

CONSULTANT SERVICES PROCUREMENT NOTICE

Date: 3 June 2013

Country: Republic of Moldova

Description of the assignment: National consultant to ensure inclusion of Roma women and men in local decision-making and related local development planning and budgeting processes, carried out within the JILDP programme's interventions at the local level (UN Women JILDP)

Project name: UN Women Joint ILDP in Moldova

Period of assignment/services: Starting 1 July 2013, estimated volume of work – up to 105 working days within 28 calendar months

Technical proposal and **financial proposal** should be submitted **on-line** no later than 14 June 2013.

Requests for clarification only must be sent by standard electronic communication to the following e-mail veaceslav.balan@unwomen.org.

Please notice that this address is for information requests only, please do not send or copy your application package to this address.

UN Women staff will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. 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. It also assists in building the capacity of LPAs to plan, implement and monitor their strategic plans, with active engagement of women and men from local community groups, including most vulnerable, and improve local public service delivery. The programme is applying Human Rights Based Approach, Gender Mainstreaming and Women's Empowerment as guiding conceptual approaches and instruments to its work 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. The interventions at the local level (30 target localities) will aim at developing models of operational local governments - 'champions of change' - by providing support to implement changes in the operation and structure of local governments in line with the changes brought by the National Decentralization Strategy. JILDP will assist LPAs in improving their capacity and operations, will support target communities and local authorities in establishing / development of quality and equitable public services to achieve sustainable human-centred and gender-responsive economic and social development in the main areas affected by the Decentralization strategy.

In order to efficiently implement the designed systems and procedures, the Programme will work to consolidate the LPA's capacities in the above-mentioned areas along three dimensions: i) improvement of individual professional capacities through training of municipal officials and local administration staff in cooperation with the Academy of Public Administration and Congress of Local Authorities from Moldova (CALM); ii) strengthening of institutional capacity, through the introduction of improved methods and organizational arrangements for delivery of quality services and managing municipal public resources and iii) building-up systemic capacity for effective inter-municipal cooperation (IMC) and intergovernmental relations between local and central level authorities and administration. Within the JILDP UN Women plays a key role in ensuring gender mainstreaming of the policy and planning documents developed with Programme's support at central and local levels, and in facilitating women's empowerment.

To facilitate effective implementation of the above-mentioned interventions in the 30 target localities UN Women's JILDP will hire 5 national consultants (community facilitators) to perform community facilitation in the field, as per their specific ToR. There will be 5 teams altogether and each team will comprise of two consultants, one hired by UNDP, with a specific task to focus on capacity building of duty-bearers (LPAs), and one hired by UN Women, assigned to focus on community mobilization and empowerment of rights-holders, both experts working in the same community to achieve common results.

Under the current ToR to facilitate the inclusion of Roma women and men into the interventions in the localities with sizeable Roma population (of the 30 target localities), JILDP is seeking a Roma inclusion consultant to complement the teams of two community facilitators in each location.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Under direct supervision and guidance of UN Women JILDP Programme Analyst and in close collaboration with the JILDP programme staff, the national consultant on Roma inclusion will work in a team with two community facilitators, assigned to lead the capacity building process and will assist them in facilitating the process of: a) community mobilization and empowerment of women and vulnerable groups in the JILDP target localities, as per the Community Mobilization for Empowerment Guide methodology to strengthen local governance and improve the quality and accessibility of public service delivery, b) to develop and empower the target communities in terms of their pro-active engagement in local decision-making and local development, and c) to advance the human rights and gender equality situation of rural women and vulnerable groups, with special focus on empowerment and inclusion of Roma women and men in the process.

For detailed information, please refer to Annex 1- Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- At least University degree in Development Studies, Public Administration, Public Policy, Public Law, Social Protection / Assistance, or other relevant fields

II. Years of Experience:

- At least university degree in Development Studies, Public Administration, Public Policy, Public Law, Social Protection / Assistance, or other relevant fields
- At least 2 years of proven experience of field work on Roma inclusion and/or community development work in localities populated by Roma
- Previous experience in development assistance or related work for an international and/or donor organization, preferably a UN entity

III. Functional Competencies:

- Understanding of Moldovan development context, specifically with regard to Central Public Administration and Local Public Administration / decentralization reforms
- Understanding of human rights and gender equality concepts / approach to development, knowledge of major Roma-sensitive human rights and gender equality concerns, particularly at the local level;

IV. Language and other skills:

- Romanian and Russian languages are mandatory. Working knowledge of English and/or Romani is an advantage
- Advanced communication, presentation and advocacy skills, particularly with regard to difficult or challenging Roma-sensitive human rights / gender equality issues

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Duly filled Personal History Form (PHF11)/CV;
- Letter of Interest (justifying compliance with the qualification requirements);
- Financial proposal

5. FINANCIAL PROPOSAL

The financial proposal shall be structured around the specific tasks and key deliverables described in the Terms of Reference. Interested individual consultants must specify a total lump sum amount for each task and deliverable,

which are to be completed by the deadlines specified in the ToR. Payments shall be made based on delivery of the services specified in the ToR and in accordance with the procedures described in the Remuneration section of the ToR. In order to assist UN Women Moldova Programme in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount.

6. TRAVEL

All travel expenses are the consultant's responsibility, and **shall be incorporated in the consolidated financial offer**.

7. EVALUATION

For detailed evaluation procedures please refer to Annex 1- Terms of Reference

ANNEX

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – CONDITIONS OF SERVICE - CONSULTANT