

CONSULTANT SERVICES PROCUREMENT NOTICE

Date: 12.11.2018

Country: Republic of Moldova

Description of the assignment: to conduct a Final Evaluation of the programme “Promoting Gender Responsive Policies in South East Europe”

Project name: UN Women

Period of assignment/services: up to 18 days within a 2.5-month assignment

Technical proposal and **financial proposal** should be submitted **on-line** no later than 26 November 2018.

Requests for clarification only must be sent by standard electronic communication to the following e-mail lucretia.ciurea@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, 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, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

Following the adoption of the Beijing Declaration and Platform for Action (BDPfA) in 1995, governments and civil society in the Western Balkans have made efforts to advance gender equality and women's rights, albeit at different paces and reaching different results. Important progress has been made in setting up legislative and institutional frameworks to develop and implement gender equality policies. Although gender responsive budgeting has been introduced in different legal frameworks and is increasingly becoming mandatory, still, the implementation of laws and policies to advance gender equality remains weak, the eradication of discrimination and gender stereotypes has been slow, and financing for gender equality is still a challenge.

The mobilization of financing for full implementation of national gender equality commitments in Western Balkan has been mainly hindered by:

- lack of awareness and political commitment to allocate resources from all sources and at all levels for gender priorities and needs;
- lack of coherence between fiscal policies and gender equality objectives coupled with weak capacity to integrate gender into planning and budgeting processes;
- insufficient prioritization of gender equality in financing streams;
- lack of accountability of state institutions for the full implementation of gender equality commitments.;
- lack access and resources for civil society organizations to influence budgetary decision making and exercise oversight.

Since 2010, UN Women has provided support to central government institutions in Albania, Bosnia and Hercegovina, FYR Macedonia and the Republic of Moldova in strengthening democratic governance and advancing women's rights through initiatives aimed at mainstreaming gender in policy planning and budgeting. Gender Responsive Budgeting (GRB) was introduced as a transformative mechanism, linking gender equality policy objectives with the resource allocations needed for their implementation. In several countries, especially with the introduction of gender equality in the budget laws and policies, GRB was institutionalized. Support was provided to civil society organisations, parliament and gender advocates to help them contribute meaningfully to policy making and budgeting and reflect the needs and priorities of excluded/vulnerable groups. The first two phases of the GRB regional project: "Promoting Gender Responsive Policies and Budgets in South-East Europe" (2011-2013) and the Promoting Gender Responsive Policies in South East Europe and the Republic of Moldova, Phase II" regional project (2013 -2016) have been already evaluated. The final report of the second phase was released on March 2017. The findings and the recommendations of these evaluations will be closely considered for the forthcoming evolution of the third phase of GRB Regional project covering February 2017-January 2019. The project aims to support the implementation of specific priorities set in the governments strategic documents and subsequently to advance the implementation of national and international commitments on gender equality. In doing so, the project provides technical support to governments to mobilize the necessary political, institutional and financial support to advance gender equality by ensuring Gender Responsive Policies and Budgets (GRPB) processes are systematic and sustainable. The project specifically contributes to the implementation of:

- National laws on Equal Opportunities (Albania, BiH and FYR Macedonia, Moldova) which incorporate provisions for central and local governments to follow the principle of equal opportunities in their strategic plans and budgets and to monitor the effects and the impact of their programs on women and men.
- National and Local Strategies on Gender Equality which commit to systematically integrate GRPB and recognize GRB as one of the primary public policy tools for achievement of gender equality.
- The Public Finance Management (PFM) Strategy in Albania (2015-2020), Public Finance Reform, organic budget law , and organic local governance and local finance laws of Albania which require integration of gender equality criteria in programme planning and budgeting.
- Gender Action Plan (2013 – 2017) and entity strategies for gender responsive budgeting in Bosnia and Herzegovina.
- The Programme for Sustainable Local Development and Decentralization (2015-2020) of the former Yugoslav Republic of Macedonia which foresees the introduction of gender responsive budgeting in all municipalities by integrating gender perspective in local budget policies.
- The National Program on Ensuring Gender Equality in the Republic of Moldova for the period 2010-2015 and the draft National Program on ensuring Gender Equality for 2016-2021 which provides for mainstreaming GRB into budgetary process at the national and local levels.
- The Government Strategy for introducing GRB (2012-2017) of the Former Yugoslav Republic of Macedonia and the methodology for its implementation, which stipulates the integration of gender issues in budget policies and processes and strengthening of the institutional mechanisms.
- Initiatives such as the Open Government Partnership of the Former Yugoslav Republic of Macedonia which introduce gender criteria in public consultations at the central and local levels to support openness, accountability and responsiveness to the needs of women and men.
- Overview of relevant WPS/Humanitarian Response frameworks in the countries to be potentially included

The project is structured around two outcomes with specific outputs as follow:

Outcome 1: Governments in targeted countries promote gender responsive fiscal laws, policies and national action plans to enable specific budgetary allocations for gender equality;

Output 1.1: Public officials in national and local governments take initiatives to apply GRB in public finance management due to increased capacities.

Output 1.2: National and local governments prioritize budgetary allocations for GE through participatory processes and make monitoring reports of policies and budgets available to citizens.

Outcome 2: Gender advocates and MPs demand accountability from national and local governments on policies and budgetary allocations for GEWE.

Output 2.1: Gender advocates monitor and report on government's commitments on GEWE.

Output 2.2: Parliamentarians raised gender issues and monitor government's expenditures in specific sectors GEWE.

Output 2.3: National and Regional associations and expert groups/institutions exchange experience and replicate best practices on GRB.

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

A twofold evaluation governance structure for the evaluation will be established. An Evaluation Management Group (EMG) comprising of senior management of UN Women, Evaluation Task Manager and Programme manager will be established to oversee the evaluation process, make key decisions and quality assure the different deliverables. In addition, the evaluation will be quality assured by the UN Women Regional Evaluation Specialist for the ECA region, who is a member of the UN Women Independent Evaluation Office. Designated UN Women focal point who has not been involved in direct management of the programme, will serve as the evaluation task manager responsible for the day-to-day management of the evaluation and in ensuring that the evaluation is conducted in accordance with the UN Women Evaluation Policy, United Nations Evaluation Group Ethical Guidelines and Code of Conduct for Evaluation in the United Nations system and other key guidance documents.

The establishment of an Evaluation Reference Group (ERG) will facilitate the participation of the key stakeholders in the evaluation process and will help to ensure that the evaluation approach is robust and relevant to staff and stakeholders. Furthermore, it will make certain that factual errors or errors of omission or interpretation are identified in evaluation products. The reference group will provide input and relevant information at key stages of the evaluation: inception report, draft and final reports and will support UN Women with the dissemination of the results.

Phases of the evaluation process

The evaluation process has five phases:

- 1) Preparation: gathering and analysing programme data, conceptualizing the evaluation approach, internal consultations on the approach, preparing the TOR, establishment of the Evaluation Management Group (EMG) and the Evaluation Reference Group (ERG), stakeholders mapping and selection of evaluation team.
- 2) Inception: consultations between the evaluation team and the EMG, programme portfolio review, finalization of stakeholder mapping, inception meetings with the ERG, review of the result logics, analysis of information relevant to the initiative, finalization of evaluation methodology and preparation and validation of inception report.
- 3) Data collection and analysis: in-depth desk research, in-depth review of the programme documents and monitoring frameworks, in-depth online interviews as necessary, staff and partner survey/s, and field visits.
- 4) Analysis, validation and synthesis stage: analysis of data and interpretation of findings and drafting and validation of an evaluation report and other communication products.
- 5) Dissemination and follow-up: once the evaluation is completed UN Women is responsible for the development of a Management Response to evaluation recommendations within 6 weeks after the final approval of the evaluation report, publishing the evaluation report, uploading the final evaluation report on the UN Women GATE website and the dissemination of evaluation findings amongst key stakeholders.

The evaluation team will be responsible for phases 2, 3 and 4 with the support of UN Women while UN Women is entirely responsible for phases 1 and 5.

An evaluation team consisting of an international consultant as a Team Leader who will be the main responsible person for the satisfactory delivery of all the deliverables listed above and one national consultant in each of the countries of project implementation as Team Members who will support all substantive aspects of the evaluation. (Four experts in total, one in Albania, one in BiH, one in FYR Macedonia and one in the Republic of Moldova). The international consultant, as team leader, is responsible for overall coordination of the production of deliverables during all phases of the evaluation process, ensuring the quality of outputs and application of methodology as well as timely delivery of all evaluation products in close collaboration with the evaluation task manager and the evaluation management group. The national consultants will provide support to the international consultant. The team leader is expected to lead the first data collection mission in Albania while the national consultants under the coordination of the team leader will follow up on data collection in BiH, Macedonia and Moldova.

Duties and responsibilities of the national consultant are as follows:

- Supporting team leading during inception phase and gathering documents, following up with UN Women offices in the countries of project implementation and synthesizing relevant information;
- Assisting in the preparation of the mission with UN Women offices when is relevant;
- Supporting the team leader with country data collection;
- Conduct interviews and collect additional data as needed;
- Attending and supporting the preparation of all meetings and presentations;
- Supporting the team leader while undertaking the analysis the evidence.

For detailed information, please refer to Annex 1- Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Below is a reference list of requirements. The final list of requirements must be adapted in accordance with the nature and complexity of the assignment]

I. Academic Qualifications:

- At least a master's degree related to one or more of the following: economics, social sciences, development studies, gender studies or a related area;

II. Years of experience:

- 5 years of relevant experience in the area of Gender Equality and relevant knowledge of the GE and legislation and normative frameworks in the countries of project implementation; Knowledge in the area of GRB would be considered an asset;

III. Competencies:

- Knowledge and experience of gender-responsive and human rights-based approaches to evaluation;
- Experience of conducting gender-responsive evaluations and/or applied research utilizing a wide range of approaches and methods;
- Ability to produce well written reports;
- Demonstrated facilitation and communications skills, experience in participatory approaches and ability to negotiate amongst a wide range of stakeholders;
- Experience within the United Nations system will be considered an asset;
- Proficiency in Romanian and English.

IV. Language skills:

- Fluency in verbal & written Romanian and English is required. Working knowledge of Russian is an asset;
- Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested candidates are invited to submit their online applications by **19 November 2018** with the following documents.

- Letter of Intent to include a brief overview about which of your previous experiences makes you the most suitable candidate for the advertised position;
- Duly filled Personal History Form P11, 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 – 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

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

All envisaged travel costs must be included in the financial proposal.

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