

CONSULTANT SERVICES PROCUREMENT NOTICE

Date: 28 January 2013

Country: Republic of Moldova

Description of the assignment: National consultant to support and facilitate the process of Participatory Gender Audit within National Employment Agency of the Republic of Moldova

Project name: UN Women Programme on Women Economic Empowerment (WEE)

Period of assignment/services: Starting 25 February 2013, estimated volume of work – up to 40 days within 3 calendar months

Technical proposal and **financial proposal** should be submitted **on-line** no later than 11 February 2013.

Requests for clarification only must be sent by standard electronic communication to the following e-mail natia.cherkezishvili@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 with funding support from the Swedish Government is implementing since December 2009 a four-year development programme on women's economic empowerment. The Programme is aimed at addressing the needs of the rural and sub-urban population, especially poor women in exercising their social and economic rights through increasing access to quality information and services in employment and social protection areas. This is being achieved through improving local services, building capacity of the relevant institutions as well as improving policy and legislation based on the gaps identified through their practical application on the ground. The program is designed to be fulfilled in line with the Government priorities set for 2009-2013 as well as the Reforms launched by the State in the areas of labour market and social protection.

The programme is being implemented at three levels of intervention: work at the regional/local, policy and institutional level. At the local level the programme is focusing on creating a joint platform for women in rural and sub-urban areas in the form of Joint Information and Services Bureaus which bring together various public and private service providers in the areas of employment, social protection and related areas and provision of services in a coordinated manner. It is expected that such a model will facilitate open access and use of existing opportunities by women in the most effective way shortest leading to the improvement of the quality of life and thus fulfillment of women's human rights. At the policy level, the programme will support the review of laws and policies to promote women's employability and eliminate the prohibitions and bottlenecks that impede women to exercise their rights in the area of employment and social protection. At the institutional level the programme aims at supporting and fostering the capacities of gender equality mechanism to effectively address issues on women's human rights to employment and social protection. In addition, the programme envisages supporting capacity building initiatives for national institutions with competencies in the area of employment and social protection to increase their institutional and intellectual capacity to promote policies and practices that take into consideration WHR issues.

The Ministry of Labour, Social Protection, and Family (MLSPF) is the central specialized body of the central public administration with competencies in promoting policies in the area of labour and social protection. The current scope of competencies of the MLSPF is focused on two priority areas: (i) social protection; and (ii) labour and employment.

Rationale

The MLSPF promotes policies on labour and employment through two specialized implementation agencies: (i) the National Employment Agency (NEA) and Labour Inspection (LI).

The NEA is the central specialized deconcentrated body of the public service, subordinated to the MLSPF, with competencies to promote state policies, strategies, and programs in the area of labour market development, social protection of job seekers, unemployment prevention and combating its social effects.

NEA owns and maintains an information system, which allows collection of sex-disaggregated data. In 2009, due to budget cuts across the central public administration, some of the National Employment Agency programmes have been scaled down. The National Employment Agency developed a new form for job seekers, which would allow improved service provision although it does not have resources available to adjust the informational system accordingly. According to the Program Baseline Study no evidence of direct discriminatory practices neither were identified, alike no pro-active practices for promoting women's employment were revealed, which is denoting the insufficient awareness of the NEA towards gender issues, or not enough implication from the NEA Management side in the respective matters due to the fact that Internal Regulations do not provide for this type of involvement.

In order to further strengthen capacities of key national stakeholders in internalizing gender equality and gender mainstreaming in all work activities, UN Women and International Labour Organization (ILO) have entered into a joint action plan aimed at building capacities of MLSFP and NEA, alongside with those of the Labour Inspection and Social Partners to implement policies at the national and local levels that promote and protect women's human rights to access to employment and social protection. According to that plan, a Training of Facilitators on Participatory Gender (PGA) has been conducted for the MLSPF and NEA, based on the ILO methodology outlined in the Manual for Gender Audit Facilitators¹. The training contributed to increased knowledge and understanding of representatives of NEA on conducting Gender Audit within institutions and served as a basis for the participatory gender audit to be undertaken by these institutions with the facilitation of the programme.

As a result of the Training, NEA management started preparation of such a Participatory Gender Audit and initiated an internal resolution regarding organization of the Participatory Gender Audit. Nevertheless, due to its limited capacities, both human and technical, NEA has requested support from UN Women for the provision of external expertise and knowledge to accomplish the task successfully, especially that this exercise requires intensive facilitation, out of office work and analytical thinking. In this respect, UN Women plans to hire a national consultant to facilitate the process of organizing and conducting the Participatory Gender Audit within the National Employment Agency by providing conceptual as well as technical support for the efficient delivery of the Participatory Gender Audit activities.

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

Under the direct supervision and guidance of UN Women WEE Programme Management and in close cooperation with the National Employment Agency, the national consultant will facilitate the process of undertaking Participatory Gender Audit within the National Employment Agency.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in social sciences, economic, statistics or similar field, or equivalent working experience in the sector;

II. Years of Experience:

- At least 3 years of proven experience in organizing, facilitating and conducting seminars, trainings and round tables with state institutions/agencies/organizations, especially on gender related issues;
- At least 3 years of proven professional experience in monitoring and evaluation of official documents and strategic planning documents at the level of state institutions/agencies/organizations;
- At least 3 years of working with international organizations and donors.

III. Functional Competencies:

- Sound knowledge of employment sector in Moldova and its peculiarities;
- Knowledge and relevant experience in gender related assessments.

¹ A Manual for Gender Audit Facilitators: the ILO Participatory gender Audit Methodology, ILO 2007. The training manual was modeled on material developed by the Gender and Development Training Centre for the Stichting Nederlandse Vrijwilligers (SNV) in the Netherlands.

IV. Language skills:

- Fluency in Romanian, working knowledge of Russian. Knowledge of English is an asset;

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Duly filled Personal History Form (PHF11)/CV;
- Letter of Interest;
- Financial proposal

5. FINANCIAL PROPOSAL

The financial proposal shall be structured around the specific tasks and key deliverables described in the Terms of Reference. Interested individual consultants must specify a total lump sum amount for each task and deliverable, which are to be completed by the deadlines specified in the ToR. Payments shall be made based on delivery of the services specified in the ToR and in accordance with the procedures described in the Remuneration section of the ToR. In order to assist UN Women Moldova Programme in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount.

6. TRAVEL

No special arrangement applies.

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