



National Consultant to support development of the Country Gender Equality Brief Moldova

Location:	Home-based
Application Deadline:	20 March 2020 (Midnight Chisinau, Republic of Moldova)
Type of Contract:	Individual Contract
Post Level:	National Consultant
Languages Required:	English
Duration of Initial Contract:	40 working days, in the period March-September 2020
Expected Start date:	30 March 2020

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.

As part of the UN System-wide investments, and leveraging UN Women's three-pronged mandate—supporting strengthened global norms and standards; promoting effective coordination, coherence and commitment across the UN System towards gender equality; and supporting Member States to translate global norms and standards into national policies and action—the UN Women's global Strategic Plan 2018-2021 commits to increased national-level knowledge and strengthened national systems to monitor international, regional and national commitments to gender equality and the empowerment of women (GEWE).

In support of the above, effective 2019, UN Women regional offices (ROs) and country offices (COs) are supporting UN Coordination on gender through developing Country Gender Equality Briefs (CGEB). CGEB serve to capture up-to-date state of the gender equality in the country; they summarize the existing sex-disaggregated data and map the data gaps, provide up to the date information on the country's compliance with internationally agreed commitments to gender equality and women's empowerment (CEDAW, UPR, SDGs. etc.), and map GEWE policies, analyze institutional mechanisms, capacities and partnerships upholding national and local level work towards achieving gender equality.

In countries working towards the realization of the UN Partnership Framework for Sustainable Development (UNPFSD), the CGEB provide valuable inputs in the monitoring of the gender mainstreaming of the UNPFSD. Moldova is at the middle time of implementation of the UNPFSD 2018-2022.

Goal and objectives

As part of the UN System in Moldova, UN Women is seeking the services of an experienced national consultant to develop the Country Gender Equality Brief. The document will inform the UNCT on gender equality trends and evolution within the UNPFSD in Moldova; it will also serve as a basis for updates on progress towards GEWE and SDGs monitoring. The national consultant will be working under the overall supervision of the Programme Specialist and in close cooperation with UN Women CO Monitoring and Reporting Analysts, who will provide guidance and ensure high quality and timely delivery, as specified in the national consultant's Terms of Reference. UN Women CO will support the consultant to liaise with the United Nations Resident's Coordinator Offices, UN Country Teams and the Gender Theme Groups (as appropriate), to ensure access to information, data and other sources necessary to fulfill the task.

UN Women ECA RO Programme Specialist will ensure the overall quality assurance of joint work of the national consultant, support a peer review of the draft CGEB, as well as validation of its key findings and recommendations by UNCT members and the national partners.

The development of the CGEB should be guided by the following principles:

- the focus and nature of the qualitative analysis is to be driven by a national context, GEWE needs, and priorities;
- go beyond quantitative data and analysis and include qualitative analysis framed around root causes of existing gender inequalities, and international norms and standards for gender equality and the empowerment of women;
- the CGEB should generate findings and recommendations that target national policies and their implementation, guided by the Concluding Observations of the CEDAW Committee, the findings of the PFA national reviews, and the Universal Periodic Review (UPR) recommendations and aligned to gender-related SDG indicators;
- the findings and recommendations should aim at a gender transformational and behavior change;
- The CGEB should not exceed 30 pages without annexes.

Duties and Responsibilities

Under the overall guidance of the UN Women CO Monitoring and Reporting Analyst and in close cooperation with Programme Analysts, the consultant will develop the CGEB for Moldova, which will include, but will not be limited to the following tasks:

- develop a detailed work plan in line with the detailed outline for CGEB (to be provided by the UN Women CO);
- based on the instructions of the UN Women CO, collect the key national GEWE policies, plans and initiatives and provide an overview, including their implementation in line with the country's international commitments to GEWE;
- compile and provide an analysis of the statistical data related to GEWE from reliable sources, including qualitative data from CSOs, local think-tanks, etc. (for the period of at least 2-3 years available data), based on guidance from UN Women RO Gender Data Specialist;
- organize and lead consultations with key informants and national partners as well as UNCT/Gender Thematic Group (GTG) as agreed in the work plan;
- review CGEB based on findings and feedback provided by UNCTs and/ or the GTG;
- support validation of the CGEB, including organization of workshop (as appropriate);

Expected deliverables

	Deliverables	Estimated workload (workdays)	Percentage of milestone/output
1.	Detailed individual work plan agreed with the UN Women CO	3w/days	40%
2.	A summary gender analysis of the key national and sectoral development policies and legal framework in line with GEWE international norms, standards and commitments is developed and submitted to the UN Women CO (GTG, RO for the review/feedback) and accepted by UN Women	20 w/days	

3.	Statistical analysis as part of CGEB is developed and submitted to the UN Women CO and ECARO for the review/feedback and accepted by UN Women	12 w/days	60%
4.	Final version of CGEB prepared, based on findings of the validation workshop and feedback from partners, and approved by UN Women	5 w/days	
	Total	Up to 40 w/days	100%

Duration of the assignment

The total duration of the contract is tentatively planned for up to 40 days during March – September 2020.

Management and financial arrangements

The **National Consultant** will work under the overall guidance of the UN Women CO Monitoring and Reporting Analyst and in close cooperation with Programme Analysts.

Payment will be disbursed in two installments upon submission and approval of deliverables and certification by UN Women CO that the services have been satisfactorily performed.

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

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

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>

Required Skills and Experience

Education:

- Advanced (Masters) degree in international development or development studies with focus on gender/women's rights, public administration or other social sciences fields relevant to the requirements of the TOR. PhD is an asset

Experience:

- At least 5 years of proven experience in analytical and research work (minimum two analytical work to be provided)
- Experience of advocacy-related work with gender equality and women's empowerment issues in Moldova is an asset;
- Previous professional experience with development agencies and/or the United Nations is an asset.

Languages and other skills:

- Proficient in written and oral English and the Romanian languages;
- Computer literacy and ability to effectively use computers, and standard applications for concise communication and development of complex written documentation;

Application Process

The application should include:

- **Personal History** Form (P-11 form) - including past experience in similar assignments; can be downloaded at <http://www.unwomen.org/about-us/employment>, a signed copy should be submitted;
- **Letter of Intent** to include a brief overview about which of your previous experiences makes you the most suitable candidate for the advertised position.
- Minimum two examples of analytical work to be provided.
- **Financial Proposal:** Specify a total lump sum amount for the tasks specified in this Terms of Reference. The financial proposal shall include a breakdown of this lump sum amount (per deliverable, all travel costs, per diem any other possible costs as relevant);

Evaluation process

The applications will be evaluated using a cumulative analysis method taking into consideration the combination of qualifications and financial proposal.

The candidates will be short-listed based on the minimum qualification criteria mentioned above:

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 220 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 154 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 (66 points)

Technical evaluation will be represented through desk review of applications and further interview will be organized if needed, 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).

Evaluation Criteria		Max points
TECHNICAL EVALUATION (70%)		
Education	Advanced (Masters) degree in international development or development studies with focus on gender/women's rights, public administration or other social sciences fields relevant to the requirements of the TOR. PhD is an asset.	40 (Master - 30 pts; PhD – 40 pts)
Professional Experience	At least 5 years of proven experience in analytical and research work (up to three analytical work to be provided);	80 (5 years – 60 pts, for each year over 5 years – 5 pts, up to a max of 80 pts)
	Experience of advocacy-related work with gender equality and women's empowerment issues in Moldova is an asset	60 (1-5 years 10 pts, 5 years – 40 pts, for each year over 5 years – 5 pts, up to a max of 60 pts)
	Previous professional experience with development agencies and/or the United Nations is an asset	40 (2 years –20 pts, each year over 2 years –5 pts, up to a maximum of 40 pts)
Total technical		220

B) Financial evaluation:

In the Second Stage, the financial proposal of candidates, who have attained minimum 70% score in the technical evaluation (at least 154 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 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: for a National Consultant to support development of the Country Gender Equality Brief 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:

Deliverables	MDL
Daily fee all inclusive	
Total price for 40 working days	

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: