

## Terms of Reference

### International consultant to undertake review from gender perspective of the draft mid-term National Action Plan for the implementation of the Cross-sectoral Strategy on Developing Parental Abilities and Competencies 2016-2022

<b>Location:</b>	Home-based
<b>Type of Contract:</b>	SSA (Individual Consultant)
<b>Languages Required:</b>	English
<b>Application deadline:</b>	8 March 2018
<b>Expected duration of the assignment:</b>	Up to 15 working days within a one-month assignment
<b>Starting Date:</b> (date when the selected candidate is expected to start)	15 March 2018

## Background

Positive and supportive parenting is essential for the physical and mental development and well-being of children from early years, throughout childhood and adolescence and into adulthood. Girls and boys who grow in a secure, loving and nurturing home environment are better able to withstand life's challenges and achieve their full potential. Consistent positive parenting helps to develop strong self-control, reduces risks and builds the resilience to cope with setbacks and has long-term benefits for children along their life cycle, communities and the country as a whole. In contrast, research proves that poor parenting practices are associated with adolescent emotional and behavioural problems, and can lead to long-term negative effects for society at large.

UNICEF supports the Government of the Republic of Moldova in the on-going reforms of the education, health and child protection sectors through provision of technical assistance in the elaboration and revision of developmental policies. In order to improve care-givers' knowledge and skills on positive parenting, the Ministry of Education, Culture and Research (MECR), with the UNICEF support, developed a cross-sectoral *Strategy on Developing Parental Abilities and Competencies 2016-2021*, which was officially approved in July 2016.<sup>1</sup> The Strategy aims at developing and ensuring the functionality of an integrated and coherent cross-sectoral national system for the development of parental skills and competences and assigns responsibilities to different government institutions, such as Ministry of Education, Culture and Research, Ministry of Health, Labour and Social Protection, Ministry of Internal Affairs, Ministry of Justice, Ministry of Agriculture, Regional Development and Environment, as well as local public authorities. Following the adoption of the strategy, UNICEF is supporting the development of mid-term National Action Plan on Positive Parenting 2018-2022 which presents a roadmap to implement the Strategy. The Action Plan is in line with international practices and the Council of Europe recommendations on positive parenting.<sup>23</sup>

UN Women closely cooperates with the government, civil society, and private sector to advance social, economic and political rights and opportunities for women and girls, placing special focus on those from marginalized groups. UN Women supported the development of the *National Strategy on Gender Equality (NSGE) for 2017-2021* and its associated Action Plan, which was adopted by the government in April 2017.<sup>4</sup> The strategy aims to advance gender equality in a wide range of policy areas including political participation, social protection, labour market, health, education, the peace and security

<sup>1</sup> <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=366978>

<sup>2</sup> The Council of Europe defines positive parenting as "parenting behaviour based on the best interests of the child that is nurturing, empowering, non-violent and provides recognition and guidance which involves setting of boundaries to enable the full development of the child"

<sup>3</sup> Council of Europe (2006). Recommendation 19 on policy to support positive parenting

<sup>4</sup> <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=370442>

agenda, climate change and overall policy making and budgeting. It has specific objectives to raise public awareness on gender stereotypes and their harmful effects, to advance non-violent communication among children, youth and in the media, as well as to address the low participation of men in the process of raising and educating children and caring for family members.

Despite the progress made at the normative and policy levels, in Moldovan society patriarchal attitudes and deep-rooted negative stereotypes still persist regarding the roles and responsibilities of women and men in the public and private life. These are root causes for gender inequalities that are present in the political, social and economic arenas, as well as for unequal distribution of roles and power relations within the household, and gender-based violence which affects women and girls from all strata of Moldovan society<sup>5</sup>. Harmful social norms affect the way mothers and fathers raise and educate their children and often result in perpetuating a cycle of inequality and discrimination. Individual attitudes and behaviours pertaining to gender relations and norms are established in childhood, adolescence in particular, and the family is a key influence. The Action Plan to implement the Strategy on Developing Parental Abilities and Competencies presents an opportunity to ensure that holistic approach is taken to support the skills of parents, both men and women, to promote gender equality and non-violence in their parenting practices. This in turn is expected to have a long-term positive impact on the well-being of children in their overall life cycle, communities and societies at large.

Aiming at advancing gender equality inside and outside of the family with focus on parental abilities, skills, and practices, gender mainstreaming should be ensured in the draft inter-sectoral Action Plan on Parenting.

For this purpose, UN Women and UNICEF plan to recruit an international consultant to support the MECR in reviewing the draft mid-term National Action Plan on Positive Parenting 2018-2022 from a gender perspective and proposing specific changes.

### Scope of work

Under direct supervision and guidance of UN Women and UNICEF relevant programme staff and in close collaboration with the MECR, the international expert is expected to conduct a review through gender perspective of the draft National Action Plan for the implementation of the Cross-sectoral Strategy on Developing Parental Abilities and Competencies, 2016-2022 and to provide recommendations on gender mainstreaming and gender equality specific activities and indicators.

### Tasks:

It is expected that the national expert will perform the following tasks.

1. In-depth review of the Cross-sectoral Strategy on Developing Parental Abilities and Competencies, 2016-2022 and the draft mid-term Action Plan for its implementation to identify possible revisions and additions that will strengthen the gender equality perspective; Review of other relevant national strategic documents (National Strategy and Action Plan on Gender Equality, National Strategy on Child Protection, National Action Plan on Human Rights, etc.), CEDAW, CRC, UPR and international treaty body recommendations to the Republic of Moldova and relevant studies on gender equality in the country, as well as international good practices on gender sensitive policy frameworks aimed at strengthening good parental practices;
2. Based on the above review, provide recommendations on how to mainstream gender equality into the Draft Action Plan and on additional activities and indicators that can be added in order to enhance parental skills and practices to disrupt rigid gender roles and stereotypes, to foster an understanding of gender equality within and outside the household, on consent, respectful

<sup>5</sup> Violence against Women in the Family in the Republic of Moldova”, 1st Edition, 2011  
<http://www.statistica.md/pageview.php?l=en&id=3626&idc=350>; Gender Barometer 2017  
[http://md.one.un.org/content/dam/unct/moldova/docs/pub/FINAL\\_Barometrul%20de%20gen\\_rom.pdf](http://md.one.un.org/content/dam/unct/moldova/docs/pub/FINAL_Barometrul%20de%20gen_rom.pdf)  
Statistical Portal on gender equality <http://genderpulse.md/>

relationships, preventing gender-based and sexual violence, promoting positive ideas about masculinity and femininity and equal aspirations of children and youth, that would address root causes of gender-based discrimination and inequalities later in life.

3. Provide a set of questions to be taken into account and addressed during the upcoming mid-term review of the Strategy on Developing Parental Abilities and Competencies, 2016-2022 that will ensure that the mid-term review of the Strategy fully takes into account the gender perspective.

### Deliverables and timeframe:

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

	Activities and deliverables	Tentative timeframe for completion of task*	Tentative # of days required for accomplishment of task	Percentage of milestone / output
1	Provide reviewed gender sensitive draft National Action Plan for the implementation of the Cross-sectoral Strategy on Developing Parental Abilities and Competencies, 2016-2022 with proposed revisions and changes and submit to UN Women and UNICEF for review	By 10 April 2018	10 working days	66%
2	Provide the final gender sensitive draft of the National Action Plan for the implementation of the Cross-sectoral Strategy on Developing Parental Abilities and Competencies, incorporating UN Women and UNICEF comments	By 20 April 2018	3 working days	20%
3	Provide set of questions to be taken into account and addressed during the upcoming mid-term review of the Strategy on Developing Parental Abilities and Competencies, 2016-2022 that will ensure that review fully takes into account the gender perspective	By 20 April, 2018	2 working days	14%
	<b>Total</b>		<b>15 working days</b>	<b>100%</b>

\* Exact deadlines will be mutually agreed upon contract signature

The following principles should underpin expected deliverables:

- frame proposed changes in the draft National Action Plan within a women's rights approach as defined by the United Nations Convention on the Elimination of Discrimination against Women (CEDAW) and its relevant General recommendations (i.e. No. 36 on the right of girls and women to education, No. 35 on gender-based violence against women, Joint general recommendation No. 31 of the Committee on the Elimination of Discrimination against Women and No. 18 of the Committee on the Rights of the Child on harmful practices, No. 21 on equality in marriage and family relations, etc.), the Beijing Declaration and Platform for Action, and the Sustainable Development Agenda 2030

All deliverables should be agreed with UN Women and UNICEF relevant programme staff and be provided in English, in electronic copy.

## Management arrangements

**Organizational Setting:** The international expert will work under the overall guidance and coordination with UN Women National Programme Officer and UNICEF ECD Officer and in close cooperation with the Ministry of Education, Culture and Research.

The consultant will be selected by a joint panel represented by the UN Women and UNICEF.

## Duration of the assignment

It is expected that the international consultant shall begin work by 15 March 2018 with work being completed before or on 20 April 2018, with a total number of work-days not to exceed 15 days. However, the above-mentioned timeframe is tentative.

UN Women and UNICEF will require at least three working days to review the outputs, provide comments, approve and certify acceptance of deliverables.

*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 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 and UNICEF relevant programme staff shall be the only criteria for International Consultant's work being completed and eligible for payment/s.*

## Travel and other logistic arrangements

No travels are envisaged under the current assignment.

## Performance evaluation

International expert'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 upon successful completion of all deliverables and certification by the UN Women National Programme Officer and UNICEF ECD Officer that the services have been satisfactorily performed.

## Required skills and experience

### Education:

- Master Degree in social studies, gender studies, public policy, development studies and/or another field related to the area relevant for the assignment;
- Complementary studies in gender equality will be an advantage;
- Other formal education relevant for the assignment.

### Experience:

- A minimum of 5 years of experience in the area of gender equality, which includes provision of consultancy and technical advice services to public institutions related to gender equality and gender mainstreaming; Proven experience in carrying out gender analysis of policy documents, strategies, plans.
- Work experience in the region of CEE/CIS will be an asset;
- Experience in working with UN Women, UNICEF or other UN Agencies will be an asset.

### Language skills:

- Fluency in verbal & written English;

## Selection process

The candidate is expected to reflect in the submission the qualifications, knowledge and experience related to the requirements listed above. Evaluation will be performed through a desk review of applications, and if necessary, may be supplemented by an interview.

## Application process and submission package

Interested candidates are invited to submit their online applications by 8 March 2018 with the following documents.

- Letter of Intent to include a brief overview about which of your previous experiences makes you the most suitable candidate for the advertised position;
- Duly filled Personal History Form P11 and the CV, including records on past experience in similar projects/ assignments and specific outputs obtained; P11 can be downloaded at <http://www.unwomen.org/about-us/employment>;
- 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 procedure

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

- Master Degree in social studies, gender studies, public policy, development studies and/or another field related to the area relevant for the assignment;
- A minimum of 5 years of experience in the area of gender equality, which includes provision of consultancy and technical advice services to public institutions related to gender equality and gender mainstreaming;

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 maximum 350 points obtainable under technical evaluation);

C is the price of the evaluated proposal;

C<sub>low</sub> 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.

**A) Technical Evaluation:** The technical part is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

Nr.	Criteria	Maximum points
1.	Master Degree in social studies, gender studies, public policy, development studies and/or another field related to the area relevant for the assignment <i>(80 pts for advanced degree, up to 20 points for additional trainings)</i>	100
2.	A minimum of 5 years of experience in the area of gender equality, which includes provision of consultancy and technical advice services to public institutions related to gender equality and gender mainstreaming; <i>(5 years – 80 pts, each year over 5 years – 5 pts up to a maximum of 20 pts)</i>	100
3.	Proven experience in carrying out gender analysis of policy documents, strategies, plans. <i>(five years – 80 pts, each year over 5 years – 5 pts, up to a maximum of 20 pts)</i>	100
4.	Fluency in written and oral and English.	30
5.	Computer literacy and ability to effectively use office technology equipment, IT tools, ability to use Internet and email	20
	<b>Maximum total technical scoring:</b>	<b>350</b>

### 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 International Consultant should take the following explanations into account during submission of his/her price proposal.

### **1. Lump Sum Amount**

The price proposal should indicate a "lump sum amount" which is "all-inclusive"; All costs (professional fees, living allowances, communications, consumables, travel and accommodation expenses 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.

Contract price is fixed to activities/deliverables indicated in the ToR, regardless of the changes in the cost components (such as days invested for completion of the deliverables.)

### **2. Travel costs**

No travels are envisaged under the current assignment.

### **3. Daily Subsistence Allowance**

Not applicable.

### **4. Currency of the price proposal**

The applicants are requested to submit their price proposals in USD. In case of proposals in other currency, these shall be converted into USD using the official UN exchange rate for currency conversion to USD at the date of applications' submission deadline.

## Annex II: Price Proposal Submission Form

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

**Ref:** **International consultant to undertake review from gender perspective of the draft mid-term National Action Plan for the implementation of the Cross-sectoral Strategy on Developing Parental Abilities and Competencies 2016-2022**

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:

Description of Activity	Unit of measure (e.g., day, month, etc.)	Unit price, USD	No. of units	Total Price, USD
Consultancy (daily) fee				
Other related costs (please specify):				

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, visa etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me for 90 days.

I understand that you are not bound to accept any proposal you may receive.

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email: