





TERMS OF REFERNCES

National consultant

to develop data-based analytical briefs on participation of women and men in ICT

Application Deadline: 21 May 2018

Expected Duration of

May-August 2018, estimated volume of work – up to 25 full working days

Assignment:

Reference to Project: UN Joint Project on Strengthening the National Statistical System, Participating agencies

UNDP and **UN** Women

Project Activity: #4. Improve availability of disaggregated statistical data vi dissemination

#5. Strengthen the capacities of data users to use available statistics

Contract type: Individual Contract

Beneficiary: Government of the Republic of Moldova, local public authorities, civil society, general public

Background

The recognition of the importance of equality of opportunities and the empowerment of women is explicitly expressed in the international commitments undertaken by Moldova (e.g. CEDAW, Beijing Platform, certain ILO conventions and ITU resolutions, 2030 Sustainable Development Agenda, EU-RM Association Agreement), as well as national legal and regulatory framework on gender equality (e.g. Law on the Equality of Opportunities between Women and Men¹, National Strategy for ensuring equality between women and men² and corresponding action plan, etc.).

Gender statistics are the basis of any analysis of socio-economic relations between sexes, they indicate the place and role of women and men in a society, they make possible the formulation of forecasts, defining of targets, monitoring the progress in achievement of gender equality and of broader society development objectives, and they are a valuable tool in raising public awareness³. The increased availability, but also use, of sex-disaggregated data is among the objectives and measures of implementation of the Strategy on development of national statistical system⁴.

UN Joint Project on Strengthening the National Statistical System of RM is implemented by the National Bureau of Statistics (NBS) of the Republic of Moldova, in partnership with 5 UN agencies (UNDP, UN Women, UNFPA, UNICEF, ILO), and aims at improving data collection, production, dissemination and use of statistical information with particular attention to national needs and official statistics overall conformity with international, in particular EU standards. One of the Statistics Project's intended results is the **improved use of available disaggregated statistics** by different categories of data users in particular for evidence-based monitoring of policies, development strategies, programmes, etc.

Under the current assignment, the given UN Joint Project on statistics aims to raise public awareness, through provision of an evidence-based analysis and policy recommendations, on the existing issues of gender-based in/equalities between women and men, as members of the modern society, who daily interact with Information and Communication Technologies (ICT) as tools for empowerment, awareness and communication, capacities' development, professional performance and employment activity, as well for profit generation and business development.

Specific context

Access to new Information and Communication Technologies is important to ensure full participation by all people, women and men, in new opportunities related to employment, education, health, governance or peacebuilding⁵, thus accelerating progress towards the achievement of the **Sustainable Development Goals**⁶ (SDGs) until 2030. ICT can enhance gender equality and gender empowerment, allowing women and girls to access information of importance to their productive, reproductive and community roles as well as involving women in urban planning⁷, increasing their participation in economically productive activities and their access to finance.

¹ http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=315674

² http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=370442, National strategy for ensuring equality between women and men for 2017-2021 and its action plan

³ NATIONAL REPORT on the implementation of the Beijing Declaration, the Platform for Action (1995) and the outcomes of the 23rd special session of the General Assembly (2000), Chisinau, 2014

⁴ http://gov.md/ro/content/guvernul-consolideaza-sistemul-statistic-national

⁵ Report of the Partnership on Measuring Information and Communication Technology for Development: information and communications technology statistics, UN Statistical Commission, Forty-fifth session, 4-7 March 2014

⁶ https://www.itu.int/en/sustainable-world/Pages/default.aspx

http://unsdsn.org/resources/publications/ict-and-sdgs/

It has been shown in many sources that women's active participation in the ICT sector is essential for long-term growth and economic sustainability of any country. ICTs were recognized as tools through which gender equality and women's empowerment can be advanced in many ways⁸, and are integral to the creation of societies in which both women and men can substantively contribute and participate.

The International Labour Organization⁹ observed that patterns of gender segregation are being reproduced in the information economy with women concentrated in end-user, lower-skilled ICT jobs (related to word-processing and data entry) and men in more senior managerial, administration and design of networks, operating systems and software. In such a situation, women's empowerment in the ICT sector is compromised and they are restricted from increasing their power to take control over decisions that shape their lives, from access to resources, from control over the distribution of benefits.

ICT policies in most countries give inadequate attention to gender equality perspectives. Therefore, the gender ICT gap is valid globally, including in **Europe** - for which the latest evidences are provided in the study *Women Active in the ICT Sector*.¹⁰ In comparison with the general problem related to particularly unrepresentativeness of women in managerial and decision-making positions, the percentage of female bosses in ICT is much smaller than in other sectors¹¹. European females less take ICT studies¹². Women leave the sector mid-career to a greater extent than men. Meanwhile economic arguments for increased female participation in the sector abound. It has been proved that the industry itself would profit from more balanced participation rates and women themselves can profit from this career choice by earning higher salaries, and companies with a higher share of women in top management have a better performance.

ITU Resolution 70 encourages member states and sector members to review their policies related to the information society to ensure the inclusion of a gender perspective in all activities. Moreover, being concerned about the under-representation of women and girls in engineering, technological and other fields of education, which negatively impact their chances of integration into higher paying sectors in the labour market, the **Committee on the Elimination of Discrimination against Women** recommended the Republic of Moldova to encourage young women to choose non-traditional fields of study and professions (ICT being one of them).¹³

At the national level, besides the above mentioned international commitments on gender equality, 2030 Sustainable Development Agenda and ICT, which the Government of the Republic of Moldova has assumed, in 2017 a new national objective¹⁴ has been set on gender mainstreaming into the career guidance aiming to access the non-traditional professions, in particular ICT. A few initiatives in this respect would include: GirlsGoIT¹⁵ and Women's Forum in the field of ICT, Technovation Challenge¹⁶, Rails Girls Chişinău¹⁷, Cariera IT¹⁸, Generatia Z¹⁹, events dedicated to start-ups and local innovation hubs, etc.

To report the achievements and to justify the changes in the legislation, regulatory frameworks and implementation mechanisms tackling the remaining gaps between women and men, appropriate data are required to track the role and participation of women and men from the education (in ICT-related issues) to economic activity in the ICT sector.

Given the low levels of understanding and importance given to statistics among policy makers and other stakeholders, combined with growing demand for internationally comparable, reliable, systematic and disaggregated data, in 2017, with the support of UN Joint Project on Statistics, an **inventory of national statistics** that measures women and men's participation in ICT sector has been undertaken and its completeness and quality has been assessed.

Considering the mentioned issues of concern from gender perspective for the ICT sector, the inventoried statistical indicators have been grouped in six main categories: education, employment, working conditions, research & development, entrepreneurship and leadership, and other relevant indicators (such as e-skills or population's use of ICT). The inventory ended up with a set of defined available national ICT-related indicators from gender perspective, accompanied by pertinent description and data set for the last 4 years, identified constraints and data gaps. Also, recommendations were given on further improvement of the existing indicators and production of the new ones to enable the appropriate informing of policies and evidence-based reporting on gender issues in ICT.

Given the above context, one of the UN Joint Project's targets in 2018 is the increased capacity of the national stakeholders to appropriately use the available statistics for the measurement of gender sensitive phenomena related to ICT. For that, making the best use of the inventoried ICT data, the Project is to deliver a user-friendly analysis and make it publicly available to

⁸ ITU Resolution 70 (Rev. Busan, 2014)

⁹ World Employment Report, International Labour Organization (ILO), 2001.

https://ec.europa.eu/digital-single-market/en/news/women-active-ict-sector, 2013

^{11 19.2%} of ICT sector workers compared to 45.2% of non-ICT sector workers have female bosses, according to Survey on Working Conditions (2010), including: EU27, Norway, Croatia, the Former Yugoslav Republic of Macedonia, Turkey, Albania, Montenegro and Kosovo.

Out of 1,000 women with a bachelor degree in Europe, only 29 hold a degree in ICT (compared to 95 me n) whilst only 4 eventually work in the ICT sector – according to Data elaborated in house based on the European Labour Force Survey 2011.

¹³ Convention on the Elimination of All Forms of Discrimination against Women, Concluding observations on the combined fourth and fifth periodic reports of the Republic of Moldova, 18 October 2013

¹⁴ Objective 1.9 of the National strategy for ensuring equality between women and men for 2017-2021 and its action plan

¹⁵ GirlsGoIT is a national program that provides access, education and promotion for girls in technology.

¹⁶ Technovation Challenge offers girls around the world the opportunity to learn the necessary skills to become tech entrepreneurs and leaders, https://technovationchallenge.org

Rails Girls Chişinău aims at Increased interest in software development among girls.

 $^{^{18}}$ Cariera IT $\,$ - campaign to promote the career of IT among youth, http://cariera.ict.md

 $^{^{19}}$ Generatia Z - competition of young talents in the field of ICT "GENERATION Z".

decision-makers and planners within the Moldovan authorities, to civil society, to social and development partners so that planning, programming and measures addressing gender gaps related to ICT are properly informed, solutions are devised to address these gaps so that women can get an increased access to male dominated professions such as ICT.

Objectives of consultancy

Under this assignment the United Nations Development Programme (UNDP) Moldova through UN Joint Project "Strengthening National Statistical System" is seeking a national consultant **to develop a data-based analysis on participation and role of women and men in ICT.** It is aiming at highlighting useful evidence, suggesting conclusions and advising support for policy-making in relevant areas of Government activity.

The expected knowledge product will consist of a series of thematic data-based analytical briefs (as separate documents or as integral parts of a single paper) that will **cover the 6 areas/fields** of the undertaken data inventory: ICT education, Employment, gender pay gap and working conditions in ICT, Research & development in ICT, Entrepreneurship and leadership in ICT, Population's access to and use of ICT.

The analytical briefs **will address** the core issues critical for the gender equality and women empowerment in the above fields related to ICT, **focusing on** description of the status of affairs in the respective fields and the most vulnerable or disadvantaged groups, analysis of factors and determinants causing such a status, side effects/impact resulted, extent of inequality, marginalization, discrimination, exclusion or vulnerability and possible solutions to reduce them.

The gender equality perspective and cross-sector analysis will be mandatory **approaches** applied throughout the envisaged analytic work. Correlation of the analysed ICT topics with linked issues/areas from the SDGs' perspective will be made.

As it regards the **data to be used** for analysis, priority will be given to available official statistical data produced by NBS and administrative data sources, at national and/or sectoral level. These might be also complemented with other alternative sources for qualitative research. Also, the analysis will be undertaken in a comparative manner (women vs men, women in ICT compared with women in non-ICT sectors, young vs elderly, urban vs rural, etc.) applying dimensions such as age, residence area, education level, employment status, marital status, type of economic activity, occupation, size of company, etc.

The respective analytical briefs should **contain recommendations** and/or practical measures, to be undertaken by the Government and the civil society in the context of the current national/sector priorities, aimed to create an enabling environment for women and girls to engaging more prominently in ICT and to occupy high-value and high-income jobs in this sector. These would result in narrowing the male-female employment gap and wages gap (gender parity), lowering the vertical gender segregation (gender balance in leadership positions at different levels), increase the number of women entrepreneurs in the ICT sector (economic independence and business performance), skills development and life-long learning (empowerment and career promotion) of women within the sector, better working conditions and flexibility of working time (enabling the reconciling of the professional and personal life). Thus, relevant linkage will be made with key recommendations provided by human rights bodies and instruments, such as UPR, CEDAW, CRC and others.

Target groups of the produced analytical briefs are the government institutions, civil society, think-tanks, academia, media and general public who would need to understand the current role of women in the ICT sector, the reasons which discourage women from entering and remaining in the sector, as well as evidence-based arguments to attract women to choose this sector for their education, income earning and economic empowerment, career growth and personal development. Also, the produced texts are expected to also serve for evaluation of current public policies through gender perspective and formulation of the new programmes or plans that advance gender equality.

The *main objective* of the activity is to consolidate the capacities of targeted users to access information and develop skills on the use and interpretation of official statistical data in a corresponding and accurate way. Also, the purpose of this effort is to support the dialogue between the main data producer in the country and concerned categories of data users responding to the information needs of the latest.

The expected results will be used for programming purpose of UN agencies regarding the further support to be provided to the Government on gender equality, women empowerment, evidence-based public policies, equitable services, efficient, effective and responsive public institutions²⁰.

Scope of Work

Under the current assignment the UN Joint Project, in collaboration with NBS, are looking for the following expertise on the part of the hired national consultant:

- (A) To develop an analytical product on participation and role of women and men in ICT consisting of a series of thematic data-based analytical briefs covering the areas/fields of the undertaken data inventory (mentioned under Objectives of consultancy above), including conclusions and recommendations supporting the evidence-based decision-making in relevant areas of Government activity on gender equality;
- (B) To contribute to **communication** and participate in **dissemination** of produced analytical briefs, in a user-friendly format and manner, comprehensible to target audiences.

RM-UN Partnership Framework for Sustainable Development for the period of 2018-2022, http://md.one.un.org/content/dam/unct/moldova/docs/pub/strateg/UNDAF%20Moldova%20EN.pdf

Tasks and Activities to be performed

In order to achieve the envisaged objectives, the contracted consultant, under the overall supervision of the Project manager and in tight cooperation with NBS, will have the following major responsibilities and perform activities:

1. Undertake a desk review and preparatory activities including:

- Get acquainted with the results of previous activities undertaken by the Project and its counterpart in the field of concern, in particular the report on inventory of ICT national statistics,
- Analyse the inventoried set of national ICT indicators, definitions and the corresponding time-series data;
- Analyse background and reference materials available in the areas covered by assignment (national strategies, programmes, action plans, other relevant policy documents for the sectors/areas to be covered, national and sector reporting on gender equality domains, online and printed sources, studies and databases from academic institutions, other countries' best practice, etc.);
- Propose adjustments to *own approach* for the expected activities and *detailed work plan* that encompasses the above-mentioned objectives and agree them with Project stakeholder;
- Additionally to desk research, interviews with people in charge of the ICT sector can be carried out for obtaining first-hand information about the main achievements, successful measures and existing issues.

2. Undertake consultations with data producers

Given the specifics of assignment, the *consultation with relevant counterparts and stakeholders* with regard to the ICT priorities/domains and gender perspective would be recommended for the working approach throughout the assignment. Stakeholders to be consulted would include, but not be limited to:

- a) Public authorities which plan, implement and monitor programmes and measures on education, employment, business development, research related to ICT and its use: line-ministries and their subordinated entities at central and local levels;
- b) Academia, independent think-tanks, NGOs, etc.;

3. Prepare the content and outline of the future data-based analysis, as well as the pertinent data compilation:

- a) Draft a list of issues which can be analysed through gender lens based on the desk review results and available data series and prepare own proposal on the final *form* of the expected analytical product (as separate analytical briefs or as chapters of one single analytical paper), *topics* to be analysed, the *outline* and *contents* to be followed;
- b) Set the list of *statistical indicators*, correlated variables, dimensions of data disaggregation and data values to be used in the envisaged analyses by topics of analytical briefs. If the need is confirmed, NBS support may be required for additional cross-tabulations and output tables on the basis of the active statistical surveys;
- c) Make suggestions for additional statistical *data sets* (aside from the one generated from the official and administrative) which can qualitatively improve the research on the briefs' topics;
- Validate the identified topics, issues to be addressed and indicators to be used for analytical briefs (points a-c above) through consultations with the relevant Project's stakeholders and agreement by the Project team aiming to ensure their relevance, applicability, usefulness and linkage with the county context, policy framework and strategic priorities;

4. Develop the data-based descriptive analysis on participation and role of women and men in ICT:

- Analysis would include core characteristics of analysed groups of women and men, differences and similarities inside
 the targeted groups and in relation with opposite population or/and national averages, evolution in time of the state
 of affairs, degree of vulnerability, marginalization, exclusion or, vice-versa, advantages and benefits of concerned
 groups of women and men, factors and determinants causing such a status, complemented by international (databased) comparison, conclusions and recommendations, other elements (mentioned under Objectives of consultancy);
- The *multiple disaggregation* dimensions, reflecting the categories of analysed groups of population of special interest for the present assignment, will be applied during the whole analysis;
- All expected analytical texts will represent homogenous parts of one integrated final knowledge product to be communicated to the target audiences. Therefore the *scientific homogeneity* of the analytical texts and their *integrity* as components of the envisaged product will be ensured by the expert;
- For meaningful *learning and knowledge sharing*, the expected knowledge product (consisting of thematic analytical briefs) should:
 - Be aimed to improve the understanding of analysed issues;
 - Designed for the target audience, relevant to decision-making needs and with focus on current national and/or sectorial policies, based on available data without any bias;
 - Timely, written in an easily understandable language (user-tailored), data presented in a clear user-friendly manner applying graphical representation;
 - Validated through a quality assurance process with relevant stakeholders and consistent in presentation;
 - Contain genuine data-based analysis excluding any overlaps with products on the same topics commissioned by other institutions.
- The size of thematic analytical briefs will vary from 2 to 10 pages each, excluding annexes/graphical elements, depending on the topic's complexity and evidence availability. Briefs should be consulted with the relevant Project's stakeholders and delivered as ready (off-the-shelf) materials for dissemination.

Other activities:

Participate in communication and dissemination public presentation of produced knowledge product through:

- For each of the thematic briefs provide a summary description that will be used further by designers to produce
 the accompanying thematic info-graphs. This description will include: target audience, infographic's structure
 and content (title, content=message+data*3/minimum/, conclusion, data source), and guidance on its design
 (vision on expected data visualization and layouts).
- Support to organisation and facilitation of public presentation of produced briefs with the participation of concerned target groups (in particular gender focal points in line-ministries or specialised governmental commissions, civil society, media), gather and consider their feedback;
- Advocate for the delivered results and contribute to the increase of awareness and understanding of partner institutions regarding the role of data in the process of policy formulation, monitoring and impact evaluation.
- Ensure a high level of work, efficient communication and cooperation with Project's national counterparts (NBS, Ministry of Health, Labour and Social Protection, Ministry of Economy and Infrastructure) and stakeholders, UN Project staff;
- Develop an *activity report* on consultancy undertaken, including stages passed, resources used, results obtained versus expected, impact of obtained results, risks overcome, problems faced, lessons learned, conclusions and follow-up recommendations.

All activities under the present assignment will be correlated to the needs of key-stakeholders and in compliance with the international standards, relevant national and sector policy documents, and will be built on the previous and on-going activities undertaken by the Projects and national counterparts.

Deliverables and Timeframe

Performing the mentioned above activities, the national consultant will be responsible for delivering of the following outputs, comprising the main milestones:

	Deliverables and Outputs	Tentative timeframe	Days of work
			-
1.	Own approach including working methodology, vision on the accomplishment of	31.05.2018	1
	assignment, detailed action plan, including timelines and dates of outputs' delivery		
2.	Core elements for expected set of analytical briefs covering the 6 areas related to	11.06.2018	2
	participation of women and men in ICT, including:		
	a. List of issues/topics to be subject to analytical briefs, consulted with the Project, NBS		
	and other relevant stakeholders		
	b. Relevant indicators, appropriate disaggregated dimensions on the basis of which		
	analytical briefs will be developed		
	c. Content and outline of future analytical briefs		
3.	Draft set of analytical briefs by the agreed topics	25.06.2018	15
4.	Finalized set of analytical briefs incorporating feedback and inputs from the Project staff,	23.07.2018	4
	NBS and other relevant stakeholders		
5.	Extracts of analytical briefs for graphical representation and handouts for public	30.07.2018	2
	presentation of outputs to the key stakeholders and target audience		
6.	Narrative report on undertaken assignment	05.08.2018	1

All the deliverables should be consulted with NBS and other relevant Project's stakeholders and endorsed by the Project manager and be provided in Romanian (except for the last one –in Romanian & English), as electronic copy. The consultant will be assisted by the staff of UN Project and NBS for conceptual and technical aspects of the assignment.

The activities under the present assignment should commence in **May** 2018 and conclude by the **middle of August, 2018**. The volume of consultancy has been estimated at up to **25 full working days overall** (could be changed if correspondingly justified by the applicant) during which all the activities and outputs envisaged under the present assignment are expected to be performed.

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 can not be used as criteria for completion of work/assignment. The provision of envisaged deliverables approved by the Project and its partners and concerned national stakeholders would be the only criteria for the Contractors work being considered completed and eligible for payment/s.

Qualifications and Skills required

The consultant is expected to comply with the following qualification criteria which will be evaluated on the basis of submitted experience records and technical proposal:

Academic Qualifications:

Master degree (or equivalent) in statistics, economics, social sciences and/or other relevant areas;

Working Experience:

At least 8 years of professional experience (consulting, managing, advising, execution, etc.) in public administration, institutional development, service provision, academic and/or applied research or other relevant;

- At least 4 records of practical experience in development of analytical works (thematic and/or descriptive analysis, assessments, evaluations, reviews, policy advisory, etc.) with the use of statistical data and/or evidences in the areas of assignment (ICT, education, employment, entrepreneurship, socio-economic development, leadership, etc.);
- At least 2 experience (tasks/assignments) or learning records proving a good knowledge of the gender equality, social inclusion/exclusion, marginalization, discrimination, other relevant concepts (would be an advantage);
- At least 2 experience records proving the familiarity with the national context (legal, policy and regulatory framework)
 related to the areas of assignment concern;
- Experience of work with international organizations/projects (including UN/UNDP), and public institutions (incl. multistakeholders), in particular in the areas relevant to the assignment;

Competencies and Skills:

- Romanian language proficiency; Good skills in written English;
- Excellent analytical, writing and communication skills;
- Ability to analyse, plan, communicate effectively orally and in writing, draft reports, solve problems, organize and meet expected results, adapt to different environments (cultural, economic, political and social);

Personal Qualities and other requirements:

- Good interpersonal skills, solid judgment/decision making, initiative and creativity;
- Ability to be independent, impartial and credible in a challenging environment;
- Availability to work with UN and Project's national stakeholders during the indicated/approved period;
- Adherence to UN's values and ethical standards;
- Cultural and gender sensitivity.

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.

Organizational settings

The consultant is expected to work in a close cooperation with the national counterparts and the Project staff and to keep them updated on the progress at appropriate intervals during the assignment.

All deliverables and reports shall in be submitted to the Project Manager who is responsible for approving the reports and deliverables (with prior coordination with the NBS, UN Women colleagues, other national counterparts). The Portfolio Manager will supervise the progress and quality of each stage and the overall process.

Financial arrangements

Payments will be disbursed in instalments upon submission and approval of deliverables and certification by Project Manager, that the services and products were satisfactorily performed.

Performance Evaluation

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

Travel Requirements

During the contract period no travel is required.

Submission of proposal

The submission package will consist of:

- 1. Technical Proposal:
 - explaining <u>how</u> the applicant responds to each of the qualification requirements and why he/she is the most suitable for the work:
 - describing a short vision on achievement of the tasks;
- 2. Personal information (as a detailed CV or as a Personal History Form /P11) including <u>records on past experience in similar projects/assignments and examples of concrete outputs obtained</u>, as well as with at least three referees;
- 3. Financial proposal (in USD) specifying a total <u>lump sum</u> amount <u>(including all related costs and the number of anticipated working days).</u>
- 4. Offeror's Letter confirming Interest and Availability.

List of recommended bibliography

International sources

- A bright future in ICT opportunities for a new generation of women, ITU, February 2012
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- National report on the implementation of the Beijing Declaration, the Platform for Action (1995) and the outcomes
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- UN Women Moldova Strategic Note for 2018-2022
- Ghidul Utilizatorilor Statisticilor de Gen (Gender Statistics User's Guide),
 http://www.statistica.md/public/files/publicatii_electronice/Gender/Gen_Guide_2008.pdf
- Forţa de muncă în Republica Moldova. Ocupare şi Şomaj (Labour force in the Republic of Moldova. Employment and Unemployment), http://www.statistica.md/pageview.php?l=ro&idc=263&id=2204
- http://www.statistica.md/category.php?l=ro&idc=264&
- http://www.statistica.md/pageview.php?l=ro&idc=350&id=5294
- http://www.statistica.md/pageview.php?l=ro&idc=350&id=4446
- http://genderpulse.md
- Women's Factsheets 2015, by UN Women Moldova (will be shared with the hired consultant)
- Report on inventory of national statistics that measures women and men's participation in ICT sector, 2017 (will be shared with the hired consultant)