

CONSULTANT SERVICES PROCUREMENT NOTICE

Date: 02 March 2018

Country: Republic of Moldova

Description of the assignment: International consultant to support Civil Society Organizations in the Republic of Moldova in preparation of Gender Budget Watchdog reports

Project name: UN WOMEN Moldova

Period of assignment/services: 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)

Technical proposal and **financial proposal** should be submitted **on-line** no later than 16 March, 2018, 23:59 (New York Time).

Requests for clarification only must be sent by standard electronic communication to the following e-mail: viorica.ghimpu@unwomen.org.

Please notice that this address is for information requests only, please do not send or copy your application package to this address.

UN Women staff will respond in writing or 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 consultants.

1. 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 (MoHLS) 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.

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

Under the overall guidance of the UN Women Deputy Representative 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.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

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.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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.

5. FINANCIAL PROPOSAL

Financial proposal (in USD) shall specify 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.

6. 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.

7. EVALUATION

For detailed evaluation procedures please refer to Annex 1- Terms of Reference

ANNEX

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – CONDITIONS OF SERVICE - CONSULTANT