January 2018** 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 (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.

Evaluation of Applicants:

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

- University degree in social studies, gender or development, law, or other social or economic science related to the area relevant for the assignment is required;
- Minimum 5 years of proven experience working/collaborating with Central and Local public authorities in assisting/supporting drafting policy recommendations/ policy reports or coordinating activities;

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 social studies, gender or development, law, or other social or economic science related to the area relevant for the assignment is required; <i>(University – 30 pts; Master - 35 pts; PhD – 40 pts);</i> Other formal education relevant for the assignment <i>(10 pts);</i>	50
2	Minimum 5 years of proven experience working/collaborating with Central and Local public authorities in assisting/supporting drafting policy recommendations/ policy reports or coordinating activities; <i>(5 years – 60 pts, for each year over 5 years – 10 pts, up to a max of 80 pts);</i>	80

#	Criteria for technical evaluation	Max. points
3	Minimum 3 years of proven work experience in the area of social protection or gender equality, human rights and development <i>(3 years – 50 pts, each year over 3 years – 10 pts, up to a max of 80 pts);</i>	80
4	Proven experience in coordinating foreign technical assistance in gender equality field is an asset;	70
5	At least 2 years of proven experience in working with international organizations (successful experience in working with UN agencies is an asset) <i>(2 years –20 pts, each year over 2 years –5 pts, up to a maximum of 40pts)</i>	40
6	Excellent command of Romanian and English, knowledge of Russian would be an asset <i>(Romanian – 10 pts, English – 10 pts, Russian – 10pts)</i>	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 Ministry of Health, Labour and Social Protection on gender /aid coordination

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	

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: