UN WOMEN

United Nations Entity for Gender Equality
and the Empowerment of Women

TERMS OF REFERENCE
for a national consultant to undertake a review and adjustment of statistical survey on administrative data about domestic violence in Moldova

Duty Station:	Chisinau, Moldova
Type of contract:	Individual contract
Post level:	National consultant
Language required:	Fluent in Romanian and English. Working knowledge of Russian will be considered an asset
Application Deadline:	31 July 2018
Starting Date: (date when the selected candidate is expected to start)	3 September 2018
Expected duration of assignment:	Up to 15 work days within a 3 months assignment

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.

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 Strategic Note 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

Violence against women (VAW) is one of the most systematic and widespread human rights violations in the world. In Moldova, as in the region and around the world, it affects individuals regardless of context, culture, or socio-economic status, with serious repercussion for women, their families, and society. Despite progress, including in the area of legal and policy reforms, research, and different awareness raising campaigns, the prevalence of VAW in Moldova remains high. According to the National study "Violence against Women in the Family", carried out by the National Bureau of Statistics, and commissioned by UN Moldova in 2011, 63% of women experienced some type of violence (psychological, physical or sexual) from husband/partner during her lifetime, and one in ten women mentioned that she experienced economic violence at least once in her lifetime. Rural women, elderly women, and those separated or divorced reported the highest prevalence rate of multiple forms of violence[1].

As a response to this challenge, the State has undertaken the initial steps at policy, legislation as well as implementation levels. The Law No 45-XVI on Preventing and Combating Domestic Violence (DV) from 01.03.2007 is an important legislative base for combating the phenomenon in Moldova. The Law provides an institutional framework detailing the tasks of the competent authorities, provides for the creation of centres/services for the rehabilitation of victims and aggressors, for a mechanism for settling DV cases

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[1] „Violence against Women in the Family in the Republic of Moldova", 1st Edition, 2011 (http://www.statistica.md/pageview.php?l=en&id=3626&idc=350)

and protection for victims of DV, including by using protection orders and punitive measures against the aggressor.

At the policy level, Government adopted the first ever [National Strategy on Preventing and Combating Violence against Women and Domestic Violence for the period 2018-2023 and its associated Action Plan for the period 2018-2020 (Government Decision nr.281 from 03.04.2018)](). The National Strategy aims at providing a systemic approach to violence against women and domestic violence phenomenon for ensuring effective and prompt response from relevant stakeholders in cases of violence. The National strategy has a specific objective to strengthen the systems for collecting, analysing and disseminating sectoral statistical data, and ensure regular monitoring of the dynamics of violence against women and domestic violence.

The collection and analysis of sectoral statistical data is still challenging the institutions with responsibilities in VAW area. The National Bureau of |Statistic only in November 2017 has approved the Annual Statistical Survey that includes a set of indicators to be collected annually from the local public authorities of tier I / territorial social assistance structures / specialized public service providers. Following the first reporting exercise, it was revealed that collected data is not reliable and could not be presented as official statistics.

However, in order to ensure the collection of a reliable and comparable statistical data on VAW area a thorough analysis of the indicators is needed. For this purspose, UN Women plans to recruit a national cosultant to support the Ministry of Health, Labour and Social Protection in analyzing and improving the statistical data on domestic violence collected from the local public authorities and specialized public service providers and in developing a detailed reporting guide for the respective institutions.

SCOPE OF WORK
The major scope is to undertake a detailed analysis of the Annual Statistical Survey on domestic violence to improve the quality of the statistical data collected from the local public authorities of tier I / territorial social assistance structures / specialized public service providers and to develop a detailed reporting guide / methodology for respective stakeholders.

DUTIES AND RESPONSABILITIES
Under the direct supervision of the UN Women Monitoring and evaluation Specialist and in close cooperation with the UN Women Programme Coordinator (EVAW), as well as the key national partner Department of Policies for Ensuring Equality between Women and Men, Ministry of Health, Labour and Social Protection, the national consultant will be responsible for the following tasks:

- Perform the detailed analysis of the indicators from the Annual Statistical Survey no. 9 "Domestic Violence" approved by the NBS Order no.88 of 27.11.2017, to align them to the international standards in the field.
- Compile data collected by MHLSP and analyze how statistical data was reported to improve future data collection in communication with data providers.
- Analyze the content of the statistical data sheets/forms collected from the local public authorities of tier I / territorial social assistance structures / specialized public service providers.
- Identify gaps to optimize data flow and avoid multiple data reporting.
- Link and harmonize the indicators from the Annual Statistical Survey with the indicators from the Social Assistance Automated Information System.
- Develop a detailed reporting guide / methodology (with metadata) for the local public authorities of tier I / territorial social assistance structures / specialized public service providers.
- To define how VAW data is tracked by reporting entities and to what extent it is correlated with police units.

OUTPUTS/DELIVERABLES AND TIMEFRAME

It is expected that the consultant shall begin work in September 2018 and finalized by end November 2018.

The consultant is responsible for delivering of the following outputs, comprising of the main milestones:

No	Deliverable	Tentative timeframe	Tentative # of days required for accomplishment of task	Percentage of milestone/output
1	Compile collected statistic data from the local public authorities of tier I / territorial social assistance structures / specialized public service providers	within 5 days upon signature of the contract	Up to 3 days	**10%**
2	Report on key findings on the evaluation of the Annual Statistical Survey content	within 10 days upon signature of the contract	Up to 3 days	30 %
3	Reporting guide / methodology (with metadata) on collecting domestic violence data, for the local public authorities of tier I / territorial social assistance structures / specialized public service providers	End October 2018	Up to 7 days	55%
4	Final report with all deliverables attached (in English)	End November 2018	Up to 2 days	5%
	Total		**Up to 15 days**	**100%**

All deliverables should be agreed with UN Women in consultation with Department of Policies for Ensuring Equality between Women and Men, Ministry of Health, Labour and Social Protection and be provided in English, in electronic copy.

DURATION OF THE ASSIGNMENT
The total duration of this assignment is tentatively planned for up to 15 working days within a three-months assignment starting on 3 September 2018 with task being accomplished by end November 2018, in conformity with the indicative timeframe described under "Outputs/Deliverables and Timeframe" section.
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, direct supervisor and Programme Coordinator shall be the only criteria for national consultant's work being completed and eligible for payment/s.

MANAGEMENT ARRANGEMENTS
The national consultant will work under the direct supervision of the UN Women Programme Monitoring and Evaluation Officer in cooperation with the UN Women Programme Coordinator (EVAW), and in close coordination with the Department of Policies for Ensuring Equality between Women and Men, Ministry of Health, Labour and Social Protection.

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

The national consultant's performances will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

FINANCIAL ARRANGEMENTS

Payment will be disbursed in one lump sum, upon successful completion of deliverables and certification of final report by the UN Women that the services have been satisfactorily performed.

REQUIRED SKILLS AND EXPERIENCE

Education:
   - Advanced degree in statistics, social studies, law, policy analysis, development studies and/or other social or economic science related to the area relevant for the assignment;
   - Other formal education relevant for the assignment is an asset.

Experience:
   - At least 5 years of working experience in statistics with a good understanding of the characteristics of official statistics.
   - At least 5 years of proven experience in conducting surveys/data analysis, metadata elaboration;

Language skills:
   - Fluent in Romanian and English. Working knowledge of Russian will be considered an asset.

APPLICATION PROCESS AND SUBMISSION PACKAGE

Interested candidates are invited to submit their online applications by 31 July 2018 with the following documents.

- Letter of Intent to include a brief overview about which of your previous experiences makes you the most suitable candidate for the advertised position;
- Duly filled Personal History Form P11 and the CV, including records on past experience in similar projects/ assignments and specific outputs obtained; P11 **can be downloaded at** http://www.unwomen.org/about-us/employment;
- 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.

EVALUATION PROCEDURE

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

- Advanced degree in statistics, social studies, law, policy analysis, development studies and/or other social or economic science related to the area relevant for the assignment;
- At least 5 years of working experience in statistics with a good understanding of the characteristics of official statistics.

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).

Nr.	Criteria	Maximum points
1.	Advanced degree in statistics, social studies, law, policy analysis, development studies and/or other social or economic science related to the area relevant for the assignment *(Master – 70 pts; PhD – 80 pts)*	80
2.	At least 5 years of working experience in statistics with a good understanding of the characteristics of official statistics *(Up to 5 years- 0 pts, 5 years – 90 pts, each year over 5 years – 10 pts, up to a max of 120 pts)*;	120
3.	At least 5 years of proven experience in conducting surveys/data analysis, metadata elaboration; *(Up to 5 years- 0 pts, 5 years – 80 pts, each year over 5 years – 10 pts, up to a max of 120 pts)*;	120
4.	Fluent in Romanian and English. Working knowledge of Russian will be considered an asset *(Romanian – 10 pts, English – 10 pts, Russian – 10 pts)*	30
	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).