

Terms of Reference

for an International Consultant to support a learning study tour to Serbia on implementing of multidisciplinary approach in the field of preventing and combating violence against women

Location:	Home-based with one travel to Serbia (in Belgrade and tentatively Novi Sad)
Category:	UN Women
Application Deadline:	August 28, 2018, 23:59 EST
Type of contract:	Individual Consultant - Special Service Agreement (SSA)
Languages required:	Fluent in English, and Serbian languages; working level Russian is an asset;
Starting date:	September 5, 2018
Duration of assignment:	up to 20 days within a three 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 initiative.

Violence against women and girls (VAWG) is one of the most universal and pervasive human rights violations in the world. It constitutes a global pandemic of alarming proportions, with up to 6 out of every 10 women experiencing physical and/or sexual violence at some point in their lifetime. Decades of advocacy have borne results. More and more countries across the world have in recent years adopted laws, policies and programmes to prevent and respond to the needs of women and girls who are survivors of violence and advocate for increased women's rights. Still, studies reveal slow and uneven progress at the country, regional and global levels. Many women and girls are not informed about their rights and officials do not know and do not apply the law and are not sensitive to public policies to prevent and eliminate VAWG. While extensive commitment to respond to and prevent violence against women and girls has occurred at a global level over the last decades, many women and girls have inadequate or no access to the range of supports and services that can protect them, assist in keeping them safe, and support them to address the short and long-term consequences of experiencing various forms of violence. Provision of fundamental, life-saving services to survivors such as emergency hotlines and safe housing, justice and timely health care remains limited because violence against women is still largely tolerated in many societies. Even where services are available,

if they are of poor quality and not integrated into functioning multi-sectoral systems, they fail to safeguard basic rights to respectful and dignified treatment necessary to support abused women. Without sustained political will and predictable resources, efforts to address violence against women will remain fragmented and inadequate.

One of the UN Women's Moldova priority is to **strengthen sectoral and multi-sectoral response to violence against women and girls** through improving the existing policy and regulatory framework and building capacities of service providers. This work is guided by the international standards and norms, and in particular the Essential Services Package for women and girls subject to violence¹ that reflects the vital components of a high-quality, survivor-focused and coordinated multi-sectoral response for women and girls subject to violence. The provision, coordination and governance of essential health, police, justice and social services can significantly mitigate the consequences that violence has on the well-being, health and safety of women and girls' lives, assist in the recovery and empowerment of women, and stop violence from reoccurring. Essential services can diminish the losses experienced by women, families and communities in terms of productivity, school achievement, public policies and budgets and help break the recurrent cycle of violence.

The study of international practices, including the sectoral and intersectoral intervention, is one of the objectives set by the Republic of Moldova in the new [*National Strategy for Preventing and Combating Violence against Women and Family for 2018-2023*](#). The Strategy, among other objectives, aims to strengthen the protection and assistance mechanism for victims of gender-based violence and domestic violence, create efficient specialized services to prevent and address violence and to ensure a coordinated response of all actors (health, police and social assistance) in cases of VAW as well as to develop integrated policies for preventing and combating violence against women and domestic violence based on multi-sectoral cooperation and data collection by amending existing legislation and by developing sectoral protocols in a highly transparent and participative manner.

One the country which serves as a good model in the sectoral and intersectoral intervention in cases of violence against women is Serbia. In 2013, it has developed a series of protocols on action and cooperation of institutions, bodies and organizations in the situations of violence against women within the family and in intimate partner relationship. In addition to this, in June 2017, the Law on Prevention of Domestic Violence entered into force, bringing changes into the existing practices of institutional response to violence. The law envisions urgent measures and stipulates professional and disciplinary liability for officials who fail to act in accordance with the law; requests mandatory trainings for professionals on violence against women; and requests preparation of the individual safety plans. The number of measures issued in first three months of the Law implementation, surpasses the number of measures issued in previous years by more than 70%. Given that the adequate law enforcement is interlinked with the ability of professionals from the system of protection (police officers, social workers, health workers etc.) to provide support to women victims of violence, UN Women contributed to the creation of a programme for professionals working with women victims of violence, which contributed to the increase in the number of measures taken against the perpetrators.

Taking into consideration Serbia experience in developing and implementing of sectoral protocols and multidisciplinary approach in cases of violence against women, UN Women Moldova is planning to organize a study tour in Serbia to provide an opportunity for representatives of government and civil society from Moldova to benefit from Serbia's experience and lessons learned in EVAW area. The study visit will tentatively take place in the first week of November 2018 – (November 5-9th).

¹ *Essential Service Package for Women and Girls Subject to Violence Core Elements and Quality Guidelines* (Tania Farha and Riet Groenen (UN Women), Upala Devi and Luis Mora (UNFPA), Claudia Garcia Moreno and Avni Amin (WHO), Suki Beavers, Niki Palmer and Charles Chauvel (UNDP) and Claudia Baroni and Sven Pfeiffer (UNODC)) // <http://www.unwomen.org/en/digital-library/publications/2015/12/essential-services-package-for-women-and-girls-subject-to-violence>

The overall objective of the study tour to Serbia is to promote dialogue and exchange of good practices and experiences with main focus on the coordinated response of all actors (health, police, social assistance, justice sector) in cases of VAW; to learn how to strengthen the capacities of institutions dealing with women who experienced violence; how to establish and apply mechanisms for action in accordance with international obligations in the area of sexual and gender-based violence; strengthen the legal framework in the area of protection of violence victims, and learn how to ensure a coordinated response of all actors (health, police, social assistance, justice sector) in cases of VAW.

Representatives of Government institutions and CSOs from Moldova will gain valuable knowledge and contacts to support their efforts to end violence against women and girls in our country, particularly through effective multidisciplinary response and the application of referral mechanisms between different service providers. The study visit will also allow Moldovan participants to explore the Serbian experience with strengthening over time the legislative and regulatory framework on combating violence against women, in line with the Istanbul Convention, CEDAW and precious national and international experiences. The study tour will also serve as an opportunity for UN Women colleagues working on ending violence against women to share their experiences, best practices and lessons learned in preventing and combating VAW.

UN Women is therefore seeking an international consultant to support the preparation and implementation of the study tour in Serbia for the representatives of government and civil society from Moldova.

Scope of Work/Duties and Responsibilities

Under the overall guidance of the Representative of UN Women Office in Moldova and the Head of Office in Serbia, and direct supervision of the Programme Coordinator on EAW in Moldova, the International Consultant will be responsible for the following tasks:

- Develop a detailed agenda for the study tour for a group consisted of estimated up to **15 representatives from Moldova** and establishing clear objectives and key activities, in close cooperation with the UN Women offices in Serbia and Moldova;
- Arrange all meetings in advance of the study tour and ensure the objectives of the meetings are clearly conveyed to the Serbia counterparts/representatives of various public institutions as well as CSOs dealing with subjects of violence and any other relevant identified actors;
- Prepare, coordinate and ensure the successful implementation of the study tour by arranging all logistics (accommodation, transportation of visitors, interpretation, meals, etc.) in cooperation with the UN Women offices in Serbia and Moldova;
- Serve as facilitator during the meetings as needed;
- Prepare a report of the study tour, which should include the assessment of participants' knowledge gained from the study visit.

Expected outputs and Deliverables:

The selected international consultant will be responsible for delivering the following specific outputs and deliverables, comprising of the main milestones:

No	Activities and Deliverables	Tentative timeframe for completion of task	Tentative # of days required for accomplishment of task	Percentage of milestone/output
1.	Development and submission of a detailed draft agenda for the study tour	within 15 days from contract signature	Up to 6 working days (home-based)	30%
2.	Based on inputs from UN Women offices – finalize and submit the agenda for study tour, including logistical related details	By 5 October 2018	Up to 6 working days (home-based)	30%
3.	Coordination and leading the study tour in Serbia	5-9 November 2018	Up to 5 working days (Belgrade & tentatively Novi Sad)	25%
4.	Final report summarizing the activities of the study tour with a focus on key insights/knowledge gained by participants in the study tour	By 20 November 2018	Up to 3 working days	15%
	TOTAL		Up to 20 working days	100%

All written deliverables should be agreed with UN Women and be provided in English, in electronic copy. The Consultant is expected to work remotely using her/his own computer but may access the UN Women Serbia office for printing of relevant documents or should he/she be required to work on-site at any point during the assignment.

Duration:

The total duration of this assignment is tentatively planned for up to 20 working days within a three months assignment starting on **5 September 2018**, with task being accomplished by **5 December 2018**. The international consultant is responsible for accomplish the deliverables set forth in section 3 “Expected Outputs and Deliverables” above.

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 Moldova Programme Coordinator on EVAW shall be the only criteria for International Consultant’s work being completed and eligible for payment/s.

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 is expected to conduct a 5-days missions in Serbia (Belgrade and tentatively Novi Sad), which needs to be factored in the proposal, with up to 15 indicative working days to be home-based.

Performance evaluation:

Contractor's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered. The evaluation will be carried out and cleared by the UN Women Moldova, Programme Coordinator on EAW. The evaluation will be the basis for payment to the consultant.

Financial arrangements:

Payment will be disbursed in one instalment upon receipt of the above deliverables and their certification by the UN Women Moldova Programme Coordinator on EAW that the services have been satisfactorily performed.

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>

Qualifications:

Education:

- Bachelor Degree in Social Science, Gender Studies, Development Studies, International Law, Public Policy and Administration, or other related fields.

Experience:

- At least 4 years of professional experience in the field of developing and implementing policies, plans and services linked to human rights and gender equality;
- Good knowledge and understanding in the field of preventing and combating violence against women;
- At least 2 years of experience working with representatives of various public institutions as well as civil society organizations in Serbia active in the area of combating violence against women;

- At least 2 years of working experience in organizing and facilitating events and meetings that include diverse constituencies and groups.

Languages and other skills:

- Fluency in English and Serbian languages; working level Russian is an asset;
- Computer literacy and ability to effectively use office technology equipment and IT tools.

Application Process and Submission Package:

Interested candidates are invited to submit their online applications by **28 August 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.

Applications without financial proposal may be treated as incomplete and may not be considered for further assessment.

Evaluation of Applicants:

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

- Bachelor degree in Social Science, Gender Studies, Development Studies, International Law, Public Policy and Administration or other related fields;
- At least 2 years of working experience in organizing and facilitating events and meetings that include diverse constituencies and groups.

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 100 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 70 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 (30 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.	Bachelor Degree in Social Science, Gender studies, Development studies, International Law, Public Policy and Administration, or other related fields. <i>(9 pts- Bachelor's degree; 10 pts- Master degree).</i>	10
2.	At least 4 years of professional experience in the field of developing and implementing policies, plans and services linked to human rights and gender equality; <i>(less than 4 years – 0 pts, 4 years – 5 pts, each year over 4 years – 5 pts, up to a max of 15 pts);</i>	15
3.	Good knowledge and understanding in the field of preventing and combating violence against women;	10
4.	At least 2 years of experience working with representatives of various public institutions as well as civil society organizations in Serbia active in the area of combating violence against women; <i>(less than 2 years – 0 pts, 2 years – 6 pts, each year over 2 years – 2 pts, up to a max of 10 pts);</i>	10
5.	At least 2 years of working experience in organizing and facilitating events and meetings that include diverse constituencies and groups; <i>(less than 2 years – 0 pts, 2 years – 6 pts, each year over 2 years – 2 pts, up to a max of 10 pts);</i>	10
6.	Fluency in English and Serbian languages; working level Russian is an asset;	15
	Maximum total technical scoring:	70

B) Financial evaluation:

In the Second Stage, the financial proposal of candidates, who have attained minimum 70% score in the technical evaluation (at least 49 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 International 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, travel and accommodation expenses 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 days 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 shall not accept travel costs exceeding those of an economy class ticket. Should the international consultant wish to travel on a higher class he/she should do so using their own resources.

3. Daily Subsistence Allowance

During the planned mission to Belgrade, UN Women Moldova country office will cover the cost of accommodation, venue, breakfast and lunch as 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 a learning study tour to Serbia on implementing of multidisciplinary approach in the field of preventing and combating violence against women

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.

Description of Activity	Unit of measure (e.g., day, month, etc.)	Unit price, USD	No. of units	Total Price, USD
Consultancy (daily) fee				
Cost of mission to Serbia (Belgrade and tentatively Novi Sad (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, visa etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me for 90 days.

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

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email: