

## TERMS OF REFERENCE

### National Consultant to provide programmatic support on Women Economic Empowerment area

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| <b>Duty Station:</b>                                     | Chisinau, Moldova  |
| <b>Languages required:</b>                               | English, Romanian, Russian   |
| <b>Application deadline:</b>                             | 26 February 2020   |
| <b>Starting date:</b>                                    | 16 March 2020  |
| <i>(date when the organization is expected to start)</i> |  |
| <b>Expected duration of the assignment:</b>              | Up to 155 working days within a 10-calendar month period (March – December 2020) |
| <b>Contract Type:</b>                                    | Individual Contract  |
| <b>Project:</b>  | 00098990 (Women Economic Empowerment)  |

### 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.

UN Women's presence in the Republic of Moldova has evolved from being a project-based office in 2007 to a Country Office with full delegated authority as of 2015. Currently, UN Women Moldova Country Office is in the first year of implementing its [Strategic Note \(SN\) for 2018-2022](#), which is aligned with [the Republic of Moldova-United Nations Partnership Framework for Sustainable Development 2018-2022](#) and [the Global Strategic Plan of UN Women](#). The SN 2018-2022 aims at advancing progress under the following three Impact Areas (IA): *IA1: More women from diverse groups fully participate and lead in governance processes and institutions, IA2: Women have income security, decent work and economic autonomy, IA3: Public authorities, institutions and communities prevent violence against women and girls and deliver quality essential services.* Under the impact on income security, decent work and economic autonomy, UN Women contributes to the realization of the Outcome: Parliament and Government adopt and implement legislation, policies, and services that address unpaid domestic and care work and improve income security and decent work for women with two outputs: Output 1. Government have capacities to develop and implement laws, policies and services that positively impact women's income and decent employment and recognize, reduce and redistribute unpaid care work; 2. Women, including those from excluded groups, have skills and knowledge to access economic opportunities.

The overarching vision of the [2030 Agenda for Sustainable Development](#) is inclusive and sustainable growth with its promise to leave no one behind. Sustainable Development Goal (SDG) 5, target 5.5. calls to "ensure women's full and effective participation and equal opportunities for leadership at all levels of the decision-making in political, economic and public life"; target 8.5 calls to "achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value" etc. To achieve gender equality by 2030, is required urgent actions to eliminate the many root causes of discrimination that still curtail women's rights in private and public spheres.

Contributing to the realization of these results, UN Women works to strengthen capacities of the Parliament and Government to develop, adopt and implement legal, regulatory and policy frameworks, as well as care service provision models that create decent work for women and that support the reduction and redistribution of unpaid care work and more equal sharing of care and domestic work between women and men. UN Women will also seek to improve women's access to male dominated professions, notably in science, technology, engineering and mathematics (STEM) and build their information and communication technology (ICT) skills, and promote women's increased access to economic opportunities through supporting best practices of the private sector. The cooperation with the private sector cover the work on promotion [The Women's Empowerment Principles \(WEPs\)](#). Companies becomes more aware about the WEPs and knowledge products and tools to guide private sector institutions on WEPs implementation and monitoring in their workplaces and industries etc. were developed. Further work is required to continue on promotion of WEPs within the private sector.

Therefore, UN Women is looking for a national consultant with expertise in the area of the gender equality and women economic empowerment (WEE), to provide programmatic support to improve the efficiency and effectiveness of WEE portfolio of UN Women Country Office.

## Scope of Work

The selected national consultant will be responsible to support timely and synergetic implementation of the UN Women Strategic Note in the area of women's economic empowerment. The consultant will provide programmatic support in the development and implementation of effective programmes consistent with UN Women rules and regulations. She/he works in close collaboration with the operations, programme and projects' staff in the UN Women Moldova CO.

## Duties and Responsibilities

Under the direct supervision of the UN Women Programme Specialist and the Country Representative and in close cooperation with Programme Analysts, the following major tasks shall be undertaken by the national consultant:

| Tasks and activities  | Estimated workload (workdays) |
|---|-------------------------------|
| 1. Prepare concepts, proposals and programmatic initiatives on WEE area in line with UN Women's Strategic Note, including through innovative approaches;  | Up to 35 days                 |
| 2. Develop and expand the partnership base with wide range of partners at national and local level (Government, Parliament, civil society, academia, media, etc.) in the WEE area, including with non-traditional partners;   | Up to 20 days                 |
| 3. Provide regular meetings with key partners under the WEE area for monitoring of the ongoing activities on WEE and GRB. Partners: Academy of Public Administration, EBRD, CSOs GRB Watchdogs, Ministry of Health Labor and Social Protection (Department for Equal Opportunities (DEO), State Chancellery, academia, LPA, CPA, etc. | Up to 20 days                 |
| 4. Ensure timely and proper documentation of the WEE Impact Area implementation processes and products in accordance with the UN Women guidelines.  | Up to 10 days                 |
| 5. Contribute to design of advocacy materials and promote initiatives for advocacy and policy dialogue in WEE area issued by the RPs under co-operation agreement with UN Women.  | Up to 20 days                 |
| 6. Ensure close coordination and delivery on time activities of the WEE current implementing partners – to ensure steady progress towards the achievement of set objectives and targets and that challenges are dealt with in a prompt manner.  | Up to 35 days                 |
| 7. Provide inputs to UN Women quarterly reports based on RPs narrative reports and other co-operation agreements under WEE area.  | Up to 15 days                 |
| <b>Total</b>  | <b>Up to 155 days</b>         |

**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 responsible staff shall be the only criteria for National Consultant work being completed and eligible for payment/s.

## Deliverables

The assignment should be carried out within a period of 10 months, not exceeding 155 working days, with the incumbent being responsible for delivering the following outputs:

- Monthly reports on major tasks performed, updates and the results achieved, based on the indicated tasks and activities as indicated above.
- Final report on carried out activities, achievements and challenges.
- Information, analytical work papers on WEE portfolio.

All the deliverables should be agreed with the UN Women responsible staff and provided in English electronic copy.

### **Duration of the assignment**

The total duration of the contract is tentatively planned for up to 10 calendar months starting with 02 March 2020 with possibility of extension subject to funds availability.

### **Management arrangements**

Organizational Setting: The National Consultant will work under direct supervision of the UN Women Programme Specialist and the Country Representative in close cooperation with Programme Analysts.

### **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**

Consultant's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

### **Financial arrangements**

Payment will be disbursed on a monthly basis, upon submission and approval of deliverables and timesheets with actual days worked and certification by the UN Women responsible staff that the services have been satisfactorily performed.

### **Required Skills and Experience**

#### Education:

- Master's degree in economics, finance, public administration, human rights, gender equality, management or other related areas;

#### Experience:

- Minimum of 7 years of relevant experience at national or international level in managing complex and multi-component programmes and projects, preferably in the area of gender equality, women's economic empowerment and gender responsive budgeting;
- Minimum 3 years of collaborative work experience with national partners at policy/decision making and/or institutional and local level, including government and civil society organisations;
- Strong analytical and writing skills and experience;
- Experience in the UN system, agencies and international organizations is an asset;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems.

#### Language skills:

- Fluency in English and Romanian is required. Advanced knowledge of Russian is an advantage.
- Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.

### **Application Procedure:**

Interested candidates are invited to submit their online applications by 26 **February 2020** with the following documents.

- Duly filled Personal History Form PHF11/CV;
- Letter of Intent to include a brief overview about which of your previous experiences makes you the most suitable candidate for the advertised position;
- Up to three examples of analytical documents elaborated by you (reports, researches, articles and/or blogs).

- Financial proposal (in MDL) - specifying an all-inclusive fixed total contract price, supported by a breakdown of costs as per template provided.

***In July 2010, the United Nations General Assembly created UN Women, the United Nations Entity for Gender Equality and the Empowerment of Women. The creation of UN Women came about as part of the UN reform agenda, bringing together resources and mandates for greater impact. It merges and builds on the important work of four previously distinct parts of the UN system (DAW, OSAGI, INSTRAW and UNIFEM), which focused exclusively on gender equality and women's empowerment.***

***The United Nations in Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.***

#### **Evaluation of Applicants:**

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

- Master's degree in economics, finance, public administration, human rights, gender equality, management or other related areas;
- Minimum of 7 years of relevant experience at national or international level in managing complex and multi-component programmes and projects, preferably in the area of gender equality, women's economic empowerment and gender responsive budgeting;
- Fluency in English and Romanian is required. Advanced knowledge of Russian is an advantage.

For evaluation of short-listed candidates, a cumulative analysis scheme will be applied 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, depending on the short-listed candidates' qualifications.

- A) Technical Evaluation:** The technical part is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

| # | Criteria for technical evaluation  | Max. points |
|---|--|-------------|
| 1 | Master's degree in economics, finance, public administration, human rights, gender equality, management or other related areas;<br>(Master - 45 pts; PhD – 50 pts);  | 50          |
| 2 | Minimum of 7 years of relevant experience at national or international level in managing complex and multi-component programmes and projects, preferably in the area of gender equality, women's economic empowerment and gender responsive budgeting<br>(7 years – 70 pts, for each year over 7 years – 10 pts, up to a max of 80 pts); | 80          |

| # | Criteria for technical evaluation  | Max. points |
|---|--|-------------|
| 3 | Minimum 3 years of collaborative work experience with national partners at policy/decision making and/or institutional and local level, including government and civil society organisations;<br>(3 years – 60 pts, each year over 3 years – 10 pts, up to a max of 80 pts); | 80          |
| 4 | Experience in the UN system, agencies and international organizations is an asset<br>(2 years –20 pts, each year over 2 year –5 pts, up to a maximum of 40pts)   | 40          |
| 5 | Excellent command of Romanian and English, knowledge of Russian would be an asset<br>(Romanian – 10 pts, English – 10 pts, Russian – 10pts)  | 30          |
| 6 | <b>Interview</b>   | 70          |
|   | <b>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 CANDIDATE**

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

The prospective National Consultant should take the following explanations into account during submission of his/her price proposal.

**1. Daily fee**

The daily price proposal should indicate a "lump sum amount" which is "all-inclusive"; All costs (professional fees, communications, consumables 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.

**2. Travel costs**

UN Women will not cover transportation cost within Chisinau.

**3. Daily Subsistence Allowance**

Not applicable.

**4. Currency of the price proposal**

The applicants are requested to submit their price proposals in MDL. In case of proposals in other currency, these shall be converted into MDL using the official UN exchange rate for currency MDL 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 Consultant to provide programmatic support on Women Economic Empowerment area.

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:

| Deliverables            | MDL |
|-------------------------|-----|
| Daily fee all inclusive |     |
| Total price             |     |

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, etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me for 30 days.

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

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email: