

TERMS OF REFERENCE FOR A NATIONAL CONSULTANT
to develop a Gender Equality Course for the Academy of Public Administration

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:	28 May 2018
Starting date:	11 June 2018 <i>(date when the selected candidate is expected to start)</i>
Expected duration of assignment:	Up to 70 work days within a 6 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 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.

In 2018 UN Women Moldova, with the financial support of ADA, have intensified the collaboration with different stakeholders towards building the capacity of relevant government, Parliament, civil society and academia representatives to ensure coherence between national planning, costing and budgeting processes and gender equality commitments.

RATIONALE

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 such as: 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 "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 21st 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.

SCOPE OF 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.

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 members of the Working Group established by APA and UN Women, the national consultant will undertake the following major tasks:

Tasks and activities	Estimated workload (workdays)
Task 1. Prepare <i>Inception Report</i> which includes proposed methodology and work plan for delivering the assignment (in Romanian language).	Up to 5 days
Task 2. Draft the <i>Curricula for the Gender Equality Course for Public Servants</i> , developed based on a desk review of relevant existing knowledge products and APA's regulations, and present it to the members of the Working Group for their consensus and approval (in Romanian language).	Up to 10 days
Task 3. Develop the <i>first draft of the Gender Equality Course for Public Servants</i> , including the Participants' Guide, the Trainers' Guide and all associated Power Point Presentations (in Romanian language) and present it to the members of the Working Group for their consensus and approval.	Up to 20 days
Task 4. Deliver a <i>2-days Initial Training for up to 10 APA Gender Equality Trainers</i> based on the draft Gender Equality Course for Public Servants, including the Participants' Guide, the Trainers' Guide and all associated Power Point Presentations, and review it based on the inputs received from the participants.	Up to 10 days
Task 5. Participate in a <i>3-days Pilot Training</i> organized by the previously capacitated APA Gender Equality Trainers to test the second draft of the Gender Equality Course for Public Servants, including the Participants' Guide and the Trainers' Guide, and review it based on the inputs received from the APA Gender Equality Trainers.	Up to 10 days
Task 6. Present the <i>final Gender Equality Course for Public Servants</i> , including the Curricula, the Participants' Guide, the Trainers' Guide and all associated Power Point Presentations, to the members of the Working Group for approval (in Romanian language).	Up to 5 days
Task 7. Participate in a half a day workshop for validation of the 3-day Gender Equality Course for Public Servants.	Up to 5 days
Task 8. Draft the final report on carried out activities, lessons learned, achievements and challenges (in Romanian and English language).	Up to 5 days
	Up to 70 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 payments.

DELIVERABLES AND TIMEFRAME:

All the deliverables should be agreed with the UN Women and APA's designated officials and the main of them (analytic work papers, training materials and final report) to be provided hard and electronic copy in Romanian and English language (only the final report). The selected consultant will report on the following deliverables:

No.	Deliverables	Timeframe and indicative number of days
1.	<i>Inception Report</i> , including the proposed methodology and work plan for delivering the assignment, submitted to UN Women and APA (in Romanian language).	By 15 June 2018
2.	<i>Curricula for the Gender Equality Course for Public Servants</i> , developed based on a desk review of relevant existing knowledge products and APA's regulations, submitted to UN Women and APA (in Romanian language).	By end June 2018
3.	The first <i>draft of the Gender Equality Course for Public Servants</i> , including the Participants' Guide, the Trainers' Guide and all associated Power Point Presentations, submitted to UN Women and APA (in Romanian language).	By end July 2018
4.	Report on the <i>2-days Initial Training and 3-days Pilot Training of APA Gender Equality Trainers</i> , based on the 1st and 2nd drafts of the Gender Equality Course for Public Servants, including the Participants' Guide and the Trainers' Guide, submitted to UN Women and APA (in Romanian language).	By end September 2018
4.	<i>Final Gender Equality Course for Public Servants</i> , including the Curricula, the Participants' Guide, the Trainers' Guide and all associated Power Point Presentations, submitted to UN Women and APA (in Romanian language).	By mid November 2018
5.	<i>Final report</i> on carried out activities, lessons learned, achievements and challenges (in Romanian and English language).	By mid December 2018

DURATION OF THE ASSIGNMENT

The total duration of the contract is tentatively planned for up to 6 calendar months starting with 11 June 2018 with possibility of extension subject to funds availability.

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 APA. The National Consultant will be provided by APA with the necessary information, materials and logistics, as well as office space and equipment for the fulfilment 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 Consultants, prior to travel and will be reimbursed.

PERFORMANCE EVALUATION

Consultants' 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 submission and approval of deliverables and certification by the APA designated representative and UN Women Economic Empowerment Programme Coordinator that the services have been satisfactorily performed.

REQUIRED SKILLS AND EXPERIENCE

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.

APPLICATION PROCEDURE:

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.

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 human rights, public administration, social studies or related field.
- 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.

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 human rights, public administration, social studies or related field (<i>University degree - 30 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 working on gender equality and women's empowerment in the Republic of Moldova; (<i>5 years – 60 pts, for each year over 5 years – 10 pts, up to a max of 80 pts</i>);	80
3	Minimum 3 years of proven experience in revision and/or development of knowledge products on gender equality or women's empowerment; (<i>3 years – 60 pts, for each year over 3 years – 10 pts, up to a max of 80 pts</i>);	80
4	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; (<i>2 years – 50 pts, each year over 2 years – 10 pts, up to a max of 80 pts</i>);	80
5	Proven successful experience in working with international organizations, including UN agencies. (<i>3 years – 20 pts, each year over 3 years – 5 pts, up to a maximum of 40 pts</i>)	40
6	Fluency in verbal & written Romanian and English. Working knowledge of Russian will be considered 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 develop a Gender Equality Course for Civil Servants.

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: