

CONSULTANT SERVICES PROCUREMENT NOTICE

Date: 19 February 2020

Country: Republic of Moldova

Description of the assignment: National IT expert on e-learning

Project name: UN Women Moldova

Period of assignment/services: March 2020 –November 2020

Proposals should be submitted **on-line** no later than **1 March 2020, 23:59 local time**.

Requests for clarification only must be sent by standard electronic communication to the following e-mail ana.stegarescu@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.

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. Placing women's rights at the center of all its efforts, the UN Women leads and coordinates the United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world.

Through its programmes and projects, UN Women is providing technical assistance to national partners (governmental and non-governmental) in the implementation of existing international and national commitments to women's rights and gender equality, it facilitates networking and exchange of good practices and advocates for women's rights and gender equality in all areas of life.

UN Women's presence in the Republic of Moldova has evolved from being a project-based office in 2007 to a Country Office with fully delegated authority as of 2015. 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 UN Women Strategy for Moldova 2018-2022 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.

Since 2011, UN Women, with the financial support of the Austrian Development Agency (ADA) and Swiss Agency for Development and Cooperation (SDC), has been implementing the regional project "Promoting Gender Responsive Policies in South-East Europe and the Republic of Moldova" covering Albania, Bosnia and Herzegovina, the Former Yugoslav Republic of Macedonia (FYR Macedonia) and the Republic of Moldova (Regional GRB Project).

The overall goal of the Regional GRB Project is to support the advancement of implementation of national and international commitments to gender equality and women's empowerment in line with national Sustainable Development Goals priority targets.

RATIONALE

The second National Strategy on Gender Equality (NSGE) for 2017-2021 and its associated Action Plan, approved in early 2017, focus on ten areas of interventions such as: women's participation in decision-making, labour market and gender pay gap, social protection and family policies, health, education, climate change, institutional mechanism, stereotypes in the society and non-violent communication, gender equality in the security and defense sector and gender responsive budgeting.

Under the "Gender Responsive Budgeting" area of intervention, the NSGE focuses on development, piloting and institutionalizing of GRB tools (gender sensitive indicators, expenditure strategies and concepts) by building capacity of government gender units/gender focal points to develop and promote gender responsive fiscal laws, policies, national and sectorial action plans to enable specific budgetary allocations for advancing gender equality and women's empowerment.

Under the "Institutional mechanism" area of intervention, the Government of Moldova entrusted the Academy of Public Administration (APA) an important role in "transposing gender mainstreaming into policies and programs in practice at all stages of the policy cycle by providing regular training on gender equality and human rights for central and local government civil servants". The Academy of Public Administration (APA) was created by Presidential Decree no. 73 of 21st of May 1993 to help fill a complete void in provision of initial and continuous professional development of public service personnel. Approximately 3000 participants representing different public institutions in Moldova benefit from different courses offered by APA annually.

In 2018 UN Women in collaboration with Academy of Public Administration developed a Gender Equality Course for Public Servants for all levels and regions of the country. The Gender Equality Course for Public Servants contributes to gender mainstreaming into all work of the Government of Moldova at central and local levels.

In addition, APA created a core group of 8 *APA Gender Equality Trainers*, designated by APA and relevant public institutions, who were capacitated and certified by APA to deliver the Gender Equality Course for Public Servants.

The Gender Equality Course for Public Servants introduced both a conceptual and practical tool to start and continue gender mainstreaming into strategic and daily work of civil servants responsible for making evidence-based policy and budget decisions to ensure equality between men and women at all levels, areas and fields of activity.

E-learning is still a novelty in the Project Countries that UN Women agreed to support the main goal of this support is to create a massive number of public administration officials/public servants which understand and utilize the main concepts on GE and GRB. This is very much linked with the sustainability of interventions for the future. These modules will be owned by the governments and will be used in the future as well.

In 2018, representatives from APA participated within a workshop on Gender and Gender Responsive Budgeting E-learning Module organized in Tirana, Albania within the project "Promoting Gender Responsive Policies in South East Europe" (2017-2018)". The main objective of the event was to reflect on the best practices of implementation of the GRB e-learning module. The event seeks to exchange views and foster discussion between partners. On the margins of this event, public officials in charge of the development of the modules from participating countries met and discussed on best practices on e-learning opportunities from each country.

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In this context, UN Women, in collaboration with Academy of Public Administration, is seeking to hire a national consultant to provide necessary requirements and recommending a technical approach to meet the needs for developing an e-learning course for public officials on Gender Equality & Gender Responsive Budgeting.

The e-learning course shall be placed on the e-learning platform of the APA, the institution that shall further ensure the maintenance of the course.

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

The national consultant will provide necessary requirements and will recommend a technical approach to meet the needs for developing an e-learning course for public officials on Gender Equality & Gender Responsive Budgeting. The consultant will generate the design specifications for e-course development.

The consultant will have to oversee the development, testing and implementation of the technical solution and to validate that the final product satisfies the defined requirements.

He/ She will review the technical documentation, such as user guides, training manuals and system specifications, prior to distribution to end-users and to ensure that it is accurately represented.

For detailed information, please refer to Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Qualifications:

- University/master's degree in Informational Technologies, Social Science, Pedagogy or related areas.

Experience:

- At least 5 years of professional working experience in carrying out assessments, of working on development of e-learning courses, providing online courses/trainings, e-learning courses design, elaboration, implementation and/or evaluation, etc.,
- At least 3 years of proven experience and advanced capacity to deliver trainings on e-learning related topics; more particularly experience and advanced capacity to deliver trainings on e-learning for professional development of public servants;
- At least 2 years of proven experience in developing terms of references, monitor and evaluate the IT deliverables for e-learning courses;
- Previous experience in working on similar assignments with international and local organizations; previous successful experience of working with UN agencies is an asset.

Language skills:

- Fluency in verbal & written Romanian and English. Working knowledge of Russian will be considered an asset.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested candidates are invited to submit their online applications by **1 March 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;
- Financial proposal (in MDL) - specifying an all-inclusive fixed total contract price, supported by a breakdown of costs as per template provided.

5. FINANCIAL PROPOSAL

The financial proposal shall include a breakdown of the lump sum amount (daily rate and number of anticipated working days). Please see Annex I: Price Proposal Guideline and Template and Price Proposal Submission Form.

6. TRAVEL

UN Women will not cover transportation cost within Chisinau.

7. EVALUATION

For detailed evaluation procedures please refer to Terms of Reference

ANNEX

TERMS OF REFERENCES (TOR)

CONDITIONS OF SERVICE - CONSULTANT