

## CONSULTANT SERVICES PROCUREMENT NOTICE

Date: 16 May 2018

**Country:** Republic of Moldova

**Description of the assignment:** national consultant to develop a Gender Equality Course for the Academy of Public Administration

**Project name:** UN Women Moldova

**Period of assignment/services:** Up to 70 work days within a 6 months assignment

**Proposals** should be submitted **on-line** no later than **28 MAY 2018, 23:59 local time**.

Requests for clarification only must be sent by standard electronic communication to the following e-mail [irina.cozma@unwomen.org](mailto:irina.cozma@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

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 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.

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). The overall goal of the Regional GRB Project 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, UN Women Moldova invested in building expertise on gender responsive budgeting (GRB) at all levels of the public administration and provided support to the Academy of Economic Studies 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, Government representatives, university professors, students in finance/economics and local public administration officials to learn from their peers in other countries and international experts.

### RATIONALE

Under the "Gender Responsive Budgeting" area of intervention, the NSGE focuses on development, piloting and institutionalizing of GRB tools (gender sensitive indicators, expenditure strategies and concepts) by building capacity of

government gender units/gender focal points to develop and promote gender responsive fiscal laws, policies, national and sectorial action plans to enable specific budgetary allocations for advancing gender equality and women's empowerment.

Under the "Institutional mechanism" area of intervention, the Government of Moldova entrusted the Academy of Public Administration (APA) an important role in "transposing gender mainstreaming into policies and programs in practice at all stages of the policy cycle by providing regular training on gender equality and human rights for central and local government civil servants". The Academy of Public Administration (APA) was created by Presidential Decree no. 73 of 21<sup>st</sup> of May 1993 to help fill a complete void in provision of initial and continuous professional development of public service personnel. Approximately 3000 participants representing different public institutions in Moldova benefit from different courses offered by APA annually.

In 2018 UN Women and the Academy of Public Administration have consequently agreed to start with the development of a Gender Equality Course for Public Servants, which will be institutionalized by APA, as a compulsory post-graduate learning course for civil servants representing all levels and regions of the country. The Gender Equality Course for Public Servants will be drawn from materials developed, as part of previous UN Women supported initiatives, tested and institutionalized by APA to contribute to gender mainstreaming into all work of the Government of Moldova at central and local levels.

Towards the development of the Gender Equality Course for Public Servants, APA and UN Women in Moldova is in the process of establishing an inter-institutional Working Group which will include designated representatives of: APA, UN Women, Ministry of Health, Labour and Social Protection (MoHLSP), Academy of Economic Studies of Moldova, State Chancellery and relevant civil society organizations whose dialogue and advocacy efforts are crucial for inclusion of gender issues in policy and programme planning at national and local level. In addition, APA will create a core group of up to 10 *APA Gender Equality Trainers*, designated by APA and relevant public institutions, who will be capacitated and certified by APA to deliver the Gender Equality Course for Public Servants upon its institutionalization.

The Gender Equality Course for Public Servants will introduce both a conceptual and practical tool to start and continue gender mainstreaming into strategic and daily work of civil servants responsible for making evidence-based policy and budget decisions to ensure equality between men and women at all levels, areas and fields of activity.

UN Women is seeking to hire a short-term national consultant, with a proven background to provide support to the Academy of Public Administration in developing a standardized Gender Equality Course for Public Servants.

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

The selected national consultant will provide direct support to the Academy of Public Administration (APA) to develop, facilitate testing and validation of the 3-day Gender Equality Course for Public Servants, which will include the Training Curricula, the Participants' Guide, the Trainers' Guide and all associated Power Point Presentations. The national consultant will be assisted by the Working Group established by APA and UN Women to contribute to tailoring the Gender Equality Course for Public Servants to the needs of the Government.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **Education:**

- University degree in human rights, public administration, social studies or related field. Additional points will be granted for PhD degree in the fields mentioned above.
- Additional certification in the area of gender equality and women's studies will be an asset.

### **Experience:**

- Minimum 5 years of relevant professional experience in working on gender equality and women's empowerment in the Republic of Moldova;
- Minimum 3 years of proven experience in revision and/or development of knowledge products on gender equality or women's empowerment;

- Minimum 2 years of proven experience in development of training materials and delivering training on gender equality and human rights for different target groups, including central and local public authorities;
- Proven successful experience in working with international organizations, including UN agencies.

**Language skills:**

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

#### **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested candidates are invited to submit their online applications by **28 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.

#### **5. FINANCIAL PROPOSAL**

The financial proposal shall include a breakdown of the lump sum amount (daily rate and number of anticipated working days). Please see Annex I: Price Proposal Guideline and Template and Annex II: Price Proposal Submission Form.

#### **6. TRAVEL**

UN Women will not cover transportation cost within Chisinau.

#### **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**