

TERMS OF REFERENCE FOR NATIONAL CONSULTANT

to provide technical advice to the Government of the Republic of Moldova on the implementation of gender equality principles in the public finance management system (based at the Ministry of Finance/MoF)

Duty Station:	Chisinau, Moldova
Type of contract:	Individual Contract
Post Level:	National Consultant
Languages required:	Fluent in Romanian and English. Working knowledge of Russian will be considered an asset
Application deadline:	25 May 2018
Starting date:	4 June 2018
<i>(date when the selected candidate is expected to start)</i>	
Expected duration of assignment:	Up to 60 work days within a 5 months assignment

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, the UN Women leads and coordinates the United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world.

Through its programmes and projects, UN Women is providing technical assistance to national partners (governmental and non-governmental) in the implementation of existing international and national commitments to women's rights and gender equality, it facilitates networking and exchange of good practices and advocates for women's rights and gender equality in all areas of life.

UN Women's presence in the Republic of Moldova has evolved from being a project-based office in 2007 to a Country Office with fully delegated authority as of 2015. The work of UN Women in Moldova is guided by its [new Country Strategic Note for 2018-2022](#), aligned with the [Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022](#), [the Global Strategic Plan of UN Women for 2018-2021](#), the National Strategy on Gender Equality for 2017-2021 (NSGE), and aims to contribute to the gender-responsive implementation of the [2030 Agenda for Sustainable Development](#).

The newly approved UN Women Strategy for Moldova 2018-2022 focuses on three main areas: 1/strengthening women's participation in politics and decision making, 2/economic empowerment of women and 3/ending violence against women and girls. To achieve progress under these areas, UN Women works with variety of national and international partners and as part of different national and regional initiatives. Gender Responsive Budgeting (GRB) is integrated in the current Strategic Note for 2018-2022 under the "Women lead, participate and benefit equally from governance system" Outcome, and is meant to contribute to increased capacities of the public institutions to analyze and improve policies, regulations, and budgets to fulfill gender equality commitments.

The second National Strategy on Gender Equality (NSGE) for 2017-2021 and its associated Action Plan, approved in early 2017, focus on ten areas of interventions with one dedicated to GRB. These are: women's participation in decision-making, labour market and gender pay gap, social protection and family policies, health, education, climate change, institutional mechanism, stereotypes in the society and non-violent communication, gender equality in the security and defense sector and gender responsive budgeting.

Under the GRB area of intervention, the NSGE will focus on development, piloting and institutionalizing of GRB tools (gender sensitive indicators, expenditure strategies and concepts) and building capacity of relevant central and local government staff on gender equality and support for development of ministries' gender sensitive sectorial action plans.

Since 2011, UN Women, with the financial support of the Austrian Development Agency (ADA) and Swiss Agency for Development and Cooperation (SDC), has been implementing the regional project "Promoting Gender Responsive Policies in South-East Europe and the Republic of Moldova" covering Albania, Bosnia and Herzegovina, the Former Yugoslav Republic of Macedonia (FYR Macedonia) and the Republic of Moldova (Regional GRB Project). Its overall goal is to support the advancement of implementation of national and international commitments to gender equality and women's empowerment in line with national Sustainable Development Goals priority targets.

During the previous phases of the Regional GRB Project, the participating countries have achieved important progress in formulating and implementing gender-responsive fiscal policies and public financial management practices and tools, as well as in strengthening oversight of central and local government programs, policies and budgets towards gender equality commitments. However, much remains to be done to ensure that GRB is properly understood and practiced at national and local level in the four countries.

UN Women Moldova invested in building expertise on GRB at all levels of the public administration and provided support for elaboration of GRB courses at the post-graduate level, creating an academic platform for GRB research, and developing a series of knowledge products on GRB. Workshops and study visits gave the opportunity to women Members of Parliament, Ministry of Finance (MoF) and Ministry of Health, Labour and Social Protection (MoHLSP) representatives, university professors, students in finance/economics and local public administration officials to learn from their peers in other countries and international experts.

UN Women Moldova and MoF, with the financial support of ADA, have intensified the collaboration in mainstreaming of gender equality priorities and objectives in policy and budget preparation and budget execution processes, based on the results achieved and lessons learnt from GRB initiatives implemented in Moldova and other CEE countries, as well as recommendations of the members of the Advisory Board of the Regional GRP Project.

In January 2018 the Ministry of Finance created the Gender Equality Coordination Group (GECG)¹ which includes 8 members, representing the following divisions of the MoF: Sectoral Budget Policies; Tax and Customs Policy; Wage Policies and Monitoring of Personnel in Budget Sector; Policy Analysis, Monitoring and Evaluation; Sectoral Budget Policies; and Institutional Management. The GECG is chaired by a MoF State Secretary.

RATIONALE

The Government of Moldova has embarked on a comprehensive program of modernization and reform covering public administration, the budgetary processes and the delivery of public services, summarized in the Public Finance Management (PFM) Development Strategy 2013-2020. In terms of the budget Moldova has made considerable progress in recent years in the modernization of its budget formulation process. Among the most significant reforms are the harmonization and unification of the budget (removal of off-budget expenditures), introduction of a Medium-Term Budget Framework (MTBF), adequate budget coverage of state guarantees, and regular macroeconomic forecasting.

Moldova introduced a Program Based Budgeting (PBB) for Central Public Authorities starting with the 2014 budget, Local Public Authorities Level II with the 2015 budget and Local Public Authorities Level I, starting with the 2016 budget. The implementation of the PBB system revealed certain shortcomings that have kept the PBB process from unfolding its full potential and effectively contributing to budget planning and resource allocation.

In 2018, the MoF has decided to undertake a review of the PBB system aimed at rationalizing and improving the functionality of the system. Thus, the MoF is open to expert consultancy support to assist the staff of the MoF with gender mainstreaming and ensuring synchronicities between PBB and GRB initiatives.

In this context, UN Women, in consultation with MoF, plans to hire a local consultant to provide support to the MoF on integrating gender equality and gender sensitive budgeting principles in national budgeting processes.

¹ MoF Order No. 16, of 19 January 2018 that abrogates the MoF Order No. 184 dated 20 December 2013.

SCOPE OF WORK:

The selected national consultant will provide direct technical assistance to the MoF on the review and rationalization of the PBB system. The national consultant will also advise the Gender Equality Coordination Group (GECG) members and other structures across the MoF in adopting principles of gender equality in the public finance management system, commitments under the Public Financial Management Strategy 2013-2020 (PFM), National Strategy on Gender Equality 2017-2021 and other sectorial and cross-cutting strategies, aiming at improving gender equality of public budgeting, revenues and expenditures.

Duties and Responsibilities

Under the direct supervision of the Women's Economic Empowerment Programme Coordinator and overall guidance of the Regional GRB Project Manager and the designated representative of the MoF, the national consultant will undertake the following major tasks:

Tasks and activities	Estimated workload (workdays)
Task 1. To provide day-to-day technical assistance to the MoF on the rationalization of the overall PBB system and sectoral program budgets of line ministries. Task 1 will include the following activities: <ol style="list-style-type: none">1. Coordinate the work of the review and improvement of the overall PBB system, including the standardization of program budget definition and code structure and2. Support the effort of the MoF to lead the review and improvement of program budgets of line ministries.	Up to 45 days
Task 2. To formulate proposals for inclusion of gender equality principles into the budget planning and resource allocation process. Task 2 will include the following activities: <ol style="list-style-type: none">1. Carry out a desk review of the best international practices on GRB implementation, to assess to what extent the experience of other countries (e.g. Albania and Austria) could be applicable in Moldova, develop a report, including recommendations for interventions to be replicated in Moldova, and submit the report (in English and Romanian) to UN Women and MoF;2. Formulate proposals for inclusion of gender equality principles into the MoF Circulars and MoF Order No. 209 on the approval of the "Methodological set on elaboration, approval and modification of the budget", and submit them (in English and Romanian) to UN Women and MoF.	Up to 15 days
	Up to 60 days

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 local UN Women Economic Empowerment Programme Coordinator and the Regional GRB Project Manager shall be the only criteria for Consultant's work being completed and eligible for payment/s.

DELIVERABLES AND TIMEFRAME:

All the deliverables should be agreed with the UN Women's counterpart at the MoF and UN Women and the main of them (monthly reports, analytic work papers and final report) to be provided in English and Romanian hard and electronic copy. The selected consultant will provide reports on the following deliverables:

No.	Deliverables	Timeframe and indicative number of days
1.	Inception note setting out a detailed workplan for the assignment, in Romanian and English languages, submitted to UN Women and MoF.	By June 10, 2018
2.	Report on the measures to be undertaken by the MF for the rationalization and improvement of the overall PBB system as well as for the improvement of program budgets of line ministries, in Romanian and English languages, submitted to UN Women and MoF.	By the end of August 2018
3.	Report on the desk review of the best international practices on GRB implementation, in Romanian and English languages, submitted to UN Women and MoF.	By end September 2018
4.	Proposals for inclusion of gender equality principles into the MoF Circulars and MoF Order No. 209 on the approval of the "Methodological set on elaboration, approval and modification of the budget", drafted in Romanian, validated by members of the GECGs and submitted (in English and Romanian) to UN Women and MoF.	By end September 2018
5.	Final synthesis report providing a brief summary on carried out activities, achievements and challenges.	By end October 2018

MANAGEMENT ARRANGEMENTS

Organizational Setting: The National Consultant will work under the overall guidance of the Regional GRB Project Manager and direct supervision of the UN Women Economic Empowerment Programme Coordinator, and in close collaboration with the designated representatives of the MoF. The National Consultant will be provided by the MoF with the necessary information, materials and logistics, as well as office space and equipment for the fulfillment of his/her tasks.

TRAVEL

No travels are envisaged under the current assignment. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UN Women and the National Consultant, prior to travel and will be reimbursed.

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 on a monthly basis, upon submission and approval of deliverables and timesheets with actual days worked and certification by the MoF and UN Women Economic Empowerment Programme Coordinator that the services have been satisfactorily performed.

REQUIRED SKILLS AND EXPERIENCE

Education:

- Advanced degree in finance and economics.
- Other formal education relevant for the assignment is an asset.

Experience:

- Minimum 5 years of relevant professional experience in public finance system;
- Minimum 5 years of proven experience working/collaborating with central and local public authorities in assisting/supporting drafting policy recommendations/ policy reports or coordinating activities;
- Minimum 2 years of proven work experience in the area of social protection, gender equality, human rights and development;
- Minimum 3 years of experience in working with international organizations (successful experience in working with UN agencies is an asset)

Language skills:

Fluency in verbal & written Romanian and English. Working knowledge of Russian will be considered an asset.

APPLICATION PROCEDURE:

Interested candidates are invited to submit their online applications by **25 May 2018** with the following documents.

- Duly filled Personal History Form PHF11/CV;
- Letter of Intent to include a brief overview about which of your previous experiences makes you the most suitable candidate for the advertised position;
- Financial proposal (in MDL) - specifying an all-inclusive fixed total contract price, supported by a breakdown of costs as per template provided.

In July 2010, the United Nations General Assembly created UN Women, the United Nations Entity for Gender Equality and the Empowerment of Women. The creation of UN Women came about as part of the UN reform agenda, bringing together resources and mandates for greater impact. It merges and builds on the important work of four previously distinct parts of the UN system (DAW, OSAGI, INSTRAW and UNIFEM), which focused exclusively on gender equality and women's empowerment.

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.

EVALUATION OF APPLICANTS:

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

- University degree in finance and economics;
- Minimum 5 years of relevant professional experience in public finance system;
- Minimum 5 years of proven experience working/collaborating with central and local public authorities in assisting/supporting drafting policy recommendations/ policy reports or coordinating activities;

- Minimum 2 years of proven work experience in the area of social protection, gender equality, human rights and development;

For evaluation of short-listed candidates, a cumulative analysis scheme will be applied 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_{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 will be organized if needed, 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	University degree in finance and economics; (<i>University – 30 pts; Master - 35 pts; PhD – 40 pts</i>); Other formal education relevant for the assignment (<i>10 pts</i>);	40
2	Minimum 5 years of relevant professional experience in public finance system; (<i>5 years – 60 pts, for each year over 5 years – 10 pts, up to a max of 80 pts</i>);	80
3	Minimum 5 years of proven experience working/collaborating with central and local public authorities in assisting/supporting drafting policy recommendations/ policy reports or coordinating activities; (<i>5 years – 60 pts, for each year over 5 years – 10 pts, up to a max of 80 pts</i>);	80
4	Minimum 2 years of proven work experience in the area of social protection, gender equality, human rights and development; (<i>2 years – 50 pts, each year over 2 years – 10 pts, up to a max of 80 pts</i>);	80
5	Minimum 3 years of experience in working with international organizations (successful experience in working with UN agencies is an asset) (<i>3 years – 20 pts, each year over 3 years – 5 pts, up to a maximum of 40 pts</i>)	40
6	Excellent command of Romanian and English, knowledge of Russian would be an asset (<i>Romanian – 10 pts, English – 10 pts, Russian – 10 pts</i>)	30
	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).

Annex I: Price Proposal Guideline and Template

The prospective National Consultant should take the following explanations into account during submission of his/her price proposal.

1. Daily fee

The daily price proposal should indicate a "lump sum amount" which is "all-inclusive"; All costs (professional fees, communications, consumables 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.

2. Travel costs

UN Women will not cover transportation cost within Chisinau.

3. Daily Subsistence Allowance

Not applicable.

4. Currency of the price proposal

The applicants are requested to submit their price proposals in MDL. In case of proposals in other currency, these shall be converted into MDL using the official UN exchange rate for currency MDL conversion to MDL 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: National Consultant to provide support to the MoF on integrating gender equality and gender sensitive budgeting principles in national budgeting processes.

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:

Deliverables	MDL
Daily fee all inclusive	
Total price	

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, etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me for 30 days.

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

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email: