

**NATIONAL CONSULTANT**  
**for**  
**Mainstreaming gender into sectoral decentralization strategies**  
**(UN Women / Joint Integrated Local Development Program)**

<b>Location (Duty Station):</b>	Chisinau, MOLDOVA
<b>Vacancy Type:</b>	External
<b>Application Deadline:</b>	16 May 2013
<b>Type of Contract:</b>	SSA
<b>Languages Required:</b>	Romanian
<b>Starting Date:</b> (date when the selected candidate is expected to start)	27 May 2013
<b>Duration of Initial Contract:</b>	6 months
<b>Expected Duration of the Assignment:</b>	6 months
<b>Estimated Workload</b>	up to 39 working days

## Background

Since 2010 the Government of Moldova (State Chancellery) in partnership with the UNDP and UN Women has been implementing the “Joint Integrated Local Development Programme” (JILDP), funded by the Government of Sweden, and lately by the Government of Denmark. The JILDP was designed to support the Government in improving the policy and legal framework, as mandated by the National Decentralization Strategy to ensure local autonomy, availability of resources, and more effective local management for better and equitable service provision, as well as to improving the capacity of Local Public Authorities (LPAs) to deliver efficient, equitable and accessible local public services, to facilitate sustainable development and foster social inclusion. The Programme’s objective is also to assist in building the capacity of LPAs to plan, implement and monitor their strategic plans and improve local public service delivery, engaging women and men from local community groups, including most vulnerable. The program is applying Human Rights Based Approach, Gender Mainstreaming and Women’s Empowerment as guiding conceptual approaches and instruments to its activities and interventions, seeking to ensure positive and measurable change in the areas of human rights, gender equality and social inclusion.

Starting with 2013, a new phase of JILDP is being implemented, with the financial support from the Danish Government. With adoption of the National Decentralisation Strategy in April 2012, a comprehensive framework for decentralization in the country has been created. Within the new phase, the JILDP aims at providing central and local public authorities with technical support in the implementation of this strategy. One important area of such support is related to the elaboration of sector-specific decentralization strategies and to designing of practical arrangements to implement the strategies.

Working groups on decentralization in various areas of public policy were created under the Parity Commission on decentralization. The line ministries provide a Secretariat to the Working groups to ensure coordination of activities of working groups as well as consistency between the developed decentralization policies and the governmental priorities.

During the previous phase of the program the first drafts of two sector decentralization strategies were developed with the support of JILDP – one in the area of education and one in the area of social assistance. At this stage JILDP aims to continue its support in finalization of these two

strategies. This support will be provided primarily via national consultants hired by JILDLP for each of the two areas: a) education (hired by UNDP); b) social assistance (hired by UN Women).

The current assignment comes to complement the work of the two national consultants by ensuring gender mainstreaming into the developed products and development processes, through close interaction and coordination with the working groups/line ministries and JILDLP, with the ultimate aim of ensuring that the gender sensitive sector decentralization strategies are drafted, discussed, adjusted, debated, finalized, and submitted for approval to the Government.

### **Rationale:**

To ensure that the decentralization reforms bring equitable benefits for both, women and men, and address the persisting gender disparities and inequalities, a qualified 'gender mainstreaming' support in the process of formulating sector decentralization policies is needed.

As such, UN Women in Moldova has agreed, within the framework of the JILDLP Programme, to provide support in engendering the sector decentralization strategies, through provision of a gender expertise during the development of the 2 strategies.

### **Duties and Responsibilities**

The national consultant will team up with the national consultants specialized in the two decentralization areas and assist the relevant working groups/line ministries and the State Chancellery in mainstreaming gender in the decentralisation policy documents in the two areas: education, and social assistance.

Technical assistance will be provided in compliance with the international and national standards, in compliance with the National Decentralization Strategy, and will be fully in line with the Human Rights Based Approach (HRBA) and Gender Equality (GE) principles / approaches.

### **Tasks, Workload, and Financial Arrangements**

#### **Task 1: Sectoral Policy Document on decentralizing education**

<b>Tasks and Activities</b>	<b>Estimated workload</b>	<b>Estimated deadline</b>	<b>Share of payable fees</b>
<b>1.1.</b> Develop a gender mainstreaming checklist and validate it with key stakeholders <u>Deliverables:</u> Inception Report with gender mainstreaming checklist/methodology	1 day	31 May 2013	<u>1<sup>st</sup> installment:</u> 25%
<b>1.2.</b> Conduct gender assessment, by carefully reviewing the current draft of the Sectoral Decentralization Strategy on Education, associated responsibilities matrix, institutional framework and structure, and recommend improvements to ensure full gender mainstreaming of the document; discuss the recommendations with the lead national consultant, and present them jointly to the working group /line ministry, and pro-actively advocate for the recommendations <u>Deliverables:</u> a) Developed Recommendations, including results of data collection and research; b) draft Sectoral Decentralization Strategy on Education adjusted in line with the developed Recommendations on gender mainstreaming	5 days	10 June 2013	
<b>1.3.</b> Participate in public consultations and debates on the first and second drafts of the Sectoral Decentralization Strategy on	3 days	30 June 2013	<u>2<sup>nd</sup> installment:</u>

Education: (a) participate in discussions; b) pro-actively advocate for gender mainstreaming recommendations <u>Deliverables:</u> a) Presentations and hand-outs prepared for the public consultation events; b) Note on the outcomes of public consultation events related to gender mainstreaming recommendations and key points			40%
<b>1.4.</b> Play active role in ensuring that the public consultations are transparent, participatory and inclusive, including through taking special measures to engage women civil society organizations, community based organizations, local community groups, women from vulnerable groups <u>Deliverables:</u> a) Gender-disaggregated List of Participants from each public consultation ; b) Report on the public consultations	2 days	30 June 2013	
<b>1.5.</b> Analyze proposals coming out of public consultations related to gender dimension (gender assessment), and revise the draft, including the matrix of responsibilities, received during the consultation process, and include them, as appropriate, into the final draft <u>Deliverables:</u> a) Table of relevant proposals; b) Final draft of the Sectoral Decentralization Strategy on Education	3 days	30 June 2013	
<b>1.5.</b> Actively participate in presentation of the final draft to relevant stakeholders, in making final adjustments to the final draft, and its further promotion across decision-making bodies, pro-actively advocating for final gender-mainstreamed document <u>Deliverables:</u> a) Final Draft; b) Presentation materials	3 days	30 September 2013	3 <sup>rd</sup> installment: 35%
<b>1.6.</b> Final report drafting, with the description of the entire process, undertaken activities, achieved results at all stages of the assignments, and further recommendations related to the developed strategy document, and the sector decentralization process <u>Deliverable:</u> Final Report	1 day	20 October 2013	
<b>Total:</b>	<b>up to 18 work days</b>		

## **Task 2: Sectoral Policy Document on decentralizing social assistance**

<b>Tasks and Activities</b>	<b>Estimated workload</b>	<b>Estimated deadline</b>	<b>Share of payable fees</b>
<b>2.1.</b> Develop a gender mainstreaming checklist and validate it with key stakeholders <u>Deliverables:</u> Inception Report with gender mainstreaming checklist/methodology	1 day	31 May 2013	1 <sup>st</sup> installment: 25%
<b>2.2.</b> Carefully review the current draft of the Sectoral Decentralization Strategy on Social Assistance, and recommend improvements to ensure full gender mainstreaming of the document; discuss the recommendations with the lead national consultant, and present them jointly to the working group / line ministry, and pro-actively advocate for the recommendations <u>Deliverables:</u> a) Developed Recommendations; b) Sectoral Decentralization Strategy on Social Assistance adjusted in line with the developed recommendations on gender	5 days	10 June 2013	

mainstreaming			
<b>2.3.</b> Participate in public consultations and debates on the first and second drafts of the Sectoral Decentralization Strategy on Social Assistance: (a) participate in discussions; b) pro-actively advocate for gender mainstreaming, and developed recommendations <u>Deliverables:</u> a) Presentations and hand-outs prepared for public consultation events; b) Note on the outcomes of the public consultation events related to gender mainstreaming recommendations and key points	3 days	30 June 2013	<u>2<sup>nd</sup> installment:</u> 40%
<b>2.4.</b> Play active role in ensuring that the public consultations process is transparent, participatory and inclusive, including through taking special measures to engage women civil society, community based organizations, local community groups, women from vulnerable groups <u>Deliverables:</u> a) Gender-disaggregated List of Participants from each public consultation event; b) Report on the public consultation process	2 days	30 June 2013	
<b>2.5.</b> Analyze proposals related to gender dimension and revise the draft, including the matrix of responsibilities, received during the consultation process, and include them, as appropriate, into the final draft <u>Deliverables:</u> a) Table of relevant proposals; b) Final draft of the Sectoral Decentralization Strategy on Social Assistance	3 days	30 June 2013	
<b>2.6.</b> Provide gender mainstreaming recommendations to the institutional framework and structure for the social assistance sector, with detailed table of functions, based on the developed strategy document <u>Deliverables:</u> a) Gender-mainstreamed Institutional Framework; b) Gender-mainstreamed Detailed Table of Functions	3 days	15 July 2013	
<b>2.7.</b> Fully participate in presentation of the final draft to the relevant stakeholders, in making final adjustments to the final draft, and its further promotion across decision-making bodies, pro-actively advocating for final gender mainstreamed document <u>Deliverables:</u> a) Final Draft; b) Presentation materials	3 days	30 September 2013	<u>3<sup>rd</sup> installment:</u> 35%
<b>2.8.</b> Final report drafting, with the description of the entire process, undertaken activities, achieved results at all stages of the assignments, and further recommendations related to the developed strategy document, and the sector decentralization process <u>Deliverable:</u> Final Report	1 day	20 October 2013	
<b>Total:</b>	<b>up to 21 work days</b>		

Language of the deliverables: All deliverables shall be submitted in Romanian language.

Travel: Travel outside duty station (across the country) might be required for public presentations and consultations. All travel expenses will be covered or reimbursed by JILD.

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

Payments: Payments of fees will be authorized upon submission and approval of deliverables and certification by the UN Women JILD Program Analyst that the services have been satisfactorily performed, within 15 working days after their approval.

## Management Arrangements

Organization setting: The Consultant will work in the team of national consultants specialized in the relevant decentralization areas, and in close collaboration with the designated staff of the line ministries, the relevant Working Groups, and the JILDG staff. The Consultant will report to the UN Women JILDG Program Analyst. The assignment does not require full-time presence at JILDG UN Women premises.

## Qualification Requirements and Evaluation Process

The following minimum qualification requirements shall apply to the prospective candidates, and will be assessed at the review stage of application documents, and short-listing (which is the first stage of the evaluation process):

- At least University degree in Gender Equality, Human Rights, Development Studies, Public Administration, Public Policy, Public Law, Social Protection, or other relevant field;
- At least 3 years of proven experience in gender mainstreaming and policy development work

Only candidates who meet all the mandatory requirements criteria will qualify to the second stage of the selection process (interviewing).

Compliance with the following qualification requirements (*weighted in points*) will be assessed at the stage of interviewing of short-listed candidates (second stage of the evaluation process):

	Criteria	Maximum points
1.	At least University degree in Gender Equality, Human Rights, Development Studies, Public Administration, Public Policy, Public Law, Social Protection, or other relevant field ( <i>max.15 points for a doctoral degree, 10 points – for master’s degree, 5 points – for graduate’s degree, max.15 points for relevance of degree in terms of field of studies, and max.10 for relevant trainings and other forms of additional education</i> )	40
2.	At least 3 years of proven experience in gender mainstreaming work and policy development work ( <i>at least 3 years of the required experience – 30 points, each next year of relevant experience will add 10 extra points</i> )	60
3.	Previous experience in development assistance or related work for an international and/or donor organization, preferably a UN entity, is an advantage ( <i>up to 10 points for experience of work for an international and/or donor organization, and up to 10 additional points for experience of work for a UN entity</i> )	20
4.	Fluency in both written and oral Romanian is a must. Knowledge of English is an advantage, working knowledge of one or more additional languages relevant for Moldova, including Russian, and Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset ( <i>max. 10 points – for knowledge of English, max 5 points – for knowledge of Russian, and max. 5 points – for knowledge of other additional languages relevant for Moldova</i> )	20
5.	Understanding of Moldovan development context, specifically with regard to public administration / decentralization reforms, and knowledge of the current situation and issues	20
6.	Advanced communication, presentation and advocacy skills, particularly with regard to difficult or challenging human rights and gender equality issues, is a great advantage	20
7.	Basic experience in usage of computer, Internet, and office software (MS Word, Excel, and PowerPoint) – is a must; advanced experience – is an advantage	20
	<b>Maximum total technical scoring:</b>	<b>200</b>

At the second stage of evaluation up to 200 points will be scored to each interviewed candidate. Only candidates, who will accumulate at least 140 points of the maximum 200 points during the second stage of the selection process (interviewing), will qualify to the third stage.

At the last (third) stage of evaluation, the financial offers of the short-listed candidates will be included into the final evaluation table, and will be weighted in terms of selection points as per below formula:

$$P = F_{\min} / F_c * 100$$

**P** - points attributable to the given candidate

**F<sub>min</sub>** - lowest financial offer of all candidates qualified into the second stage

**F<sub>c</sub>** – financial offer of the given candidate

Thus, the total evaluation table of the shortlisted candidates will incorporate the following sections:

Stage / Candidates	Total Points Maximum	Candidate A	Candidate B	Candidate C	Candidate D
Technical review	200				
Financial proposal review	100				
TOTAL:	<b>300</b>				

#### WINNING CANDIDATE

The winning candidates will be the candidates, who have accumulated the highest aggregated score (technical + financial scoring).

#### Application Process

Applications should be submitted on line and include fully completed [UN Women Personal History Form P11](#), along with the Letter of Application (justifying compliance with the qualification requirements) and Financial Proposal (Offer) **for each of the two tasks separately, with the mark “National Consultant for mainstreaming gender into sectoral decentralization strategies (UN Women / JILD)” by 16 May 2013, close of business hours.**

Failure to disclose prior employment or making false representations on this form will be grounds for withdrawal of further consideration of his/her application or termination, where the appointment or contract has been issued.

Please note that only applicants who are short-listed will be contacted.

Please note that UN Women Moldova reserves the right to select two or more candidates from this announcement.

**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.**