

## TERMS OF REFERENCE

### for a group of National Consultants to strengthen the protection and assistance mechanism for women who experience violence, Republic of Moldova

- One team leader/coordinator
- 2 consultants/legal experts
- 1 consultant with economic (budgeting) background

<b>Duty Station:</b>	Chisinau, Moldova
<b>Type of contract:</b>	Individual Consultants - Special Service Agreement (SSA)
<b>Language required:</b>	Fluent in Romanian. Working knowledge of English and Russian will be considered as an asset
<b>Project</b>	00098993
<b>Application Deadline:</b>	25 September 2018
<b>Starting Date:</b>	15 October 2018
<b>Expected duration of assignment:</b>	Total up to 90 working days for the group of consultants, within 8 months

#### 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 \(NSGE\)](#), the [National Strategy for Preventing and Combating Violence against Women and Domestic Violence for the Period 2018-2023](#), 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 Moldova, as in the region and around the world, it affects individuals regardless of the context, culture, or their socio-economic status, with serious repercussion for women, their families, and society in general. 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 of multiple forms of violence. Subjects of gender-based violence need a large spectrum of specialized and effective services: primary and qualified legal assistance, shelter, financial and social assistance, psychological counselling etc. A 2016 UN Women study [“Report on costing of domestic violence and violence against women in Moldova”](#) supported by World Health Organization (WHO) and Austrian Development Cooperation (ADC) estimates that over 30% of the services considered essential per international standards do not exist in Moldova or are not efficient. When they do exist, the majority (60 %) of services are provided by the civil society organizations.

These service providers are mostly members of the [National Coalition Life without Violence \(National Coalition\)](#), which is a joint platform of 22 civil society organizations and public institutions, service providers working in the field of preventing and combating domestic violence and violence against women and girls. The members of the Coalition provide support and develop services for women and children, subjects of domestic violence at the community level, including counselling, primary and specialized legal assistance, immediate and long-term psychological assistance, shelter, social and economic support, programs for rehabilitation for victims, as well as programs for perpetrators. The main source of financing for the services offered by civil society organizations come from external sources - grants by development partners. The [Law 45 from 2007 on preventing and combating domestic violence](#) was modified in July 2016 and provides the responsibility of state actors (central and local public authorities) to prioritize funding of services for victims of domestic violence during forming and approval of local and national budgets. The obligations of the state to establish or support such services are also contained in the international conventions ratified and signed by the Republic of Moldova.

In the last two years, several researches and studies were conducted in which issues related to the national accreditation procedure of service providers on gender-based violence were discussed, including the above-mentioned Report of estimated costs of domestic violence in Republic of Moldova and [Development of services for women who experience violence](#) by International Center “La Strada” with support of UN Women Moldova. The findings have pointed out that one of the major gaps to be addressed concerns the lack of link between the accreditation procedure and state budget support to the social services providers working on gender-based violence and the procurement of social services. Based on these findings, experts from the National Coalition Life Without Violence have developed an initial *Concept for amending the existing mechanism of accreditation of service providers working with survivors of domestic violence and perpetrators*. In March 2018 the Concept, including main challenges and proposed solutions, were presented to and discussed at the first meeting of the Inter-Departmental Working Group (IWG) established by Ministry of Health, Labour and Social Protection. The IWG was created as a task-force in order to analyse the existing legal provisions and to consider the possibility of changing the current accreditation model for social service providers and to establish an efficient procurement mechanism based on best international practices.<sup>1</sup> The main conclusions suggest that it is crucial to secure sustainability of services provided to women who experience violence by increasing the legal and financial responsibility of the state actors and in line with the national and international commitments of the Republic of Moldova.

While the above-mentioned Concept contains some general conclusions and recommendations regarding the current model of the accreditation of social services, there is a need for elaboration of specific recommendations, including legal amendments and costing projections for procurement of social services in EAW area based on international good practices and on a comprehensive legal and regulatory framework analysis. This will build on the Concept developed by the Coalition and on the initial steps undertaken by the MHLSP towards the accreditation of social services.

### **The purpose of the consultancy**

Therefore, the purpose of the consultancy is to identify and address the remaining challenges and gaps regarding the accreditation and procurement of social services providers (ASSP) in the field of violence against women by developing a set of specific legal amendments and financial/costing estimates that will enable the functioning of an efficient and sustainable mechanism for ASSP. The assignment is supported by UN Women under the framework of its Memorandum of Cooperation with the Ministry of Health, Labour and Social Protection (MHLSP) and in partnership with the National Coalition Life Without Violence. In particular, it will contribute to the realization of Objective 2. **Strengthen the protection and assistance mechanism for victims of violence against women and domestic violence** of the *National Strategy for Preventing and Combating Violence against Women and Domestic Violence for the period 2018-2023*.

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<sup>1</sup> Order 216 from 19 February 2018 (has to be published)

## Scope of Work

Under the direct supervision of the UN Women EAW Programme Coordinator and in close cooperation with National Coalition “Life Without Violence” and with the Department of Policies for Ensuring Equality between Women and Men, Ministry of Health, Labour and Social Protection, the group of consultants will be responsible for the following tasks:

- ✓ Mapping and analysing the legal and regulatory framework to be amended in particular but not limited to: *Law 547-XV of 25.12.2003 on Social Assistance; Law 123 of 18.06.2010 on Social Services; Law 129 of 08.06.2012 on the accreditation of social services providers; Law on Public Procurement 131 of 03.07.2015; Law no. 45-XVI of 01.03.2007 on the prevention and combating of domestic violence; the Government Decision 95 of 07.02.2014 for the approval of the Regulation on the procedure of accreditation of social services providers; Government Decision no. 129 from 22.02.2010 on the approval of the Framework Regulation on the organization and functioning of centres for the rehabilitation of the victims of domestic violence, Government Decision no. 1200 from 23.12.2010 on the approval of Minimum Quality Standards for social services provided to victims of domestic violence etc.;*
- ✓ Carrying a comparative analysis of the international tendencies and best practices of accreditation and procurement mechanisms of social services in the area of ending violence against women (EAW), in selected European and CIS countries;
- ✓ Developing a specific set of draft amendments in accordance with the new *Law on normative acts nr.100*;
- ✓ Assessing the proposed amendments in terms of budgeting and economic implications and elaboration of an explanatory note with further improvement;
- ✓ Presenting the draft amendments to the members of the Inter-Departmental Working Group and other stakeholders (as necessary and to be further defined in consultation with MHLSP);
- ✓ Reviewing the comments received and finalizing the draft amendments accordingly;
- ✓ Organizing consultations, working meetings and public hearings with involvement of key stakeholders, and provide minutes per each major event.

**Team leader** will be responsible for the following specific activities:

- ✓ Coordinate the work of other three experts and with the MHLSP and ensuring that coherent sets of documents (consolidated assessment of the legal framework/ and practical/operational mechanism of the accreditation process and procurement of social services) are produced in line with the set objectives of the assignment;
- ✓ Draft amendments, as well as elements for explanatory note(s)/financial economic implications prepared in the right format and shared with all relevant stakeholders;
- ✓ Coordinate public consultations within the Inter-Departmental Working Group and other stakeholders and ensure that all relevant comments are properly documented;
- ✓ Coordinate and consolidate review of the consultations’ results, advancing a final set of draft amendments with explanatory note(s) and supporting the endorsement process;
- ✓ Elaborate final report with all deliverables (in English).

**Legal experts (2)** will be responsible for the following specific activities:

- ✓ Prepare and present the desk analysis of national legislation on accreditation and procurement of social services to the MHSPF;
- ✓ Elaborate and present a comparative analysis of the international good practices of the accreditation mechanisms in EAW area in selected European and CIS countries;
- ✓ Develop draft amendments;
- ✓ Compile joint (overall) draft legislative amendments;
- ✓ Present the draft to the members of the Inter-Departmental Working Group and to other stakeholders as necessary;
- ✓ Adjust the draft amendments according to the consultation results;
- ✓ Support the endorsement process;

- ✓ Inputs for the final report with all deliverables attached (in English).

**Financial expert** will be responsible for the following specific activities:

- ✓ Prepare desk analysis of normative framework that refers to social public sector and budgetary system according to the specific of the assignment: accreditation and procurement of social services in the EAW field;
- ✓ Develop the economical/budgeting analysis with costing estimations and explanatory note to the draft amendments in accordance with the standards applicable for the state institutions in public area;
- ✓ Present the economical/budgeting analysis to the Inter-Departmental Working Group and to other stakeholders;
- ✓ Supporting the endorsement process;
- ✓ Final report with all deliverables attached (in English).

### Deliverables and timeframe

The selected group of national consultants will be responsible for delivering the following deliverables, comprising of the main milestones:

#### I. Outputs and relevant milestones for the **Team Leader**:

	<b>Tentative timeframe</b>	<b>Tentative number of days required for accomplishment of task</b>	<b>Percentage of milestone/output</b>
Minutes of the coordination meetings	October/November 2018	Up to 3 WDs	20 %
Draft report on mapping and comparative analysis collected and compiled	February 2018	Up to 3 WDs	20 %
Report on public consultations	January/February 2019	Up to 4 WDs	25 %
Final set of the reviews after consultations presented	March-May 2019	Up to 3 WDs	20 %
Final report with all deliverables attached (in English)	May 2019	Up to 2 WDS	15 %
<b>Total</b>		<b>15 WDs</b>	<b>100 %</b>

#### II. Outputs and milestones for the **two legal experts**:

<b>Deliverable</b>	<b>Tentative timeframe</b>	<b>Tentative number of days required for accomplishment of task<sup>2</sup></b>	<b>Percentage of milestone/output</b>
Desk analysis of national legislation on accreditation and procurement of social services in the EAW field	October/November 2018	Up to 9 WDs	18 %

<sup>2</sup> To be distributed among the experts concerned, unless specified otherwise.

prepared and presented to MHSPF			
Comparative analysis of the international best practices of the accreditation mechanisms in EAW area in selected European and CIS countries presented (ex: Germany, Czech Republic etc.)	November 2018	Up to 10 WDs	20 %
Draft amendments on accreditation and procurement of social services developed and presented to the team leader	December 2018	Up to 14 WDs	30 %
Joint (overall) draft legislative amendments compiled	January 2019	Up to 3 WDs for the key legal expert only	6 %
Draft presented to the members of the Inter-Departmental Working Group and other stakeholders as needed	February 2019	Up to 2 WDs	4 %
Draft amendments according to the consultation results adjusted	March 2019	Up to 4 WDs	10 %
The endorsement process supported	April-May 2019	UP to 4 WDs	8 %
Inputs for the final report with all deliverables attached (in English)	May 2019	Up to 2 WDS	4 %
<b>Total</b>		<b>Up to 48 WDs</b>	<b>100 %</b>

III. Outputs and milestones for the **financial expert**:

<b>Deliverable</b>	<b>Tentative timeframe</b>	<b>Tentative number of days required for accomplishment of task</b>	<b>Percentage of milestone/output</b>
Desk analysis of normative framework that refers to	November/December 2018	Up to 5 WDs	18%

social public sector and budgetary system			
The economical/budgeting analysis with costing estimations and explanatory note to the draft amendments in accordance with the standards applicable for the state institutions in public area*	December 2018/January 2019	UP to 15 WDs	55%
Present the economical/budgeting analysis to the Inter-Departmental Working Group and other stakeholders as needed	February 2019	Up to 1 WD	5 %
Support the endorsement process	April 2019 (possibly after the 2019 March)	UP to 5 WDs	18 %
Final report with all deliverables attached (in English)	April/May 2019	Up to 1 WDS	4 %
<b>Total</b>		<b>Up to 27 WDs</b>	<b>100%</b>

**Note: \*This deliverable has to be consulted with the Ministry of Finance prior to approval**

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

#### **Duration of the assignment**

It is expected that the group of experts shall begin work by **15 October 2018** with work being completed before end **June 2019**, in conformity with the indicative timeframe described under “Deliverables and Timeframe” section. The total duration of this assignment is tentatively planned for up to 90 working days within an 8 months’ assignment.

**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 team of experts will work under the direct supervision and guidance UN Women Programme Coordinator for EVAW. The experts are expected to provide a highly qualified consultancy for this specific assignment, with appropriate skills and expertise as outlined in the Requirements of the ToR.

## Performance Evaluation

The national consultants' 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 to each consultant, upon successful completion of deliverables and certification of final report by the UN Women Moldova Programme Coordinator on ERAW that the services have been satisfactorily performed.

## Specific requirements for the team leader:

### Education:

- ✓ University Degree in law, public policy/or social science, or other related area;
- ✓ Master's degree or other equivalent (international) consultancy experience in above mentioned area would be an asset;

### Work Experience

- ✓ Minimum 5 years of relevant experience in analysis and implementation of justice or social care/services (family) policies;
- ✓ At least 5 years of experience in managing and coordinating operation of complex (multi-faceted multi-actor and multi-layer) activities and mechanisms and structures for interaction, between stakeholders, international development partners and civil society organisations; designing and administering relevant groups, dialogues and platforms;

### Skills:

- ✓ Fluent in Romanian and English. Working knowledge of Russian will be considered as an asset;
- ✓ Computer literacy and ability to effectively use IT tools;
- ✓ Strong strategic, analytical and conceptual thinking, proven written skills,
- ✓ Ability for the detailed and substance-oriented analysis,
- ✓ Ability to communicate efficiently (verbally and in writing),
- ✓ Ability to interact, coordinate and be flexible;
- ✓ Good drafting skills and ability to provide clear recommendations and findings;

### Personal qualities:

- ✓ Responsibility, thoroughness;
- ✓ Carefully to details;
- ✓ Flexibility and human based values.

## Specific requirements for two consultants with legal background:

### Education:

- ✓ University Degree in law, public policy/or social science, or other related area;
- ✓ Master's degree in above mentioned area would be an asset;

### Work Experience

- ✓ Minimum 5 years of relevant experience in analysis of legal framework with a comprehensive and in-depth expertise in developing the draft regulations, policy documents;
- ✓ At least 5 years of working experience in the field of human rights, social services, gender-based violence, gender policy formulation/implementation or related;
- ✓ Experience of working with a wide spectrum of stakeholders, both civil society and government officials;

### Skills:

- ✓ Fluent in Romanian and English. Working knowledge of Russian will be considered as an asset;
- ✓ Computer literacy and ability to effectively use IT tools;
- ✓ Strong strategic, analytical and conceptual thinking, proven written skills,
- ✓ Ability for the detailed and substance-oriented analysis,

- ✓ Ability to communicate efficiently (verbally and in writing),
- ✓ Ability to develop report and provide clear recommendations and findings;
- ✓ Good drafting skills;

Personal qualities:

- ✓ Responsibility, thoroughness;
- ✓ Carefully to details;
- ✓ Flexibility and human based values.

**Specific requirements for consultant with economic (budgeting) background:**

Education:

- ✓ University Degree in law, economical and/or social science, finances, or other related area;
- ✓ Master's degree in above mentioned area would be an asset;

Work Experience

- ✓ Minimum 5 years of relevant experience in analysis of legal framework and analysis of proposed amendments to legislation in terms of budgeting and economic implications;
- ✓ Relevant expertise of immediate work and/or consultancy in social services, particularly related to gender-based violence would be an asset;
- ✓ Experience of working with a wide spectrum of stakeholders, both civil society and government officials;
- ✓ Previous work experience with the Ministry of Finance would be an asset;

Skills:

- ✓ Fluent in Romanian and English. Working knowledge of Russian will be considered as an asset;
- ✓ Computer literacy and ability to effectively use IT tools.
- ✓ Strong strategic, analytical and conceptual thinking, proven written skills,
- ✓ Ability for the detailed and substance-oriented analysis,
- ✓ Ability to communicate efficiently (verbally and in writing),
- ✓ Ability to develop report and provide clear recommendations and findings;
- ✓ Good drafting skills;

Personal qualities:

- ✓ Responsibility, thoroughness;
- ✓ Carefully to details;
- ✓ Flexibility and human based values.

**Selection process**

The candidate is expected to reflect in the submission the qualifications, knowledge and experience related to the requirements listed above. Evaluation will be performed through a desk review of applications, and if necessary, may be supplemented by an interview.

**Application process and submission package**

Interested candidates are invited to submit their online applications by **25 September 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, 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.
- Technical proposal – which shall include:
  - ✓ Description of the candidate's relevant experience with similar type of assignments (max 300 words)

- ✓ Proposed approach and methodology (max 1500 words), including: Timeline and milestones, Risk and mitigation measures
- ✓ Annex: Short Sample or links to related work previously conducted by the consultant

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

### Evaluation procedure

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

#### *Minimum qualification criteria for Team Leader:*

- University Degree in law, public policy/or social science, or other related area;
- At least 5 years of experience in managing and coordinating operation of complex (multi-faceted multi-actor and multi-layer) activities and mechanisms and structures for interaction, between stakeholders, international development partners and civil society organisations; designing and administering relevant groups, dialogues and platforms;

#### *Minimum qualification criteria for Consultants with legal background:*

- University Degree in law, public policy/or social science, or other related area;
- Minimum 5 years of relevant experience in analysis of legal framework with a comprehensive and in-depth expertise in developing the draft regulations, policy documents.

#### *Minimum qualification criteria for Consultant with economic (budgeting) background:*

- University Degree in law, economical and/or social science, finances, or other related area;
- Minimum 5 years of relevant experience in analysis of legal framework and analysis of proposed amendments to legislation in terms of budgeting and economic implications;

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;
- C<sub>low</sub> 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).

#### **TEAM LEADER:**

Nr.	Criteria	Maximum points
1.	University Degree in law, public policy/or social science, or other related area; Master's degree or other equivalent (international) consultancy experience in above mentioned area would be an asset;	110

	<i>(80 pts for university degree, up to 30 points for master or another equivalent international consultancy experience)</i>	
2.	Minimum 5 years of relevant experience in analysis and implementation of justice or social care/services (family) policies <i>(less than 5 years – 0 points, 5 years - 80 pts, each year over 5 years – 5 pts up to a maximum of 20 pts)</i>	100
3	At least 5 years of experience in managing and coordinating operation of complex (multi-faceted multi-actor and multi-layer) activities and mechanisms and structures for interaction, between stakeholders, international development partners and civil society organisations; designing and administering relevant groups, dialogues and platforms; <i>(less than 5 years – 0 points, 5 years - 70 pts, each year over 5 years – 5 pts up to a maximum of 30 pts)</i>	100
4	Fluent in Romanian and English. Working knowledge of Russian will be considered as an asset;	30
5	Computer literacy and ability to effectively use IT tools.	10
	<b>Maximum total technical scoring:</b>	<b>350</b>

#### CONSULTANTS WITH LEGAL BACKGROUND:

Nr.	Criteria	Maximum points
1.	University Degree in law, public policy/or social science, or other related area; Master's degree in above mentioned area would be an asset. <i>(80 pts for university degree, up to 20 points for master or another equivalent international consultancy experience)</i>	100
2.	Minimum 5 years of relevant experience in analysis of legal framework with a comprehensive and in-depth expertise in developing the draft regulations, policy documents; <i>(less than 5 years – 0 points, 5 years - 80 pts, each year over 5 years – 5 pts up to a maximum of 20 pts)</i>	100
4.	At least 5 years of immediate work and/or consultancy in human rights, social services, gender policy formulation/implementation or related; <i>(less than 5 years – 0 points, 5 years - 60 pts, each year over 5 years – 5 pts up to a maximum of 20 pts)</i>	80
5	Experience of working with a wide spectrum of stakeholders, both civil society and government officials;	30
6	Fluent in Romanian and English. Working knowledge of Russian will be considered as an asset;	30
7	Computer literacy and ability to effectively use IT tools.	10
	<b>Maximum total technical scoring:</b>	<b>350</b>

#### CONSULTANT WITH ECONOMIC (BUDGETING) BACKGROUND:

Nr.	Criteria	Maximum points
1.	University Degree in law, economical and/or social science, finances, or other related area; Master's degree in above mentioned area would be an asset. <i>(80 pts for university degree, up to 20 points for master or another equivalent international consultancy experience)</i>	100
2.	Minimum 5 years of relevant experience in analysis of legal framework and analysis of proposed amendments to legislation in terms of budgeting and economic implications; <i>(less than 5 years – 0 points, 5 years - 80 pts, each year over 5 years – 5 pts up to a maximum of 20 pts)</i>	100

4.	Relevant expertise of immediate work and/or consultancy in social services, particularly related to gender-based violence would be an asset;	50
5.	Experience of working with a wide spectrum of stakeholders, both civil society and government officials;	40
6	Previous work experience with the Ministry of Finance would be an asset;	20
7	Fluent in Romanian and English. Working knowledge of Russian will be considered as an asset;	30
8	Computer literacy and ability to effectively use IT tools.	10
	<b>Maximum total technical scoring:</b>	<b>350</b>

#### 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 candidates

The winning candidates will be the candidates, who have 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**

No travels are envisaged under the current assignment.

### **3. Daily Subsistence Allowance**

Not applicable.

### **4. Currency of the price proposal**

The applicants are requested to submit their price proposals in Moldovan Lei. In case of proposals in other currency, these shall be converted into MDL using the official UN exchange rate for currency 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 Consultants to strengthen the protection and assistance mechanism for women who experience violence, Republic of Moldova.

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:

Description of Activity	Unit of measure (e.g., day, month, etc.)	Unit price, MDL	No. of units	Total Price, MDL
Consultancy (daily) fee				
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: