

TERMS OF REFERENCE

for a team of two national consultants to support the national authorities in gender mainstreaming the national HIV and AIDS prevention and control programme:

- 1 team leader/coordinator, with expertise in gender equality
- 1 consultant with expertise in HIV programmes

Location:	Chisinau, Republic of Moldova
Type of contract:	Individual Consultant - Special Service Agreement (SSA)
Languages required:	Fluency in Romanian; Working knowledge of English and Russian
Application deadline:	8 July 2020
Starting date:	20 July 2020
Duration of the contract:	Up to 30 working days for each consultant, from July 2020 until the end of November 2020
Programme:	00098987 (Women in Leadership and Governance)

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 centre of all its efforts, 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), including private sector, 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 [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](#).

[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 a variety of national and international partners and as part of different national and regional initiatives.

UN Women brings gender equality and human rights perspectives into its work on empowering women and combating HIV and AIDS. We spearhead strategies entailing clear links with factors propelling the epidemic, such as violence against women, denial of legal rights and women's limited participation in decision-making and in income generating activities. Our most important strategy is empowering women and guaranteeing their rights so that they can protect themselves from infection, overcome stigma, and gain greater access to treatment, care and support.

UN Women works closely with UN agencies in Moldova, under the leadership of the UN Resident Coordinator, to support efforts by the Government, Parliament, civil society, media and communities to promote gender equality and the empowerment of women, including by integrating gender equality and women's rights into strategies, policies, budgets, institutions and accountability frameworks. Relying and complying with key global norms and standards, such as the [Beijing Declaration and Platform for Action](#), the [2016 Political declaration on HIV and AIDS: On the fast-track to accelerate the fight against HIV and to end the AIDS epidemic by 2030](#) and the [Convention on the Elimination of All Forms of Discrimination against Women \(CEDAW\)](#), UN Women seeks to eliminate and prevent intersectional discrimination affecting women with HIV/AIDS by supporting and promoting their access to justice, care and ensuring equality.

Aware of the existing challenges affecting women's rights and underlying the importance of integrating the gender dimension into policies and practices, UN Women Moldova is committed to contributing to the gender mainstreaming of the national HIV and AIDS prevention and control programme with the aim of eliminating inequalities and combat further perpetration of human rights violations.

RATIONALE

Gender inequality affects women living in any corner of the world and leads to the violation of their rights, gender-based violence and unequal power relations between women and men. Women's limited access to justice and information, violence against women, as well as gender stereotypes and social norms, such as male controlling behaviors, exacerbate the risk of HIV and sexually transmitted infections, making women the most vulnerable group in the Moldovan society ([Profile of women living with HIV, 2016](#)).

According to the latest data, Moldova has a concentrated HIV epidemic in key populations. Based on the results of the last IBBS Survey carried out in 2016 - 2017, the prevalence of HIV in IDUs is 13.9% in Chisinau, 17.0% in Balti and 29.1% in Tiraspol. The general HIV prevalence in the country is about 0.3%. At the end of 2018, there were estimated about 18,000 people living with HIV (PLWH) on both banks of Nistru River. At the end of 2018, 12.764 cases were registered cumulatively with HIV, 9.288 living with HIV and –being aware of their HIV status: 4.938 – male and 4.212 – female.

In this context, many women living with HIV struggle with stigma, social exclusion and injustice. For example, women widowed by AIDS or living with HIV, due to their limited access to justice to uphold their rights, may face property disputes with in-laws. Moreover, besides carrying out traditional household activities and raising children, women generally assume a disproportionate burden of care for HIV-infected members of their family. This, in turn, may prevent women from a full access to education and employment.

HIV infection has a strong negative impact on people's quality of life, leading to emotional, psychological and material problems. The vast majority of people living with HIV face high rates of poverty, with incomes either right at or below the minimum necessary. The proportion of people who reported insufficient incomes to cover their basic needs is higher among young people up to 29 years of age, single and widowed persons, as well as among the unemployed and poorly educated strata of society (Socio-Economic Status of Persons Living with HIV, Chişinău, 2012). All these negative consequences are further aggravated by the widespread and systemic gender inequalities affecting disproportionately women because they are women.

In this context, UN Women intends to engage a team of two national consultants (one consultant with expertise in gender equality and one with expertise in HIV area) to conduct an analysis of the national HIV and AIDS prevention and control programme from a gender perspective; develop a gender-transformative, responsive and sensitive training toolkit for professionals working in different relevant domains, including right holders, and provide support by organising and leading thematic meetings and events.

SCOPE OF WORK

The main objective of this consultancy is to provide technical and expertise support to the relevant national authorities in analyzing the national HIV and AIDS prevention and control programme through gender lens, developing a training toolkit for professionals and right holders and contributing to the organization of relevant meetings and events. The activity of the group of two national consultants will consist of providing technical assistance, guidance, facilitation, coordination and regular exchange of knowledge and expertise with the relevant national authorities.

More specifically, the team of two national consultants will be responsible for the following tasks:

- Undertake the preparations of the work plan and methodology for the work sessions, in collaboration with relevant authorities;
 - Undertake desk review of the relevant national and international best practices and programmes and familiarize with the main challenges concerning HIV and AIDS prevention and control initiatives;
 - Develop course content (toolkit) and methodology for the implementation of the training sessions for professionals and right holders by applying international standards and norms on gender equality and HIV/AIDs and explore existing ones at national level;
 - Contribute with expertise in preparing and conducting the training sessions for up to 35 duty bearers and right holders;
 - Organize and facilitate meetings and consultations if necessary (to be decided in consultation with UN Women and the relevant authorities);
 - Draft reports of the training sessions, meetings and consultations. The reports should contain the main proposals, challenges and recommendations, as well as the final evaluation of the training courses;
 - Peer - review the NAP (National AIDS Program) 2021-2025 draft and GFATM (Global Fund to fight AIDS, TB and Malaria) application 2021-2023: narrative, workplan, budget and M&E framework to ensure that gender mainstreaming and gender equality principles are reflected throughout the document;
 - Keep track of the work and lessons learnt.
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Team leader will be responsible with coordination of the work, ensuring that coherent sets of documents are produced in line with the set objectives of the assignment.

DELIVERABLES AND TIMEFRAME

The selected team of national consultants will provide monthly progress reports to include the undertaken activities, achieved results, identified challenges and opportunities. The consultants will be responsible for the completion of the following joint deliverables in line with the timeframe set out below:

Note: The expected duration of the assignment is up to 60 working days for both consultants. Each consultant is expected to be involved for a total number of 30 working days and to submit her/ his financial proposal accordingly.

I. Relevant milestones for the Team Leader:

No	Deliverables	Tentative timeframe	Tentative # of days required for accomplishment of task	Percentage of milestone/output
1	Work plan and methodology developed and submitted;	Within 3 days after the signing of the contract	2	40 %
2	Desk review and gender analysis of the HIV/AIDS programme elaborated and submitted;	End - August 2020	7	
3	Course content (toolkit) elaborated and submitted;	Mid-September 2020	7	60 %
4	Training sessions conducted for up to 35 duty bearers and right holders on gender equality and HIV/AIDs.	September - October 2020	3	
5	Report on the conducted trainings elaborated and submitted;	Mid-October 2020	3	
6.	Gender mainstreaming recommendations regarding the NAP 2021-2025 and GFATM 2021-2023 for the relevant national stakeholders elaborated and submitted;	End September 2020	5	
7.	Final report with insights, evaluation, lessons learnt, and recommendations elaborated and submitted.	End October 2020	3	
TOTAL			30 days	100 %

II. Relevant milestones for the Team Member (with expertise in HIV programs):

No	Deliverables	Tentative timeframe	Tentative # of days required for accomplishment of task	Percentage of milestone/output
1	Work plan and methodology developed and submitted;	Within 3 days after the signing of the contract	2	40 %

2	Desk review of the HIV/AIDS programmes and inputs to the gender analysis of programs prepared and submitted;	End August 2020	7	
3	Inputs to the course content (toolkit) developed and submitted;	Mid-September 2020	7	60 %
4	Training sessions conducted jointly with team leader, for up to 35 duty bearers and right holders on gender equality and HIV/AIDS.	September – October 2020	3	
5	Report on the conducted trainings elaborated and submitted;	Mid – October 2020	3	
6.	Inputs for the gender mainstreaming recommendations regarding the NAP 2021-2025 and GFATM 2021-2023 for the relevant national stakeholders elaborated and submitted;	End September 2020	5	
7.	Final report with insights, evaluation, lessons learnt, and recommendations elaborated and submitted.	End October 2020	3	
TOTAL			30 days	100 %

DURATION:

It is expected that the assignment will start in **July, 2020** and will be completed by **October 31, 2020**.

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 EWAV and WIL Analyst shall be the only criteria for Consultants' work being completed and eligible for payment/s.

MANAGEMENT ARRANGEMENTS

The team of two national consultants will be working under the supervision of the UN Women Programme Analysts on EAW and WIL, and in close collaboration with the relevant authorities. The Consultants will not be located in the premises of UN Women and will have to work remotely. However, the consultants are expected to have biweekly coordination meetings with EAW and WIL Programme Analysts and participate in relevant UN Women thematic meetings. Separate contracts will be signed with each consultant, members of the team.

TRAVEL

No travels are envisaged under the current assignment. In the case of unforeseeable travel, UN Women will ensure transportation outside Chisinau. All travels shall be coordinated with the Programme Analysts.

PERFORMANCE EVALUATION

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

All reports must be provided in English, electronically.

FINANCIAL ARRANGEMENTS

Payment will be disbursed to each national consultant in 2 installments, upon submission and approval of the reports on deliverables and achieved results and certification by the supervisor that the services have been satisfactorily performed.

REQUIRED SKILLS AND EXPERIENCE

Specific requirements for the team leader:

Education:

1. Master's degree in human rights, sociology, gender studies, public relations, development studies, public health and/or other social science related areas relevant for the assignment;
2. Additional trainings in one of the areas relevant for the assignment would be an asset (gender equality, HIV).

Work experience:

- 1) At least five (5) years of proven work experience in gender equality and/or any other field related to this assignment: eliminating violence against women and girls, human rights and development, etc;
- 2) At least two (2) years of proven experience in conducting policies and practices analysis from a gender mainstreaming perspective;
- 3) At least three (3) years of experience in designing and delivering trainings and capacity building for various groups, with a special focus on such topics as gender equality and women's rights;
- 4) Collaboration with public authorities in coordinating initiatives and implementing strategies in the field of gender equality, human rights, eliminating violence against women would be considered as an asset;
- 5) At least two (2) years of experience as a team/group leader/manager in undertaking similar assignments;
- 6) Previous successful collaboration with international organizations, especially UN agencies, would be considered as an asset.

Language Requirements:

- 7) Fluency in written and oral Romanian. Working language of English and Russian is required.

Specific requirements for the consultant with expertise in HIV programs:

Education:

- 1) Master's degree in human rights, sociology, gender studies, public relations, development studies, public health and/or other social science related areas relevant for the assignment;
- 2) Additional trainings in one of the areas relevant for the assignment would be an asset (gender equality, HIV).

Experience:

- 1) At least five (5) years of proven work experience in HIV/AIDS prevention and control programs;
- 2) At least two (2) years of proven experience in conducting policies and practices analysis in the field of HIV/AIDS prevention and control, would be considered as an asset;
- 3) At least two (2) years of experience in designing and delivering trainings and capacity building for various groups, with a special focus on HIV/AIDS;
- 4) Collaboration with public authorities in coordinating initiatives and implementing strategies in the field of gender equality, human rights, eliminating violence against women, HIV would be considered as an asset;
- 5) Previous successful collaboration with international organizations, especially UN agencies, would be considered as an asset.

Language Requirements:

- 6) Fluency in written and oral Romanian. Working language of English and Russian is required.

Values and competencies

Core Values:

- Integrity
- Professionalism
- Cultural sensitivity and respect for diversity
- Gender sensitiveness and empathy towards women's rights issues
- Respect for UN principles

Core Competencies:

- Communication
- Planning and Organizing
- Organizational Awareness
- Team working ability
- Accountability
- Leadership

EVALUATION PROCEDURE

Interested candidates are invited to submit their online application (by **8 July 2020** with the following documents:

- Duly filled Personal History Form PHF11/CV (downloadable from http://www.unwomen.org/wp-content/uploads/2011/01/P_11_form_UNwomen.doc);
- 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 – 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.

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

Minimum qualification criteria for team leader:

1. Master's degree in human rights, sociology, gender studies, public relations, development studies, public health and/or other social science related areas relevant for the assignment;
2. At least five (5) years of proven work experience in gender equality and/or any other field related to this assignment: eliminating violence against women and girls, human rights and development, etc;

Minimum qualification criteria for consultant with expertise in HIV:

- 1) Master's degree in human rights, sociology, gender studies, public relations, development studies, public health and/or other social science related areas relevant for the assignment;
- 2) At least five (5) years of proven work experience in HIV/AIDS prevention and control programs;

The short-listed individual national 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_{low} 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:

No.	Criteria for technical evaluation	Max. points
1.	<p>Master's degree in human rights, sociology, gender studies, public relations, development studies, public health and/or other social science related areas relevant for the assignment. Additional trainings in one of the areas relevant for the assignment would be considered as an asset (gender equality, HIV)</p> <p>(50 pts for Master degree, up to 30 points for additional trainings in one of the areas relevant for the assignment - gender equality, HIV).</p>	80
2.	<p>At least five (5) years of proven work experience in gender equality and/or any other field related to this assignment: eliminating violence against women and girls, human rights and development, etc;</p> <p>(5 years – 40 points, each year over 5 years – 10 points, up to a maximum of 70 pts)</p>	70
3.	<p>At least two (2) years of proven experience in conducting policies and practices analysis from a gender mainstreaming perspective;</p> <p>(2 years – 40 points, each year over 2 years – 10 points, up to a maximum of 60 points)</p>	60
4.	<p>At least three (3) years of experience in designing and delivering trainings and capacity building for various groups, with a special focus on such topics as gender equality and women's rights;</p> <p>(3 year – 40 points, each year over 3 year - 10 points, up to a maximum of 60 points)</p>	60
5.	<p>Collaboration with public authorities in coordinating initiatives and implementing strategies in the field of gender equality, human rights, eliminating violence against women would be considered as an asset;</p> <p>(1 year – 5 points, each year over 1 year – 5 points, up to a maximum of 20 points)</p>	20
6.	<p>At least two (2) years of experience as a team/group leader/manager in undertaking similar assignments;</p> <p>(1 year – 10 points, each year over 1 year – 10 points, up to a maximum of 30 points)</p>	30
7.	<p>Previous successful collaboration with international organizations, especially UN agencies, would be an asset.</p> <p>(1 year – 5 points, up to a maximum of 10 points)</p>	15
8.	<p>Fluency in written and oral Romanian. Working language of English, Russian is required.</p> <p>(Each language – 5 points)</p>	15
Maximum total technical scoring:		350

CONSULTANT WITH EXPERTISE IN HIV:

No.	Criteria for technical evaluation	Max. points
1.	<p>Master's degree in human rights, sociology, gender studies, public relations, development studies, public health and/or other social science related areas relevant for the assignment. Additional trainings in one of the areas relevant for the assignment would be considered as an asset (gender equality, HIV)</p> <p>(50 pts for Master degree, up to 30 points for additional trainings in one of the areas relevant for the assignment - gender equality, HIV).</p>	80
2.	<p>At least five (5) years of proven work experience in HIV/AIDS prevention and control programs;</p> <p>(5 years – 40 points, each year over 5 years – 10 points, up to a maximum of 80 pts)</p>	80
3.	<p>At least two (2) years of proven experience in conducting policies and practices analysis in the field of HIV/AIDS prevention and control would be considered as an asset;</p> <p>(2 years – 40 points, each year over 2 years – 10 points, up to a maximum of 60 points)</p>	60
4.	<p>At least two (2) years of experience in designing and delivering trainings and capacity building for various groups, with a special focus on HIV/AIDS;</p> <p>(2 year - 40 points, each year over 2 year – 10 points, up to a maximum of 60 points)</p>	60
5.	<p>Collaboration with public authorities in coordinating initiatives and implementing strategies in the field of gender equality, human rights, eliminating violence against women, HIV would be considered as a strong asset;</p> <p>(1 year – 10 points, each year over 1 year – 10 points, up to a maximum of 40 points)</p>	40
6.	<p>Previous successful collaboration with international organizations, especially UN agencies, would be an asset.</p> <p>(1 year – 5 points, each year over 1 year – 5 points, up to a maximum of 15 points)</p>	15
7.	<p>Fluency in written and oral Romanian. Working language of English, Russian is required.</p> <p>(Each language – 5 points)</p>	15
Maximum total technical scoring:		350

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).

Please note that only applicants who are shortlisted will be contacted.

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.

Annex I: Price Proposal Guideline and Template

The prospective Individual National Consultants should take the following explanations into account during submission of their 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 ensure transportation outside Chisinau. 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: Team of two national consultants to support the national authorities in gender mainstreaming the national HIV and AIDS prevention and control programme

Dear Sir / Madam,

We, 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, we, the undersigned, offer to deliver professional services, in conformity with the Terms of Reference.

Our maximum total price proposal for the assignment is given below:

Deliverables	MDL
Daily fee all inclusive	
Total price for working days	

We confirm that my financial proposal will remain unchanged. We also confirm that the price that we 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.

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

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

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email: