

Terms of Reference
for
local consultants (2 positions) to conduct Training of Trainers (ToT) on social and economic rights for rural women in the Republic of Moldova

Location:	Chisinau, Moldova
Primary Category:	Women's empowerment
Type of Contract:	Individual contract
Languages Required:	Romanian, Russian
	English is an asset
Expected duration of the assignment:	Up to 3 months
Application Deadline:	16 August 2013
Starting Date:	2 September 2013
(date when the selected candidate is expected to start)	

Background:

UN Women with financial support of the Government of Sweden implements a four-year development programme on women's economic empowerment. The Programme is aimed at addressing the needs of the rural and sub-urban population, especially poor women in exercising their social and economic rights through increasing access to quality information and services in employment and social protection areas. This is being achieved through improving local services, building capacity of the relevant institutions as well as improving policy and legislation based on the gaps identified through their practical application on the ground. The programme is designed to be fulfilled in line with the Government's priorities set for 2009-2013 as well as the Reforms launched by the State in the areas of labour market and social protection.

The Programme's Development Objective is to make women in rural and sub-urban areas of Moldova informed, empowered and able to enjoy their social and economic rights. For that purpose, the Programme is striving towards achieving three interrelated outcomes as follows:

Outcome 1: Rate of Employed and Economically active women increased in target rural and sub-urban areas practicing their social and economic rights;

Outcome 2: Key policy, service delivery and media institutions in Moldova have increased resources, structures, procedures, incentives and capacities to implement policies at the local level that promote and protect women's human rights to access to employment and social protection;

Outcome 3: Labour and Social Protection laws/by-laws and policies/plans promote women's employability.

To support realization of the set outcomes the programme works at three levels of intervention: regional/local, policy and institutional levels. At the local level the programme is focusing on creating a joint platform for women in rural and sub-urban areas in the form of Joint Information and Services Bureaus which bring together various public and private service providers in the areas of employment, social protection and related areas in one location and provision of services in a coordinated manner. It is expected that such a model will facilitate open access and use of existing opportunities by women in the most effective way leading to the improvement of the quality of life and thus fulfillment of women's human rights. At the policy level, the programme supports the review of laws and policies to promote women's employability and eliminate the barriers and bottlenecks that impede women to exercise their rights in the area of employment and social protection. At the institutional level the programme aims at supporting and fostering the capacities of gender equality mechanism to effectively address issues on women's human rights to employment and social protection. In addition, the programme envisages supporting capacity building initiatives for national institutions with competencies in the area of employment and social protection to increase their institutional

and intellectual capacity to promote policies and practices that take into consideration women's human rights issues.

Rationale:

According to the data provided by Joint Information and Service Bureaus (JISB) as of June 2013 there were more than 8300 beneficiaries requesting assistance of the JISB, out of which 62% were women and 83% from rural areas. The biggest share of services rendered by JISBs is related to provision of social assistance (28%), followed by employment services (16%), and territorial house of social insurance (10%). These services covered more than half of the requests for assistance and were also the most popular among women (approximately 70%). At the same time, services of the legal advisor represented only 1% of the total.

In 2012, the UN Women Sub-regional Office for Eastern Europe and Central Asia commissioned an independent mid-term evaluation of the programme to assess progress towards its results and suggest any adjustments for its further implementation.

While the evaluation highly praised the progress and impact of the programme, it also provided several recommendations to ensure successful completion of the current phase of the programme, with a stronger focus on rights holders, and specifically, rights of rural women. In this respect, UN Women plans to carry out Training of Trainers on social and economic rights of women for rural women activists, including community mobilizers to increase their awareness and understanding on women's socio-economic rights so that they will be able to further advocate for such rights among vulnerable rural women for latter to claim their rights effectively. For the implementation of this initiative, UN Women seeks to hire two (2) national consultants for the preparation and organization of 8 ToT in JISB districts.

Scope of Work:

Under the overall supervision and guidance from UN Women WEE Chief Technical Advisor and in close collaboration with UN Women Programme Analyst and National Consultants on JISB replication, the selected national consultants will carry out eight [ToTs on social and economic rights of women for rural women activists, including community mobilizers](#) in selected districts covered by the WEE programme.

Tasks:

For achieving the objective of the assignment, the consultants will have to undertake a series of activities, including but not limited to:

- Desk review of existing reports and information on women's needs (including "Women's Needs Assessment" commissioned by UN Women in 2011, "Economic Opportunities for Rural Women, Analysis of Demand and Supply on the Labour Market", etc.) to analyze barriers for the empowerment of women in rural areas;
- Undertake a series of meetings with JISB service providers and women beneficiaries to assess educational needs of rural women in socio economic area for their economic empowerment;
- Develop a tailor made one day agenda for Training of Trainers on social and economic rights of women for rural women activists, including social mobilizers on :
 - Equal inheritance and ownership of land and property;
 - Social security, social protection, social insurance and social services, including special assistance before, during and after childbirth;
 - Equality on the job market, including fair wages, equal remuneration and protection from sexual harassment and sex discrimination at work;
 - Equal access to credits, and other financial services.
 - Violence against women;
 - Rights-claiming mechanisms;
 - etc.
- Prepare package of materials to be shared with participants, to include information on the above mentioned topics, cases studies, hand outs, etc.
- Organize, lead, and facilitate at least 8 ToTs with rural women activists and community mobilisers ;

- Identify potential Trainers to organize follow up trainings for rural women especially most vulnerable in their respective districts

Approach and Methodology:

The ToTs should be carried out in such a way that the participants fully understand economic and social rights of women, ways of addressing violations of rights, existing rights-claiming mechanisms, so, that, once the ToT has been carried out, the identified trainers are able to raise awareness of rural women on the same issue. To strengthen the role of community facilitators as promoters of women's rights, where applicable, community mobilisers will be involved in the ToTs. A highly participatory and trainee-centered approach should be employed. Consultants should try to avoid long theoretical sessions but use skills development-based methodology.

ToT programme and key materials will be developed/tailor-made by the consultants. Expected number of women participants in each raion will be 25. **Target Group:** rural women from 8 JISB districts, particularly the most vulnerable, women activists, community mobilizers.

Duration: each ToT will be organized during one day. A total of 8 ToTs shall be undertaken during the period of 3 months. Each consultant will be responsible to conduct the ToT in 4 (four) districts, agreed in advance with the WEE management.

Location: The ToT shall be organized in each of the 8 JISB districts to be selected by the programme.

Deliverables and Timeframe:

The overall duration of the assignment shall be approximately 3 months. It is expected that two consultants shall begin work early September and finalize the assignment by end November 2013, with an estimated total number of working days up to 30 for each of the consultant.

The selected consultants will be responsible for delivering the following outputs, comprising of the main milestones:

No	Deliverable	Tentative timeframe	Percentage of milestone/output
1	Based on desk review of existing reports/assessments/studies and information on women's needs and meetings with JISB services providers and beneficiaries, assess rural women women's educational needs in socio economic area for their economic empowerment and formulate and submit a proposal for ToT agenda	By end of 2 week from contract signature date	10%
2	Draft programme and package of materials developed and submitted to <u>UN Women</u>	By end of 20 days from contract signature date	15%
3	Based on the discussions and comments from UN Women, submit a final package with materials and handouts to be distributed to women participants	By end of one month from contract signature date	15%
4	Eight ToT-s (four each consultant) for rural women organized	By end of second month from contract signature date	50%
5	Final report on the ToT-s with analysis of future training needs for rural women and indication of potential trainers to carry out follow up trainings for rural women	By end November	10%

All deliverables shall be agreed with the UN Women WEE management. Final report shall be provided in Romanian and English, both electronic and hard copies.

Management arrangements:

Organizational setting: The selected consultants will work under the supervision of UN Women WEE programme manager, in close collaboration with programme analyst, outside the programme office, closely liaising at all times with WEE JISB replication national consultants.

Inputs: UN Women will provide the contractor with the necessary information and materials for the fulfillment of tasks and will provide logistical support for the organization of the ToT-s. However, it is expected that selected consultants will actively participate in undertaking needed logistical arrangements.

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 two installments, one upon submission and approval of deliverables no. 1, 2 and 3, and second one upon submission and approval of the deliverables no. 4 and 5, and certification by the Programme Management that the services have been satisfactorily performed.

Required Skills and Experience

Education:

- Advanced degree in legal, economic, or social sciences, or similar field, or equivalent working experience in the sector;

Experience:

- At least 3 years of proven experience in organizing, facilitating and conducting seminars, trainings and round tables with state institutions/agencies/organizations, especially on women's human rights and gender related issues;
- At least 3 years of working with international organizations and donors;

Functional Competencies:

- Knowledge of women's human rights issues in Moldova;

Language and other skills:

- Fluency in verbal & written Romanian and Russian. Knowledge of English is an asset;

Evaluation Procedure

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

- Advanced degree in legal, economic, social sciences, or equivalent working experience in the sector;
- At least 3 years of proven experience in organizing, facilitating and conducting seminars, trainings and round tables with state institutions/agencies/organizations, especially on gender related issues;
- At least 3 years of working with international organizations and donors

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% in 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 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: Advanced degree in legal, economic or social sciences, or similar field, or equivalent working experience in the sector	80
2	<ul style="list-style-type: none"> At least 3 years of proven experience in organizing, facilitating and conducting seminars, trainings and round tables with state institutions/agencies/organizations, especially on gender related issues (<i>3 years – 70 pts, each year over 3 years – 5 pts, up to a max of 90 pts</i>) 	90
3	<ul style="list-style-type: none"> At least 3 years of working with international organizations and donors; (<i>3 years – 30 pts, each year over 3 year – 5 pts, up to a maximum of 50 pts</i>) 	50
4	Knowledge of women's human rights issues in Moldova (<i>max – 90 pts</i>)	90
5	Fluency in verbal & written Romanian and Russian. Knowledge of English is an asset (<i>15 pts - fluency in Ro, 15 pts – 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).
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- **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).