

TERMS OF REFERENCE

Local Individual Consultant on civil society to provide programmatic support to UN Women within EVA project for working with civil society from Ungheni in Cahul to become vocal advocates for gender equality

Location:	Chisinau, Republic of Moldova
Type of contract:	UN Women Individual Contract
Languages required:	Romanian, English, Russian
Application deadline:	December 02, 2020
Starting date:	December 15, 2020
Duration of the contract:	Up to 130 days, from December 04, 2020 to July 20, 2022
Project:	Strengthened Gender Action in Cahul and Ungheni districts, funded by the European Union, funded by the European Union, PID 119802
Purpose of the activity:	Provide analytical and technical support and consultancy to the UN Women EVA team in the implementation of an institutional contract contributing to equipping local CSOs with tools and skills to become vocal advocates for gender equality and to challenge existing norms and behaviours at local levels.

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, 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.

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), the National Strategy for prevention and combating violence against women and domestic violence for 2018-2023 developed in line with the Council of Europe Convention on Preventing and Combating Violence Against Women and Domestic Violence (Istanbul Convention). 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, as part of different national and regional initiatives.

Based on the European Commission Decision ENI/2018/041-302 regarding the Annual Action Programme 2018 in favor of the Republic of Moldova for supporting the implementation of the EU-Moldova Association Agreement, UN Women Moldova CO is implementing a three-year project under the name "Strengthened Gender Action in Cahul and Ungheni districts" (hereinafter EVA). The project is implemented in line with and in contribution to the Gender Action Plan II (GAP II) of European Commission "Gender Equality and Women's Empowerment: Transforming the lives of girls and women through external relations 2016-2020", adopted in September 2015.

The project started in January 2020, being funded by the European Union, co-founded and implemented by UN Women Moldova Country Office and in partnership with UNICEF. The overall purpose of the EVA Project is to promote gender equality, women's empowerment through strengthened implementation of gender mainstreaming in local policies and combating gender-based and domestic violence affecting women and children in two focal regions: Ungheni and Cahul.

The principles of gender equality and women empowerment are central to the EVA Project, as women in Moldova continue to face gender inequalities when it comes to decision-making, the labor market, the gender pay gap, as the regulatory framework still impedes women to participate and have certain occupations and allows for discrimination based on age, disability, marital status, etc.

One of the expected results under EVA Project is that gender equality is promoted and mainstreamed in local policy making and decision-making. Thus, it is envisaged to integrate gender equality in local policies and budgets (or in local policy making), through training elected and appointed representatives of the LPAs on gender equality and gender mainstreaming and its implications for decisions taken by the LPAs; supporting LPAs to contribute to the principles of the European Charter

for Equality of Women and Men in Local Life; raising the awareness and capacities of local CSOs and gender advocates – as rights holders - to monitor the implementation of policies and budgets from the gender equality perspective and demand accountability of duty bearers; raising awareness of local population from selected regions on gender equality and empowering women to actively participate in local decision-making processes.

Another set of expected results under EVA project refers to a greater access to effective survivor - focused multidisciplinary services for the victims of domestic violence, including sexual violence; and violence prevention programmes piloted in local schools and communities. These should be achieved through a range of interventions, inclusively through strengthening the capacities of the multidisciplinary teams for an effective protection of women/children victims of domestic violence, empowering domestic violence survivors, and using innovative tools to raise the capacities of local civil society to change attitudes and behaviors on violence against women and gender-based violence.

RATIONALE

To successfully implement the EVA project activities related to promoting innovative approaches for engaging civil society in advancing gender equality and preventing violence against women and gender-based violence, UN Women will contract a national consultant with experience in working with civil society and/or in ending violence against women (EVAW) as short term individual programmatic consultant.

The national consultant will be working closely with the international company contracted in the framework of the project to provide liaison with the local civil society organizations, facilitation activities, and analytical work to contribute to equipping local CSOs with tools and skills to become vocal advocates for gender equality and to challenge existing norms and behaviours at local level.

SCOPE OF WORK

The UN Women within EVA project seeks to contract one Consultant on Civil Society and/or EVAW (*hereinafter “the Consultant”*) to provide analytical support, technical and consultancy in the implementation of the assignment in partnership with the foreign company contracted by UN Women to promote innovative approaches in engaging civil society in advancing gender equality and in preventing violence against women and gender-based violence in Cahul and Ungheni districts for up to 130 days.

The consultant is expected to work under the supervision of the EVA Programme Manager and in close collaboration with the EVA Programme Officers for effective achievement of results, anticipating and resolving complex programme-related issues and information delivery.

More specifically, the consultant will be responsible for the following main tasks:

- Liaise the foreign company with local CSOs on equipping them with tools and skills to become vocal advocates for gender equality and to challenge existing norms and behaviors at local levels advancing GE.
- Provide local specific information to the company to design activities tailored to the local needs and based on the best practices and cultural accepted norms.
- Act as local counterpart in the implementation of the institutional contract.
- Assist EVA team in coordinating the activities carried out in Cahul and Ungheni by UN Women.
- Organize any additional meetings and consultations with other stakeholders if necessary (to be decided in consultation with UN Women).
- Facilitate interaction of the foreign company with the local stakeholders, inclusively through informal interpretation upon need.
- Work closely with the foreign company contracted for promoting innovative approaches in engaging with CSOs. In this sense, the consultant will:
 - Offer support in the organization of a one-day initiation session for EVA Project staff (from both UN Women and UNICEF Country offices) on innovative approaches in promoting gender equality and preventing gender-based violence.
 - Provide local expert analysis in the development of a roadmap on how UN Women may include behavioral insight approaches in changing and challenging the gender norms and behaviors prevalent in the local communities in its programming.

- Provide support in designing and adapting the co-created innovative toolkits for capacity development of the CSOs on securing effective monitoring and evaluation of the local development decisions, plans and budgets in a gender sensitive manner along the entire cycle in the 12 target localities.
- Co-facilitate the organization of 5 trainings of trainers (ToT) for relevant CSOs, and relevant professionals on monitoring and evaluation of the local development plans and budgets in a gender sensitive manner from 12 target localities. Specifically, the consultant will logistically arrange the ToTs; will support the development of methodology, agenda, list of invitees; design the sessions/consultations with local stakeholders to be organized during a mission in Moldova of the international team of experts, or via online platforms.
- Support the UN Women EVA team in offering post-training support and mentorship for trained civil society.
- Ensure documentation of the trained CSOs progress in applying innovation tools process, including communication with local partner localities, monitoring of the activities organized by the foreign company contracted, compilation of feedback, observations during shadowing process.

If the Covid19-situation keeps being an obstacle for safe physical meetings, the sessions/trainings will be conducted online using a professional online communication setup.

DELIVERABLES

The assignment should be carried out within a period of **20 months**, not exceeding **130 working days**, with the incumbent being responsible for delivering services in agreement with the weekly workplans established, including the deliverables stated in the table below.

The consultant should be ready to conduct the assignment inclusively if the COVID-19 restrictions are maintained.

	Activities and Deliverables	Tentative timeframe for completion of task	Tentative # of days required for accomplishment of task
1.	Detailed Work Plan with description of activities to be undertaken and applied methodologies, developed and submitted.	By December 08, 2020	Up to 3 days
2.	Liaise the international company with the local stakeholders relevant for the contract implementation.	December 2020 – July 2022	Up to 30 days
3.	Provide local specific information to the company to design activities tailored to the local needs and based on the best practices and culturally accepted norms.		
4.	Act as a local counterpart in the implementation of the institutional contract.		
5.	Assist EVA team in coordinating the activities carried out in Cahul and Ungheni by both UN Women. Participate in at least 10 EVA project coordination meetings.		
6.	Organize any additional meetings and consultations with other stakeholders if necessary (to be decided in consultation with UN Women).		
7.	Work closely with the foreign company contracted for promoting innovative approaches in engaging with CSOs: <ul style="list-style-type: none"> • Provide support in organizing one-day online initiation session: development of the concept note, methodology, 		

	<p>agenda, list of invitees; draft invitation letters; design the sessions in consultations with EVA team and the foreign company contracted, develop the meeting minutes.</p> <ul style="list-style-type: none"> • A desk research on existing programs and how to include new approaches in changing the gender norms and behaviours prevalent in the local communities in UN Women programming, developed and submitted. • Peer-review of the co-created innovative toolkits for capacity development of the CSOs by the international company, including consulting them with the of key stakeholders of the relevant CSOs. • Logistically arrange the ToTs: training handouts, agenda, list of invitations, draft invitation letters, design the sessions/consultations with the specialized company, assessment forms for five trainings. Collect relevant data during, between and after the capacity building sessions to follow the practical application of the developed tools. • Support the foreign company in methodological support and guidance for trained civil society (capacitated under the ToTs). At least 12 mentorship visits/meetings and monthly communication with relevant stakeholders from 12 local partner localities. 	December 2020 – July 2022	Up to 730 days
8.	Monthly report containing a progress review/evaluation of the project partner initiative implementation, lessons learned, best practices and recommendations for scaling up, submitted.	Up to 20 days	
9.	Final report with insights, evaluation, lessons learned, and recommendations elaborated and submitted.	Up to 4 days	
10.	TOTAL	130	

DURATION OF THE ASSIGNMENT

It is expected that the consultant shall begin work in **December 2020** with work being completed by the **July 2022**, in conformity with the indicative timeframe described under “Deliverables and Timeframe” section.

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 the 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 EVA Programme Manager shall be the only criteria for the Consultant’s work being completed and eligible for payment/s.

INPUTS

UN Women will provide the Consultant with the background materials, UN Women project documents, as well as other relevant materials with regards to implementation of the tasks under this TOR.

TRAVEL AND OTHER LOGISTIC ARRANGEMENTS

All travel related to organizing the visits and meetings with CSO’s and project partners, will be covered financially by UN Women within EVA project.

PERFORMANCE EVALUATION

Consultant’s 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 the consultant in monthly instalments, upon submission of the monthly timesheet and reports on deliverables and achieved results and certification by the supervisor that the services have been satisfactorily performed

COMMUNICATION AND REPORTING OBLIGATIONS

The Consultant is expected to report and coordinate regularly with the EVA project manager and officers on the progress of the completion of the deliverables. The proposer is also expected to inform in a written form UN Women of any unforeseen challenge or risk that might occur during the duration of the assignment, as well come with a backup plan to ensure the accomplishment of deliverables.

REQUIRED SKILLS AND EXPERIENCE

Education:

- Master's degree or equivalent in Human Rights, Gender Equality, Law, Social Sciences, Public Administration or other development related sciences.
- A first-level university degree in combination with three additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- Additional training and certification in programme/project management would be an advantage.

Experience:

- Minimum three (3) years of relevant practical experience in working with civil society and/ or in GEWE area.
- Experience in designing/drafting policy documents.
- Experience in programme planning, implementation, monitoring and evaluation will be considered an asset.
- Proven experience in applying innovation tools and techniques in the development, including developed workshop methodology, research, developed M&E tools etc., will be considered an asset.
- Experience in conducting qualitative and quantitative social research.
- Experience in working with international organizations (successful experience in working with UN agencies is an asset).

Language requirements:

- Fluency in written and oral Romanian, Russian, English are required.

Other skills/ requirements:

- Good business writing skills.
- Computer literacy and ability to effectively use office technology equipment, IT tools, ability to use Internet and email.
- Availability to travel within Moldova for the implementation of the contract.

VALUES AND COMPETENCES

Core Values

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies

- Awareness and Sensitivity Regarding Human Rights based Approach and 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>

APPLICATION PROCEDURE

Interested candidates are invited to submit their online applications by **December 02, 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.

EVALUATION OF APPLICANTS:

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

- Master's degree or equivalent in Human Rights, Gender Equality, Law, Social Sciences, Public Administration or other development related sciences.
Minimum three (3) years of relevant practical experience in working with civil society and/ or in GEWE area;
- Fluency in written and oral Romanian, Russian, English;

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_{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, 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 or equivalent in Human Rights, Gender Equality, Law, Social Sciences, Public Administration or other development related sciences; (<i>Master - 40 pts; PhD – 50 pts</i>);	50
2	Minimum three (3) years of relevant practical experience in working with civil society and/ or in GEWE area; (<i>3 years – 60 pts, for each year over 3 years – 10 pts, up to a max of 80 pts</i>);	80
3	Experience in conducting qualitative and quantitative social research.	70
4	Experience in programme planning, implementation, monitoring and evaluation will be considered an asset.	60
5	Proven experience in applying innovation tools and techniques in the development, including developed workshop methodology, research, developed M&E tools etc., will be considered an asset.	30

#	Criteria for technical evaluation	Max. points
	Experience in working with international organizations (successful experience in working with UN agencies is an asset).	30
6	Fluency in written and oral Romanian, Russian, English	30
	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 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.

The prospective Individual 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

No travels are envisaged under the current assignment. In the case of unforeseeable travel, 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.

To: United Nations Entity for Gender Equality and the Empowerment of Women

Ref: Local Individual Consultant on civil society to provide programmatic support to UN Women within EVA project

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: