

## TERMS OF REFERENCE

### for an International Consultant to conduct analysis on economic empowerment of women survivors of gender-based violence in Moldova

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<b>Duty Station:</b>	Home-based with one travel to Chisinau, Moldova
<b>Primary Category:</b>	Women's empowerment
<b>Type of contract</b>	Individual Consultant - Special Service Agreement (SSA)
<b>Languages required</b>	Fluent in English, working knowledge of Russian and/ or Romanian is an asset
<b>Application Deadline:</b>	23 October 2018
<b>Starting Date:</b> <b>(date when the selected candidate is expected to start)</b>	1 November 2018
<b>Duration of Contract:</b>	Up to 43 working days within 4 months assignment (of which 35 days – home-based, 8 days – one mission to Moldova)

#### **BACKGROUND**

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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.

The work of UN Women in Moldova is guided by its new [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](#). The Strategic Note 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 (government, civil society, private sector) and international partners to advance 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.

Violence against women (VAW) is one of the most systematic and widespread human rights violations in the world. In Moldova, as in the region and around the world, it affects individuals regardless of context, culture, or socio-economic status, with serious repercussion for women, their families, and society. Despite progress, including in the area of legal and policy reforms, research, and a number of awareness raising campaigns, the prevalence of VAW in Moldova remains high. According to the [National study “Violence against Women in the Family”](#), carried out by the National Bureau of Statistics, and commissioned by UN Moldova in 2011, 63% of women experienced some type of violence (psychological, physical or sexual) from husband/partner during her lifetime, and one in ten women mentioned that she experienced economic violence at least once in her lifetime. Rural women, elderly women, and those separated or divorced reported the highest prevalence rate of multiple forms of violence.

As a response to this challenge, the State has undertaken the initial steps at policy, legislation as well as implementation levels. The [Law No 45-XVI on Preventing and Combating Domestic Violence \(DV\)](#) from 01.03.2007 is an important legislative base for combating the phenomenon in Moldova. The Law provides an institutional framework detailing the tasks of the competent authorities, provides for the creation of centers/services for the rehabilitation of victims and aggressors, for a mechanism for settling DV cases and protection for victims of DV, including by using protection orders and punitive measures against the aggressor.

At the policy level, Government adopted the first ever [National Strategy on Preventing and Combating Violence against Women and Domestic Violence for the period 2018-2023](#) and its associated Action Plan for the period 2018-2020. The National Strategy aims at providing a systemic approach to violence against women and domestic violence phenomenon for ensuring effective and prompt response from relevant stakeholders in cases of violence.

The National strategy has a specific objective to promote women's economic empowerment and socio-economic independence. Equipping women who experienced violence with vocational skills that match the labour market and support them to access decent employment is crucial, so that they can start over and be financially independent. Without employment, many women who experienced violence find it impossible to leave abusive situations or may even return to their perpetrators.

## RATIONALE

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Violence against women and girls is a complex issue that is rooted in gender inequality and discrimination, as well as unequal power relations between men and women which exist in varying degrees across all communities in the world. Low economic and social status of women increases the risk of violence that women face. On the other hand, increasing economic independence and integration on the labour market can help survivors leave and remain out of abusive relationships as it improves their financial autonomy, bargaining power and self-esteem. While the links between violence against women and women's economic empowerment are complex and can have different long-term and short-term effects depending on the focus of specific interventions<sup>1</sup>, it is widely recognized that women who experience violence need comprehensive package of support services, which includes labour market reintegration services. This is in line with Article 20 of the Istanbul Convention which states that "*1. Parties shall take the necessary legislative or other measures to ensure that victims have access to services facilitating their recovery from violence. These measures should include, when necessary, services such as legal and psychological counselling, financial assistance, housing, education, training and assistance in finding employment.* *2. Parties shall take the necessary legislative or other measures to ensure that victims have access to health care and social services and that services are adequately resourced, and professionals are trained to assist victims and refer them to the appropriate services."*<sup>2</sup>

In the Republic of Moldova over 30% of the services considered essential per international standards do not exist or are not efficient according to 2016 study ["Report on costing of domestic violence and violence against women in Moldova"](#) conducted by UN Women and World Health Organization (WHO) and Austrian Development Cooperation (ADA). Among other services, the provision of support to survivors in finding and maintaining employment is missing, such as job training, reintegration schemes, and the existence of functioning referral mechanisms between social service providers and employers.

The recently modified [The Law on Employment Support and Insurance against Unemployment \(Law 105 of 14 June 2018\)](#) introduces a number of novelties in the design and implementation of employment policies that aim to support the reintegration on the labour market of different categories of unemployed people, including women who experienced gender-based violence. First, there is an explicit recognition of the additional challenges that certain groups of individuals face in the labour market. Second, the tasks mandated to the National Employment Agency (NEA) are expanded to include: (i) the monitoring and analysis of labour market trends as well as labour market and skills forecasting; (ii) the evaluation of the effectiveness of employment support and active labour market measures; and (iii) profiling of individuals' needs and development of individual employment planning. According to the article 23. *Beneficiaries of employment measures, women who experienced gender-based violence* are included in the list of beneficiaries that need additional support in being integrated efficiently on the labour market. In this context, the law provides the following active employment measures: a) vocational training; b) subsidizing jobs – according to the art.36 subsidies for workplaces are organized for the unemployed persons who require additional support on the labor market, such as victims of domestic violence, in order to facilitate their integration into the labor market; c) support for the creation or adaptation of the workplace; d) stimulate labor mobility. Moreover, the law stipulates that the National Agency may implement special employment programs to facilitate the employment of the beneficiaries of the Article 23.

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<sup>1</sup> <https://www.unescap.org/sites/default/files/Session%203%20-%20Anna-Karin%20Jatfors.pdf>

<sup>2</sup> <https://rm.coe.int/168046031c>

Considering the novelty of these provisions in Moldovan legislation, UN Women Moldova, the National Employment Agency and the Department of Policies for Ensuring Equality between Women and Men at Ministry of Health, Labour and Social Protection (MoHLSP) have initiated cooperation aimed at operationalizing the Law in a way that follows the international norms and good practices and that it achieves its intended impact of empowerment of women survivors of violence, through economic independence. As part of this cooperation, UN Women will commission analysis of existing international good practices and lessons learnt in implementation of referral mechanisms between employment intermediaries such as national employment agencies/offices, women who have experienced violence and service providers who are assisting them with provision of different services (psychosocial support, legal aid and safe houses). The analysis will also include broader mapping of good practices on economic empowerment initiatives for women who have experienced violence, implemented in different countries from the region and beyond.

For this purpose, UN Women plans to recruit an international consultant to work closely with the Department of Policies for Ensuring Equality between Women and Men from the Ministry of Health, Labour and Social Protection, and with the National Employment Agency and UN Women Moldova CO.

#### **SCOPE OF WORK**

The major scope of the selected international consultant is to elaborate an Analytical Note including best international and regional practices for women's economic empowerment for women who have experienced gender-based violence. In addition, the consultant is expected to propose several models of cooperation between different stakeholders (state and non-governmental actors) that put in place a mechanism for job placement/reintegration on the labour market of women who experienced violence.

#### **DUTIES AND RESPONSIBILITIES**

Under the direct supervision of the UN Women EVAW Programme Coordinator and the designated representatives of the MoHLSP and NEA, the international consultant will undertake the following tasks:

Tasks and activities	Timeframe
<p><b>Task 1.</b> Reviewing the existing frameworks, mechanisms and good international practices on the economic empowerment, securing economic independence and job placement for women who experience gender-based violence.</p> <p>This should include overview of existing practices from different countries, including: training and assistance in finding employment/schemes for employers/social entrepreneurship models/referral mechanisms between the social protection system and public employment system etc.</p> <p>In addition, good practices from selected countries should be identified and described in the form of case studies. The case studies should include description of: key stakeholders involved with their roles/responsibilities, processes, results, lessons learnt etc. For the description of good practices, additional informants may need to be identified and interviewed over phone/internet. The consultant should provide UN Women with contact information and questions of each informant interview.</p>	<b>By 15 November 2018</b>
<p><b>Task 2.</b> Assessing the current situation of the national legislation and institutional mechanism in the social assistance, health, employment and economic areas in the Republic of Moldova, regarding the economic empowerment of women who have experienced gender-based violence.</p> <p>This task shall include but is not limited to undertake analysis to better understand and identify:</p> <ul style="list-style-type: none"> <li>- Key gaps and barriers to the employment, job placement and economic independence of women who experienced gender-based violence</li> <li>- Existing and missing linkages between different stakeholders who play a role</li> </ul>	<b>By 14 December 2018</b>

<p>in strengthening the integration of survivors of violence on the labour market (state and non-state service providers, employment agency, employers, local authorities etc.)</p> <p>The national-level assessment should include desk-review and field mission to Moldova during which interviews and focus groups will be carried out.</p> <p><b>Task 3.</b> Elaborate an Analytical Note which includes:</p> <ul style="list-style-type: none"> <li>- Current international practices and approaches, including good examples/case studies, on the economic empowerment of women who experience gender-based violence;</li> <li>- Substantive proposals and recommendations for strengthening the economic independence and facilitating the employment of women who experienced gender-based violence to the labour market taking into consideration the national context in Moldova and good international practices. The recommendations should be organized per the specific national stakeholders to which they are addressed. The consultant should also provide recommendations to UN Women CO with regards further continuing and expanding its work in this field.</li> </ul>	<b>By end January 2019</b>
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#### OUTPUTS/ DELIVERABLES AND TIMEFRAME

The Consultant will liaise at all times with UN Women EVAW Programme Coordinator and in close coordination with the National Employment Agency, Department of occupational policies and migration and Department of Policies for Ensuring Equality between Women and Men, Ministry of Health, Labour and Social Protection who will provide advice, guidance and information as appropriate, and work closely with the state institutions and women's who experienced violence.

The Consultant is responsible for delivering of the following outputs, comprising of the main milestones:

No	Deliverables	Tentative timeframe	Percentage of milestone/output
1.	<i>Inception Report</i> , including the proposed methodology and work plan for delivering the assignment, submitted to UN Women and MoHLSP	Up to 3 days (home-based work)	30%
2.	<i>Report</i> on reviewing the existing frameworks, mechanisms and good international practices on the economic empowerment, securing economic independence and job placement for women who experience gender-based violence. The report shall include but not be limited: all specifications under (Task 1);	Up to 10 days (home-based work)	
3.	<i>Report</i> on current situation of the the national legislation and institutional mechanism in the social assistance, health, employment and economic areas in the Republic of Moldova, regarding the economic empowerment of women who have experienced gender-based violence (Task 2);	Up to 8 working days in Moldova; up to 7 days - home-based	35%
4.	The <i>Draft Analytical Note</i> submitted to UN Women and representatives of the MoHLSP and NEA for their review,	Up to 7 days home-based work	

No	Deliverables	Tentative timeframe	Percentage of milestone/output
	consensus and approval.	Up to 5 days home-based work	30%
5.	The <i>Final Analytical Note</i> updated based on the received inputs on the Draft document, submitted to UN Women and representatives of the MoHLSP and NEA (Task 3).		
6.	<i>Final synthesis report</i> providing a brief summary on carried out activities, achievements and challenges.	Up to 3 days home-based work	5%
Total:		43 days	100 %

All deliverables shall be agreed with the UN Women Moldova UN Women EVAW Programme Coordinator and in close coordination with the chief of the National Employment Agency, heads of the Division of occupational policies and migration Division of Policies for Ensuring Equality between Women and Men, Ministry of Health, Labour and Social Protection. Final report shall be presented in English.

#### DURATION

The total duration of this assignment is tentatively planned for up to 43 working days starting November 2018, with task being accomplished by early February 2019. The consultant is responsible for accomplish the deliverables set up in the table "Activities and Deliverables".

**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 UN Women EVAW Programme Coordinator shall be the only criteria for national consultant's work being completed and eligible for payment/s.*

#### MANAGEMENT ARRANGEMENTS

The consultant will work under the direct supervision and guidance of UN Women EVAW Programme Coordinator and in close coordination with the chief of the National Employment Agency, heads of the Division of occupational policies and migration, Division of Policies for Ensuring Equality between Women and Men, Ministry of Health, Labour and Social Protection.

UN Women will put at the disposal of selected individual all available materials and necessary information for tasks achievement and will facilitate the meetings, as needed. During assignment's related mission, the International Consultant 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.

#### TRAVEL

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UN Women should not accept travel costs exceeding those of an economy class ticket. Should the contractor wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and contractor, prior to travel and will be reimbursed.

Throughout the assignment, the International Consultant will have 1 mission to Moldova, which needs to be factored in the proposal, with 8 working days in Moldova and 35 home based working days.

## PERFORMANCE EVALUATION

Consultant's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered. All reports must be provided in English, electronically.

## FINANCIAL ARRANGEMENTS

Payment will be disbursed to the consultant in 4 installments, upon submission and approval of the 4 intermediary and one final report on deliverables and achieved results and certification by the supervisor that the services have been satisfactorily performed within the tentative timeframe indicated in the table from the section Deliverables and Timeframe.

## COMPETENCIES

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### **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>.

## REQUIRED SKILLS AND EXPERIENCE

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1. Master's degree in economics, social and development studies, gender studies, or other social science related to this assignment;
2. Minimum 5 years of proven work experience in the field of gender equality, human rights, employment and labour market, and development;
3. Minimum 3 years of proven experience in conducting qualitative sociological research with a particular focus on behaviours and attitudes;
4. Previous work experience with governmental institutions, especially in the labour/employment field will be considered an asset.
5. Experience with development organizations, especially with ILO, including donors and stakeholders is considered an asset;
6. Fluent in English, working knowledge of Russian and/ or Romanian is an asset

## APPLICATION PROCEDURE

Interested candidates are invited to submit their applications by **23 October 2018** with the following documents:

- Duly filled Personal History Form P11, including records on past experience in similar projects/ assignments and specific outputs obtained;

- 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 – specifying a total lump sum amount for the task specified in Terms of References. The Financial proposal shall include a breakdown of this lump sum amount (daily rate). Please see ANNEX I and ANNEX II

*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:

- Master's degree in economics, social and development studies, gender studies, or other social science related to this assignment;
- Minimum 5 years of proven work experience in the field of gender equality, human rights, employment and labour market, and development;

For evaluation of short-listed candidates, a cumulative analysis scheme will be applied with a total score being obtained upon the combination of weighted technical and financial attributes. Cost under this method of analysis is rendered as an award criterion, which will be 30% out of a total score of 500 points.

Evaluation of submitted offers will be done based on the following formula:

$$B = T + \frac{C_{low}}{C} \times X$$

where:

- T       is the total technical score awarded to the evaluated proposal (only to those proposals that pass 70% of maximum 350 points obtainable under technical evaluation);
- C       is the price of the evaluated proposal;
- Clow     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	Master's degree in economics, social and development studies, gender studies, or other social science related to this assignment; ( <i>Master - 50 pts; PhD – 60 pts; Other formal education relevant for the assignment (20 pts);</i> )	80
2	Minimum 5 years of proven work experience in the field of gender equality, human rights, employment and labour market, and development; <i>(less than 5 years – 0 pts, 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 conducting qualitative sociological research with a particular focus on behaviours and attitudes; <i>(less than 3 years - 0 pts, 3 years – 50 pts, each year over 3 years – 10 pts, up to a max of 80 pts);</i>	80

#	Criteria for technical evaluation	Max. points
4	Previous work experience with governmental institutions, especially in the labour/employment field will be considered an asset. <i>(2 years –20 pts, each year over 2 year –5 pts, up to a maximum of 40pts)</i>	40
5	Experience with development organizations, especially with ILO, including donors and stakeholders is considered an asset; <i>(2 years –20 pts, each year over 2 year –5 pts, up to a maximum of 40pts)</i>	40
6	Fluent in English, working knowledge of Russian and/ or Romanian is an asset	30
	<b>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).

**NOTE:** The successful candidate will be required to complete two Safety & Security Courses: Basic Security in the Field (BSIF) and Advanced Security in the Field (ASIF). More details to be provided by UN Women upon contracting.

**Annex I:**

**Price Proposal Guideline and Template**

The prospective Individual 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 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 das invested for completion of the deliverables).

**2. Travel costs**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UN Women should not accept travel costs exceeding those of an economy class ticket. Should the contractor wish to travel on a higher class he/she should do so using their own resources.

**3. Daily Subsistence Allowance**

Not applicable.

**4. Currency of the price proposal**

The applicants are requested to submit their price proposals in USD. In case of proposals in other currency, these shall be converted into USD using the official UN exchange rate for currency conversion to USD 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: International Consultant to conduct analysis on economic empowerment of women survivors of gender-based violence in Moldova**

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 (% of total contract price)	Proposed price, USD
<i>Inception Report</i> , including the proposed methodology and work plan for delivering the assignment, submitted to UN Women and MoHLSP		
<i>Report</i> on reviewing of existing frameworks, mechanisms and good international practices on the economic empowerment, securing economic independence and job placement for women who experience gender-based violence. The report shall include but limited to all specifications under Task 1;	30%	
<i>Report</i> on current situation of the the national legislation and institutional mechanism in the social assistance, health, employment and economic areas in the Republic of Moldova, regarding the economic empowerment of women who have experienced gender-based violence (Task 2);	35%	
The <i>Draft Analytical Note</i> submitted to UN Women and representatives of the MoHLSP and NEA for their review, consensus and approval.		
The <i>Final Analytical Note</i> updated based on the received inputs on the Draft document, submitted to UN Women and representatives of the MoHLSP and NEA (Task 3).	30%	
<i>Final synthesis report</i> providing a brief summary on carried out activities, achievements and challenges.	5%	
<b>Total</b>	<b>100 %</b>	<b>USD</b>

B. Cost Breakdown by Cost Component

Description	Unit of measure (days, units)	No of Units	Unit price, USD	Total Price, USD
<b>Consultancy, daily fee, all inclusive</b>				
<b>Cost of mission to Moldova (travel, etc.)</b>				
<b>Other related costs, please specify.</b>				

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 60 days.

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

**I agree to complete the two Safety & Security Courses (BSIF II & ASIF), with details to be provided by UN Women upon contracting.**

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email: