

## TERMS OF REFERENCE

### Project Coordinator

<b>Duty Station:</b>	Chisinau, Moldova
<b>Type of Contract:</b>	Individual Contract
<b>Post level:</b>	National Consultant
<b>Languages Required:</b>	Fluent in Romanian, Russian and English. Working knowledge of Gagauz or another minority language in Moldova is an asset
<b>Application deadline:</b>	28 June 2018
<b>Starting Date:</b>	15 July 2018
<b>Expected Duration of Assignment:</b>	Up to 90 working days within a 6 calendar months period

### 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.

UN Women's presence in the Republic of Moldova has evolved from being a project-based office in 2007 to a Country Office with full delegated authority as of 2015. In 2018 UN Women Moldova Country Office started to implement its newly approved Strategic Note (SN) for 2018-2022, which is aligned with the Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022 and the Global Strategic Plan of UN Women. Under its current SN, UN Women cooperates closely with the government, civil society, academia, private sector and the media to advance social, economic and political rights and opportunities for women and girls, placing special focus on those from marginalized, excluded and under-represented groups. These include rural women, Romani women, women with disabilities, women living with or affected by HIV, women survivors of violence, women migrants, elderly women and others. UN Women's operation in Moldova focuses on bringing about concrete change in the lives of women and the society towards the long-term impact of achievement of gender equality and the empowerment of women and girls in the country. Specifically, the SN 2018-2022 advances progress under the following three Impact Areas (IA): IA1: More women fully participate and lead in gender responsive governance processes and institutions, including in the security sector, IA2: Women have income security, decent work and economic autonomy, IA3: Public authorities, institutions and communities prevent violence against women and girls and deliver quality essential services. Towards these Impact Areas, UN Women works with variety of national and international partners to challenge gender-based stereotypes and towards the creation of an environment, whereby women act as key agents of change towards greater equality and development, in partnership with men and boys.

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### Rationale

Moldova, which only gained independence in 1991, remains a multi-ethnic and multicultural society, given the ever-changing rulers, cultural and ethnic influences over the centuries in the territory that makes up the country. Although it is widely accepted that social cohesion is weak in Moldova, in particular between the ethnic-linguistic groups mentioned above, but also vertically between political elites and the general population, there is no common understanding of the underlying causes of the dividing and unifying forces in society.

In 2017, the UN in Moldova launched the Social Cohesion and Reconciliation (SCORE) Index process to build this understanding, to measure social cohesion, and to provide evidence to the government and other key actors that will inform positive changes and reduce divisions and friction in society. ([www.scoreforpeace.org](http://www.scoreforpeace.org)). The SCORE Moldova process had been designed in close collaboration between four UN agencies, namely, UNDP, UNFPA, UN Women, and UNICEF. Under UN Women's leadership, this was the first General Population SCORE process that included gender indicators in its analysis, and demonstrated specific differences between women and men in their civic engagement, trust in institutions, personal security and other attitudes and behaviors, as well as distinct societal groupings based on gender values, human rights and violent tendencies

The right of minorities to education, public and political participation, the involvement of women and youth from the under-represented regions (the Transnistrian region, the Taraclia district, the Autonomous Territory Unit of Gagauzia) in decision-making processes, access to high quality education in the mother tongue and in the state language, the mainstreaming of topics related to minorities in history books, etc., remain challenging issues in Moldova. It is important to support the better integration of the minority groups into the broader society and to focus on strengthening social cohesion within and between the groups, with specific focus on women and youth who remain particularly under-represented and marginalized. UN agencies, such as UN Women and OHCHR, have had some success on building the capacity of women and minority youth and on creating networks and partnerships, to better engage with important political processes in Moldova. However much more remains to be done.

Given the current tensions between pro-Russian and pro-European elements in Moldova and the dangers of the polarization of the minorities, this is a crucial time to begin addressing the weak social cohesion in Moldova. Informed by the findings of the SCORE process, the work with youth and women minority groups would be a critical step in this direction. The UN, working across agency lines, with support from DPA, leadership from UN Women, and participation from other key agencies on the ground in Moldova, is perfectly positioned to carry out a series of workshops with youth and women from minority groups in order to strengthen their capacity to better engage at the political level to reduce discrimination and tensions and to use the findings of the SCORE process to build on their initiatives and proposals to boost political changes.

In 2018, the Department for Political Affairs at the UN Secretariat will support an initial pilot project, led by UN Women and the UN Resident Coordinator's Office and in partnership with UN Office for Human Rights as well as other UN agencies in the Republic of Moldova (UNDP, UNICEF, UNFPA), aimed at strengthening the political participation of minority women and youth to improve social cohesion. The project will take place in the period July 2018-January 2019 and has two outputs: 1) Women and youth minority groups understand and can better address underlying causes of weak social cohesion and are empowered to participate in key local level and national level political discussions. 2) Authorities and local leaders better understand the needs of women and minorities throughout Moldova and the role they can play in strengthening social cohesion and political stability.

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### Scope of Work:

Under the overall guidance and direct supervision of the UN Women Programme Coordinator on Women in Leadership, and in close collaboration with the Peace and Development Advisor in UN Resident Coordinator's Office as well as the other relevant UN agencies working with national minority groups (UNDP, UNICEF, UNFPA, OHCHR), the Project Coordinator will support UN Women Moldova in the implementation of the DPA-funded initiative to strengthen the political participation of women and youth from national minority communities.

The Project Coordinator will be responsible to undertake the following duties:

- Prepare brief narrative documents (including possibly a policy brief and a PPT with key findings) of the Gender SCORE findings based on the available Data Analysis information (Heatmaps, Modeling, Frequencies, Intergroup relations, Clustering) to be shared during the project events and with the public at large, in close collaboration with the UN RCO Reporting and M&E Specialist;
- Support UN Women Moldova with the recruitment process of two local consultants (Facilitators) to facilitate 4 events (3 regional and 1 national workshops) aimed at strengthening the knowledge and skills of women from minority groups to participate effectively in political and public decision-making processes and to advocate with duty bearers for their rights, taking into account the underlying causes of weak social cohesion and the barriers to effective participation in decision-making. The support to be provided will

include, but not limit to: spreading the information about the announced vacancy, providing support in evaluation of applications, providing support in preparing the recruitment report, etc.

- Supervise the Facilitators for the event, according to the duties and responsibilities envisaged in their ToRs;
- In close collaboration with the team of two Facilitators, develop methodology for the workshops and conference and organize three (3) participatory 1- to 2-day workshops implemented in each development region (North, South, Center), aimed at equipping minority women and youth with necessary skills and tools, based on gender SCORE findings and other relevant research, to engage effectively in political processes and enhance social cohesion in the country;
- Oversee the development of three (3) short workshop reports to highlight the key findings and to outline recommendations for a way forward in each development region;
- Support the last half day of the workshops, where the reports will be presented to groups of authorities and informal leaders in each region;
- Supervise the drafting of one (1) national summary report which outlines the results of the three (3) regional workshop reports;
- Organize a final 1-2 day workshop at the national level where key stakeholders would discuss the results from the three (3) regional workshops and make recommendations on the way forward to better include women and youth minorities into the key political and development processes including upcoming local and Parliamentary elections, the development and roll out of the Moldova 2030 National Development Strategy, and the future administrative-territorial reform in Moldova;
- Support the advocacy for inclusion of the voice of minority women and youth into key political and development processes as mentioned above, through organizing meetings and info-sessions both in Chisinau and in the regions (Gagauzia, North, South, central);
- Prepare briefing papers around political participation of minority women, especially for elections, with a special focus on Gagauzia women, based on desk review of existing documents and consultations with relevant stakeholders;
- Present the gender SCORE findings in other selected districts, using existing platforms for dialogues and knowledge sharing, in close cooperation with UN Women partners;
- Ensure close coordination of the project tasks with the work of other UN agencies and projects engaging with the same target groups in the specific regions;
- Other tasks as needed to support the process.

## Deliverables

### Key Deliverables and Timeframe

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

No	Activities and Deliverables	Tentative timeframe for completion of task	Tentative # of days required for accomplishment of task	Percentage of milestone/output
1	Submission of the final approved workplan	<i>By end-July, 2018</i>	<i>Up to 4 working days</i>	10%
2	Submission of the final approved report on undertaken duties in the period, which will include: <ul style="list-style-type: none"> <li>- Developed policy brief and narrative summary PPT of the Gender SCORE findings;</li> <li>- Information about the recruitment process of two facilitators for 3 regional and 1 national workshops.</li> </ul>	<i>By mid-September, 2018</i>	<i>Up to 30 working days</i>	35%

No	Activities and Deliverables	Tentative timeframe for completion of task	Tentative # of days required for accomplishment of task	Percentage of milestone/output
	<ul style="list-style-type: none"> <li>- Developed and approved methodology for the 4 workshops;</li> <li>- Brief report which outlines the key discussion points and conclusions from the first regional workshop.</li> </ul> <p>The report should include information on tasks completed, key achievements and challenges faced, recommendations to UN Women for needed adjustments till the end of the project.</p>			
3	<p>Submission of the final approved report on undertaken duties in the period, which will include:</p> <ul style="list-style-type: none"> <li>- Report which outlines the key discussion points and conclusions from remaining two regional workshops</li> <li>- Final approved briefing papers around political participation of minority women</li> </ul> <p>The report should include information on tasks completed, key achievements and challenges faced, recommendations to UN Women for needed adjustments till the end of the project.</p>	<i>By end-October, 2018</i>	<i>Up to 30 working days</i>	35%
4	<p>Submission of the final approved report on undertaken duties in the period, which will include:</p> <ul style="list-style-type: none"> <li>- Final summary report which outlines the key results and conclusions of the national workshop</li> <li>- Information on undertaken duties, including presentation of the gender SCORE findings in other selected districts, provided support to advocacy, etc.</li> </ul> <p>The report should include information on tasks completed, key achievements and challenges faced and recommendations to UN Women for its further work in this domain.</p>	<i>By end-December, 2018</i>	<i>Up to 26 working days</i>	20%
	<b>Total</b>		<b>Up to 90 working days</b>	<b>100%</b>

All written deliverables should be agreed with UN Women and be provided in English Language, hard (signed) and electronic copy.

### **Duration of the assignment**

The total duration of this assignment is tentatively planned for up to 90 working days within 6 months starting on 15 July 2018, with task being accomplished by December 31, 2018. No possibility of extension is envisaged. The national coordinator is responsible for accomplishment of the tasks set up under Scope of Work.

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 WIL Programme Coordinator shall be the only criteria for Coordinator's work being completed and eligible for payment/s.

### **Management arrangements**

Organizational Setting: The Project Coordinator will work under the overall guidance and direct supervision of WIL Programme Coordinator and in close collaboration with the Peace and Development Advisor in UN Resident Coordinator's Office.

Contributions: UN Women will put at the disposal of selected individual all available materials and necessary information for tasks achievement and will facilitate the meetings and discussions, as needed. During assignment's related missions, the Project Coordinator may use the facilities of the office (i.e. internet access, printing, copying, local phone calls, etc.). However, s/he is expected to use his/her own personal computer.

### **Location of work:**

The national coordinator is expected to work up to 2 work days per week in the UN Women Office and up to 1 day per week in RC Office.

### **Travel**

National Coordinator is expected to travel throughout the country for the implementation of the current assignments. In the case of in-country travels, payment of travel costs should be agreed upon, between UN Women and the Project Coordinator, prior to travel and will be reimbursed.

### **Performance evaluation**

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 WIL Programme Coordinator that the services have been satisfactorily performed.

### **Competencies**

#### **Core Values:**

- Respect for Diversity
- Integrity
- Professionalism

#### **Core Competencies:**

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration

- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women's Core Values and Competencies: <http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf>

#### **Functional Competencies:**

- Mature judgment and initiative;
- Ability to think out-of-the-box;
- Promotes the vision, mission, and strategic goals of UN Women;
- Ability to work in multi-disciplinary and multi-cultural teams;
- Ability to work under pressure against strict deadlines;
- Ability to present complex issues persuasively and simply;
- Flexible and open to learning and new experiences;
- Displays cultural, gender, religion and age sensitivity and adaptability.

#### **Required Skills and Experience:**

##### **Education**

- Bachelor's Degree in political science, sociology, international relations, international economics, law, public administration or other related social sciences.

##### **Experience**

- A minimum of 3 years of previous working experience in the field of social development involving national and international interlocutors (i.e. international community, civil sector, public institutions).
- Knowledge of gender equality, human rights-based approaches to development and women's participation in decision-making processes is required. Previous experience in this area is a strong asset.
- Familiarity with peace-building and conflict prevention theory required. Actual experience is an asset;
- Previous work with ethno-linguistic minorities in Moldova is an asset;

##### **Language Requirements**

- Excellent command of Romanian, Russian and English languages.
- Knowledge of Gagauz or another minority language in Moldova would be an asset.

#### **APPLICATION PROCESS AND SUBMISSION PACKAGE**

Interested candidates must submit via online submission system the following documents/ information to demonstrate their qualification:

- Letter of Intent with justification of being the most suitable for the work, vision and working approach, specifically indicating experience of mobilization of excluded communities for participation and inclusion
- Duly filled Personal History Form (P11) and/or 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 (in MDL) - Specifying a total lump sum amount for the tasks specified in this Terms of Reference). The financial proposal shall include a breakdown of this lump sum amount (daily rate and number of anticipated working days and any other possible costs); Please see Annex I: Price Proposal Guideline and Template and Annex II: Price Proposal Submission Form

***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 Procedure**

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

- Bachelor’s Degree in political science, sociology, international relations, international economics, law, public administration or other related social sciences.
- A minimum of 3 years of previous working experience in the field of social development involving national and international interlocutors (i.e. international community, civil sector, public institutions).
- Fluency in Romanian, Russian and English.

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% m 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, 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).

No.	Criteria	Maximum points
1.	Bachelor’s Degree in political science, sociology, international relations, international economics, law, public administration or other related social sciences. <i>(Bachelor – 50 pts; Master– 60 pts)</i>	60
2.	A minimum of 3 years of previous working experience in the field of social development involving national and international interlocutors (i.e. international community, civil sector, public institutions). <i>(Up to 3 years- 0 pts, 3 years –70 pts, each year over 3 years – 10 pts, up to a max of 100 pts);</i>	100
3.	Knowledge of gender equality, human rights-based approaches to development and women’s participation in decision-making processes is required. Previous experience in this area is a strong asset. <i>(Up to 80 pts);</i>	80
4.	Familiarity with peace-building and conflict prevention theory required. Actual experience is an asset. <i>(Up to 45 pts);</i>	45
5.	Previous work with ethnolinguistic minorities in Moldova is an asset <i>(Up to 30 pts);</i>	30
6.	Excellent command of Romanian, Russian and English languages. Knowledge of Gagauz or another minority language in Moldova would be an asset. <i>(10 pts - fluency in Romanian, 10 pts –fluency in English, 10 pts- fluency in Russian, 5 pts- working knowledge of Gagauz or another minority language in Moldova)</i>	35
<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 National 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

All envisaged in-country travel costs will be covered by UN Women based on prior agreement. In case of an international travel, UN Women shall not accept travel costs exceeding those of an economy class ticket. Should the national consultant wish to travel on a higher class he/she should do so using his/her own resources.

### 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 conversion to MDL at the date of applications' submission deadline.

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

**Ref: National coordinator to strengthen the capacity of women and youth from national minority communities in Moldova to engage in political 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:

A. Cost Breakdown per Deliverables\*

Deliverables	Payment Amount (As percentage of total contract price)	Proposed Price
<i>Submission of the final approved workplan</i>	10%	
Submission of the final approved report on undertaken duties, which will include as annexes: <ul style="list-style-type: none"> <li>- Developed summary of the Gender SCORE findings;</li> <li>- Information about the recruitment process of two National Consultants (Facilitators) to facilitate 4 events.</li> <li>- Developed and approved methodology for 3 workshops and one national conference;</li> <li>- Developed report for the first workshop</li> </ul> <p>The report should include major achievements, key challenges and barriers faced by the consultant, recommendations to UN Women in case of further conducting of similar assignments, any other relevant information.</p>	35%	
Submission of the final approved report on undertaken duties, which will include as annexes: <ul style="list-style-type: none"> <li>- Developed report for the remaining two workshops</li> <li>- Final approved briefing papers around political participation of minority women</li> </ul> <p>The report should include major achievements, key challenges and barriers faced by the consultant, recommendations to UN Women in case of further conducting of similar assignments, any other relevant information.</p>	35%	
Submission of the final approved report on undertaken duties, including presentation of the gender SCORE findings in other selected districts, describing provided support to the advocacy for inclusion of the voice of minority youth and minority women into development of the Moldova 2030 National Development Strategy, which will include as annexes: <ul style="list-style-type: none"> <li>- Developed national summary report which outlines the results of the three (3) regional workshop reports;</li> <li>- Developed report for the national conference</li> </ul>	20%	

The report should include major achievements, key challenges and barriers faced by the consultant, recommendations to UN Women in case of further conducting of similar assignments, any other relevant information.		
<b>TOTAL AMOUNT</b>	%100	MDL.....

*\*Basis for payment tranches*

**B. Cost Breakdown by Cost Component<sup>i</sup>:**

Description of Activity	Unit of measure (e.g., day, month, etc.)	Unit price, MDL	No. of units	Total Price, MDL
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:

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<sup>i</sup> The Applicants are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UN Women shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.