

Terms of Reference
for
a local consultant to ensure gender mainstreaming in community infrastructure projects under
CBM

Location:	Chisinau, Moldova
Primary Category:	Women's empowerment
Type of Contract:	Individual contract
Languages Required:	Romanian, Russian
	Working knowledge of English is an asset
Expected duration of the assignment:	Up to 160 days over a period of 12 months
Application Deadline:	26 April 2013
Starting Date:	27 May 2013
(date when the selected candidate is expected to start)	

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 United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

In February 2013 UN Women and the United Nations Development Programme in the Republic of Moldova entered into an Agreement for the implementation of the Project "Enhance Women's Economic Empowerment in communities on both banks of Nistru River in the Republic of Moldova". The Project goal is to support women's economic empowerment and improve local governance by increasing access of rural women to information and public services including employment and social protection, that will contribute to the realization of the UNDP Confidence Building Measures (CBM) Program funded by EU, aiming at promotion of collaborative projects at the community level on both banks of Nistru River.

This will be achieved through improving capacities and coordination between service providers on gender-sensitive service provision to support further realization of the women's rights and gender equality commitments undertaken by Moldova at international as well as national levels.

The program is designed to be fulfilled within one year, until May 2014. To support achievement of its goal, the project will strive for effective realization of the following outputs:

Output 1: Capacity of local service providers strengthened to provide services for rural women in a coordinated way through Joint Information and Services Bureau.

Output 2: Capacity of national partners to implement gender-sensitive infrastructure, community and social projects within UNDP CBM programme strengthened.

As part of the first component of the project, UN Women will facilitate the establishment and functioning of coordinated service provision to the population living in the security zone, and increase confidence and generate interest towards integrated service provision on both banks of the river Nistru.

To support realization of the second output and effectively mainstream gender in community empowerment and social projects within the CBM Program, UN Women will apply a two staged approach, since the first community projects were already elaborated and submitted.

At Stage 1 project will provide technical advice to the 28 on-going, selected infrastructure, community and social projects' initiatives, taking into account gender issues and empowerment of women through capacity development of those communities and project vendors/companies. This will be done through provision of recommendations to each of them to take into account specific gender aspects, including through adding soft interventions involving community residents from both sides, on the basis of the community infrastructure projects. Activities will include, inter alia, creation and facilitation of women's groups and networks from both sides of the Nistru River around education facilities, water sources and etc.

Interventions at stage 2 will involve provision of full support on ensuring gender sensitivity in infrastructure, community and social projects which will be elaborated and launched during the second call for proposal.

UN Women is therefore seeking to hire a **National Consultant** with the overall goal to mainstream gender in community infrastructure projects under the CBM and provision of expertise and training on gender mainstreaming to both, beneficiaries as well as the CBM project staff.

Scope of Work:

Under direct supervision and guidance of Chief Technical Advisor /International Programme Manager and in close collaboration with the Programme Analyst of the Women's Economic Empowerment Programme, the selected national consultant will be responsible for providing technical assistance, guidance and support on gender mainstreaming from the phase of formulation of call for proposals/expression of interest and selection of companies and projects reflecting lessons learnt from previous cycle of infrastructure, community development and social projects promoting cross-river exchange.

Specific Tasks and Responsibilities, including Estimated Workload:

For achievement of proposed objective, the assignment will require the completion of the following tasks:

Tasks and activities	Estimated workload
Undertake a desk review of all documentation related to the Community Infrastructure Projects under the CBM, including Grants Announcement and submission guidelines to identify required changes and improvements to ensure the reflection of projects' impact on women and men in proposals;	15 days
Undertake a detailed review of each of the proposals received from applicants from gender perspective;	10 days
Provide recommendations to project implementers on how to ensure reflection of gender dimension in their activities and how to measure project impact on women and girls;	10 days
Undertake site visits to community infrastructure projects to provide recommendations and advice on improvement of the project activities, including data collection, analysis, monitoring and evaluation and reporting, reflecting impact of social infrastructure initiatives on women and men, boys and girls;	50 days
Organize induction meetings with new grantees on gender equality, using data	8 days

Tasks and activities	Estimated workload
disaggregated by sex, ethnicity, vulnerability and etc.;	
Identify best practices within the CBM projects to be applied by others;	6 days
Based on the desk review and site visits, identify capacity development needs and develop a specially tailored training for both, project implementers and the CBM staff to cover topics on gender mainstreaming and analysis, using specific cases identified within the CBM;	15 days
Provide recommendations for specific formats, forms, data and other information to be used by grantees to report on the specific impact of the projects on women and men, youth and elderly, boys and girls, etc.;	10 days
Undertake continuous monitoring of progress throughout the project, drafting relevant reports and correspondence;	15 days
Assist Project management in coordinating exchange of information among partners;	8 days
Participate and carry out other tasks within the scope of this assignment, as may be requested.	13 days
Total up to:	160 days

Deliverables

The assignment should be carried out within a period of 12 months, not exceeding 160 working days, with the incumbent being responsible for delivering the following outputs:

- Monthly reports on the activities carried out within the framework of this ToR, including achievements and challenges ;
- Detailed report on desk reviews of CBM Grants-related component with recommendations for gender mainstreaming into the proposals;
- A capacity development plan and CBM-tailored training materials/handouts on gender mainstreaming and analysis;
- Final activity report.

All deliverables have to be endorsed by UN Women Chief Technical Advisor/International Programme Manager. The reports on deliverables shall be presented to the Chief Technical Advisor/International Programme Manager one week prior to the last day of each month. By providing highest state-of-the-art technical expertise, the outputs shall result in the successful implementation and achievement of the CBM Project's objectives.

Management Arrangements:

Organizational Setting: The consultant will work under the guidance and supervision of the UN Women WEE Programme Chief Technical Advisor/International Programme Manager and in close collaboration with WEE Programme Analyst and t UNDP CBM project personnel; ensuring continuous communication between UN Women and UNDP CBM staff and coordination of adjustments to project proposals and/or implementation; systematic field visits outside Chisinau will be required.

The National Consultant is expected to work approximately 11 working days per month, or more depending on the volume of work, but shall not exceed 160 days during the entire assignment. The National Consultant will be provided with the necessary information, materials and logistics for the fulfillment of his/her tasks, including the transportation means for the field visits upon request.

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 in monthly installments based on actual days worked and upon submission and approval of deliverables and certification by the CTA/International Programme Manager that the services have been satisfactorily performed.

Required Skills and Experience

Education:

- Either an advanced university degree in gender studies, public administration, law, public policies or related fields and a minimum of 3 years of experience in the field of gender analysis and training and development assistance; or a Bachelor's degree with over 6 years of experience in the field of gender analysis and training and development assistance.

Experience:

- At least 3 years of proven experience in conducting gender analysis and providing gender mainstreaming support to various national and/or international organizations working in Moldova;
- At least 3 years of proven experience in organizing and conducting workshops and on-the-job training with focus on gender equality is required;
- Proven records of working/collaborating with local government and CSOs on gender equality in service provision;

Functional Competencies:

- Substantive experience in the area of development and/or gender equality and women's empowerment issues;
- Ability to work under pressure and meet strict deadlines.

Language skills:

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

Evaluation Procedure

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

- Degree in gender studies, public administration, law, public policies or related fields;
- At least 3 years of proven experience in conducting gender analysis and providing gender mainstreaming support to various national and/or international organizations working in Moldova;
- At least 3 years of proven experience in organizing and conducting workshops and on-the-job training with focus on gender equality is required.

The short-listed individual 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 350 points obtainable under technical evaluation);

- C is the price of the evaluated proposal;
 Clow 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 reviewed through desk review of applications and further interview if needed only, 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	Education: Degree in gender studies, public administration, law, public policies or related fields (<i>University degree – 40 pts, advanced degree– 50 pts</i>)	50
2	At least 3 years of proven experience in conducting gender analysis and providing gender mainstreaming support to various national and/or international organizations working in Moldova; (<i>3 years – 40 pts, each year over 3 years – 5 pts, up to a max of 80 pts</i>)	80
3	At least 3 years of proven experience in organizing and conducting workshops and on-the-job training with focus on gender equality is required; (<i>3 years – 40 pts, each year over 3 years – 5 pts, up to a max of 80 pts</i>)	80
4	Proven records of working/collaborating with local government and CSOs on gender equality in service provision; (<i>max - 50 pts</i>)	50
5	Substantive experience in the area of development and/or gender equality and women's empowerment issues (<i>max – 50pts</i>)	50
6	Fluency in verbal & written Romanian and Russian. Knowledge of English is an asset (<i>15pts - fluency in Romanian, 15pts – working knowledge of Russian, 10 pts – knowledge of English</i>)	40
	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).

SUBMISSION PACKAGE

- Duly filled Personal History Form (PHF11)/CV;
- Letter of Interest;
- Financial proposal*

*Each applicant will be required to submit an aggregated financial offer (“aggregated financial offer” is the total sum of all financial claims of the candidate for accomplishment of the task).