

TERMS OF REFERENCE
for international consultant to support Civil Society Organizations in the Republic of Moldova
in preparation of Gender Budget Watchdog reports

Duty Station:	Chisinau, Moldova
Type of contract:	Individual Contract
Post Level:	International Consultant
Languages required:	Fluent in English, working knowledge of Russian and/or Romanian is an asset
Application deadline:	16 March 2018
Starting date:	2 April 2018
<i>(date when the selected candidate is expected to start)</i>	
Expected duration of assignment:	up to 15 working days in the period of 2 April - 31 August 2018 (of which 9 days home-based and 6 days in Moldova)

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, the UN Women leads and coordinates the United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world.

Through its programmes and projects, UN Women is providing technical assistance to national partners (governmental and non-governmental) in the implementation of existing international and national commitments to women's rights and gender equality, it facilitates networking and exchange of good practices and advocates for women's rights and gender equality in all areas of life.

UN Women's presence in the Republic of Moldova has evolved from being a project-based office in 2007 to a Country Office with fully delegated authority as of 2015. The work of UN Women in Moldova is guided by its new Country Strategic Note for 2018-2022, aligned with the [Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022](#), the [Global Strategic Plan of UN Women for 2018-2021](#), the National Strategy on Gender Equality for 2017-2021 (NSGE), and aims to contribute to the gender-responsive implementation of the [2030 Agenda for Sustainable Development](#).

The newly approved UN Women Strategy for Moldova 2018-2022 focuses on three main areas: 1/strengthening women's participation in politics and decision making, 2/economic empowerment of women and 3/ending violence against women and girls. To achieve progress under these areas, UN Women works with variety of national and international partners and as part of different national and regional initiatives. Gender Responsive Budgeting (GRB) is integrated in the current Strategic Note for 2018-2022 under the "Women lead, participate and benefit equally from governance system" Outcome, and is meant to contribute to increased capacities of the public institutions to analyze and improve policies, regulations, and budgets to fulfill gender equality commitments.

The second National Strategy on Gender Equality (NSGE) for 2017-2021 and its associated Action Plan, approved in early 2017, focus on ten areas of interventions with one dedicated to GRB. These are: women's participation in decision-making, labour market and gender pay gap, social protection and family policies, health, education, climate change, institutional mechanism, stereotypes in the society and non-violent communication, gender equality in the security and defense sector and gender responsive budgeting. Under the GRB area of intervention, the NSGE will focus on development, piloting and institutionalizing of GRB tools (gender sensitive indicators, expenditure strategies and concepts) and building capacity of relevant central and local government staff on gender equality and support for development of ministries' gender sensitive sectorial action plans.

Since 2011, UN Women, with the financial support of the Austrian Development Agency (ADA) and Swiss Agency for Development and Cooperation (SDC), has been implementing the regional project “Promoting Gender Responsive Policies in South-East Europe and the Republic of Moldova” covering Albania, Bosnia and Herzegovina, the Former Yugoslav Republic of Macedonia (FYR Macedonia) and the Republic of Moldova (Regional GRB Project). Its overall goal is to support the advancement of implementation of national and international commitments to gender equality and women’s empowerment in line with national Sustainable Development Goals priority targets.

During the previous phases of the Regional GRB Project, the participating countries have achieved important progress in formulating and implementing gender-responsive fiscal policies and public financial management practices and tools, as well as in strengthening oversight of central and local government programs, policies and budgets towards gender equality commitments. UN Women in Moldova invested in building expertise on GRB at all levels of the public administration and provided support for elaboration of GRB courses at the post-graduate level, creating an academic platform for GRB research, and developing a series of knowledge products on GRB. However, much remains to be done to ensure that GRB is properly understood and practiced at national and local level in the four countries.

UN Women Moldova invested in building expertise on GRB at all levels of the public administration. The support included developing GRB case studies, technical assistance in the process of budget analysis at the local level in three districts, elaboration of GRB courses at the post-graduate level, addressing the knowledge gap on GRB, creating an academic platform for GRB research, and developing a series of knowledge products on GRB. Workshops and study visits gave the opportunity to women Members of Parliament, Ministry of Finance (MoF) and Ministry of Health, Labour and Social Protection (MoHLSP) representatives, university professors, students in finance/economics and local public administration officials to learn from their peers in other countries and international experts.

During the current phase of the Regional GRB Project, UN Women Moldova and MoF, with the financial support of ADA, have intensified the collaboration in mainstreaming of gender equality priorities and objectives in policy and budget preparation and execution processes, based on the results achieved and lessons learnt from GRB initiatives implemented in Moldova and other CEE countries, and recommendations of members of the Advisory Board of the Regional GRP Project.

RATIONALE

UN Women places important focus on accountability and monitoring mechanisms for tracking performance on gender equality commitments. In Moldova, Civil Society Organizations (CSOs), including women's groups, networks and gender advocates still lack capacities to adequately monitor budgetary expenditure through the lens of its impact on women and men. On the other hand, CSOs play an important role in keeping local governments accountable to gender equality commitments and their dialogue and advocacy efforts are crucial for inclusion of gender issues in policy and programme planning at national and local level.

Thus, UN Women in Moldova will support CSOs to develop their knowledge and skills to monitor the impact of public policies and public spending on women and men. The CSOs will be selected through an open call, targeting national and local CSOs, interested and committed to dedicate time for Gender Budget Watchdog reporting in pilot areas of the Republic of Moldova. The pilot municipalities and towns will be selected in consultation with the participating CSOs.

Given the lack of national expertise in this field, UN Women will engage an international consultant to develop and deliver a 3-day Training and a 3-day Workshop to support up to 20 CSOs in preparation of Gender Budget Watchdog reports by exposing them to best international practices on gender responsive budgeting and the experiences of the best gender budget watchdog groups in different countries.

Therefore, UN Women is seeking to recruit an international consultant who, in partnership with a leading local CSO, to be selected by UN Women, will be responsible for developing and delivering of:

1. a three-day *Training on Gender Responsive Budgeting and Budget Monitoring* and
2. a three-day *Workshop on Gender Watchdog Reporting* to support up to 20 CSOs finalize preparation of at least 10 Gender Budget Watchdog reports in pilot areas of Moldova.

SCOPE OF WORK

Under the overall guidance of the Head of Office a.i. UN Women Moldova and Regional GRB Project Manager, and direct supervision of the Women's Economic Empowerment Programme Coordinator, the international consultant will be responsible for three major tasks as follows:

Task 1: To develop programs for a 3-day training on Gender Responsive Budgeting and Budget Monitoring and a 3-day Workshop on Gender Watchdog Reporting (tentative period by mid- April 2018).

This will include the following *home-based* activities:

- development of a set of tools, to be used by the leading local CSO to be selected by UN Women, to assess the capacity and training needs of up to 20 CSOs interested and committed to dedicate time for Gender Watchdog Reporting;
- development of training modules (for the training and workshop), including materials, handouts, a pre- and post-training evaluation tools and work plans, based on the findings of the above capacity and training needs assessment.

Task 2: To undertake the first mission to Moldova to lead the delivery, in partnership with a leading local CSO to be selected by UN Women, of a 3-day training on Gender Responsive Budgeting and Budget Monitoring (tentative period by end May 2018).

The training will target up to 40 participants, representing CSOs, registered in different areas of Moldova, with proven working experience in gender equality, local governance, human rights, public finance and auditing, and interested and committed to dedicate time for Gender Budget Watchdog Reporting.

The consultant will draft a report on the delivered training, including all materials, evaluation tools and follow-up recommendations for participants (home based).

Task 3. To undertake the second mission to Moldova to lead the delivery, in partnership with the leading local CSO, of a 3-day workshop to facilitate finalization of at least 10 local Gender Watchdog Reports, prepared by the CSOs capacitated under Task 2 (tentative period by end August 2018).

The consultant will draft a report on the workshop results, including final recommendations for participants (home-based).

The international consultant will work in close collaboration with UN Women designated personnel, which will be directly responsible of provision of conceptual and logistical support for organization of GRB and expenditure monitoring training and mentoring program for CSOs different areas of the Republic Moldova.

DELIVERABLES AND TIMEFRAME

The selected consultant will provide reports on the delivered training and workshop, including all materials, evaluation tools and follow-up recommendations for participants. It is expected that the consultant will provide the following deliverables:

Deliverables	Timeframe and indicative number of days	Percentage of milestone/output
Deliverable 1: Programs for a 3-day training on Gender Responsive Budgeting and Budget Monitoring Report and a 3-	By mid- April 2018	

day workshop on Gender Watchdog Reporting developed and presented. This will include: <ul style="list-style-type: none"> - A set of capacity and training needs assessment tools. - Training modules (for the training and workshop) and work-plans. 	<i>Up to 5 days home-based work</i>	33 %
Deliverable 2: Report on the delivered 3-day training on Gender Responsive Budgeting and Budget Monitoring, including all materials, evaluation tools and follow-up recommendations for participants.	By end of May 2018 <i>3 working days in Moldova and 2 days home-based work</i>	33 %
Deliverable 3. Report on the delivered 3-day workshop to facilitate finalization of at least 10 local Gender Watchdog Reports, prepared by the CSOs, including final recommendations for participants.	By end of August 2018 <i>3 working days in Moldova and 2 days home-based work</i>	34 %
Total	15 days	100%

All deliverables should be agreed with UN Women and be provided in English, in electronic copy.

DURATION:

The total duration of this assignment is tentatively planned for up to 15 working days starting April 2018, with task being accomplished by end August 2018. The consultant is responsible for accomplish the deliverables set up in the table “Activities and Deliverables”.

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 Head of Office a.i. UN Women Moldova shall be the only criteria for International Consultant’s work being completed and eligible for payment/s.

MANAGEMENT ARRANGEMENTS

Organizational Setting: The International Consultant will work under overall guidance of the Head of Office a.i. UN Women Moldova and Regional GRB Project Manager, and direct supervision of the Women’s Economic Empowerment Programme Coordinator. The International Consultant will report to the Head of Office a.i. UN Women Moldova.

Contributions: UN Women will put at the disposal of selected individual all available materials and necessary information for tasks achievement and will facilitate the meetings, as needed. During assignment’s related missions, the International Consultant may use the facilities of the office (i.e. internet access, printing, copying, local phone calls, etc.). However, s/he is expected to use his/her own personal computer.

TRAVEL

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

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

Throughout the assignment, the International Consultant will have 2 missions to Moldova, which needs to be factored in the proposal, with 6 working days in Moldova and 9 home based working days.

PERFORMANCE EVALUATION

Consultant's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered. All reports must be provided in English, electronically.

FINANCIAL ARRANGEMENTS

Payment will be disbursed to the consultant in three installments, upon submission and approval of the two intermediary and one final report on deliverables and achieved results and certification by the supervisor that the services have been satisfactorily performed with the tentative timeframe indicated in the table from the section Deliverables and Timeframe.

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:

- Advanced degree in gender equality, human rights, gender equality or any other related science;
- Additional trainings and certifications on gender equality and Gender Responsive Budgeting.

Experience:

- At least 5 years of progressive working experience at international level in gender the area of gender equality.

- At least 3 years of proven work experience in the field of preparation of Gender Watchdog reports, of which at least 3 years related to work on improving service delivery through building national capacities of NGOs;
- At least 3 years records of working/collaborating with local government and NGOs in assisting/supporting drafting policy recommendations/ policy reports and coordinating activities;
- At least one year of experience in applying co-creation, design thinking and other innovation tools and techniques in the development area is required;
- At least 2 years proven experience in working with international organizations (successful experience in working with UN agencies is an asset).

Language Requirements:

- Fluency in written and oral English are required;
- Working knowledge of one or more additional languages relevant for Moldova, including Romanian, Russian Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

Other Skills

- Knowledge and skills of relevant computer applications of MS Office applications (Word, Excel, Power Point), knowledge of Internet communications and command is required.

EVALUTATION PROCEDURE

Interested candidates are invited to submit their online applications by 16 March 2018 with the following documents.

- Duly filled Personal History Form P11 and the CV, including records on past experience in similar projects/ assignments and specific outputs obtained;
- 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 – specifying a total lump sum amount for the task specified in Terms of References. The Financial proposal shall include a breakdown of this lump sum amount (daily rate). Please see ANNEX I and ANNEX II.

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

1. Advanced degree in gender equality, human rights, gender equality or any other related science;
2. At least 5 years of progressive working experience at international level in gender the area of gender equality.
3. At least 3 years of proven work experience in the field of preparation of Gender Watchdog reports, of which at least 2 years related to work on improving service delivery through building national capacities of NGOs;
4. Fluency in written and oral English is required.

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% of maximum 350 points obtainable under technical evaluation);
- C is the price of the evaluated proposal;

Clow 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.

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

No.	Criteria for technical evaluation	Max. points
1.	Advanced degree in gender equality, human rights, gender equality or any other related science; (40 pts for advanced degree, up to 20 points for additional trainings)	60
2.	At least 5 years of progressive working experience at international level in gender the area of gender equality; (5 years – 30 pts, each year over 5 years – 10 pts up to a maximum of 50 pts)	50
3.	At least 3 years of proven work experience in the field of preparation of Gender Watchdog reports, of which at least 2 years related to work on improving service delivery through building national capacities of NGOs; (3 years – 40 pts, each year over 3 years – 10 pts, up to a maximum of 60 pts)	60
4.	At least 3 years records of working/collaborating with local government and NGOs in assisting/supporting drafting policy recommendations/ policy reports and coordinating activities (3 years – 40 pts, each year over 3 years – 5 pts, up to a maximum of 60 pts)	60
5.	At least one year of experience in applying co-creation, design thinking and other innovation tools and techniques in the development area is required (one year – 20 pts, each year over 2 years – 10 pts, up to a maximum of 40 pts)	40
6.	Proven experience in working with international organizations (successful experience in working with UN agencies); (10 points for 2 years, 10 points for each year over 2 years, up to a maximum of 30 points)	30
7.	Fluency in written and oral and English. Knowledge of Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset. (Russian – 15 pts, English – 15 pts, and any other language relevant to Moldova – 10 pts)	40
8.	Computer literacy and ability to effectively use office technology equipment, IT tools, ability to use Internet and email	10
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).

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

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. Lump Sum Amount

The price proposal should indicate a "lump sum amount" which is "all-inclusive"; All costs (professional fees, living allowances, 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.

Contract price is fixed to activities/deliverables indicated in the TOR, regardless of the changes in the cost components (such as das invested for completion of the deliverables).

2. Travel costs

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

3. Daily Subsistence Allowance

Not applicable.

4. Currency of the price proposal

The applicants are requested to submit their price proposals in USD. In case of proposals in other currency, these shall be converted into USD using the official UN exchange rate for currency conversion to USD 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: International consultant to support CSOs in the Republic of Moldova in preparation of Gender Budget Watchdog reports

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 (% of total contract price)	Proposed price, USD
Deliverable 1: Programs for a 3-day training on Gender Responsive Budgeting and Budget Monitoring Report and a 3-day workshop on Gender Watchdog Reporting developed and presented. This will include: <ul style="list-style-type: none"> - A set of capacity and training needs assessment tools. - Training modules (for the training and workshop) and work-plans. 	33%	
Deliverable 2: Report on the delivered 3-day training on Gender Responsive Budgeting and Budget Monitoring, including all materials, evaluation tools and follow-up recommendations for participants.	33 %	
Deliverable 3. Report on the delivered 3-day workshop to facilitate finalization of at least 10 local Gender Watchdog Reports, prepared by the CSOs, including final recommendations for participants.	34 %	
Total	100 %	USD

B. Cost Breakdown by Cost Component

Description	Unit of measure (days, units)	No of Units	Unit price, USD	Total Price, USD
Consultancy, daily fee, all inclusive				
Cost of missions to Moldova (travel, etc.)				
Other related costs, please specify.				

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 60 days.

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

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email: