**ANNEX** **2**

**TERMS OF REFERENCE**

**National Company/Organization to Supporting Conducting a Series of Workshops aimed to Strengthen the Political Participation of Women and Youth Representing Ethnic Groups**

**Primary category:** Women in Leadership

**Location:** Chisinau, Republic of Moldova

**Period:** September- December 2018

**Organizer:** UN Women

**Participants:** Youth and women from various ethnic groups, representatives of NGOs, Academia, local public authorities, etc.

**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.

In 2018 UN Women Moldova Country Office started to implement its new [Strategic Note (SN) for 2018-2022](http://www2.unwomen.org/-/media/field%20office%20moldova/attachments/publications/2018/sn%20summary%202018-2022.pdf?la=en&vs=3943), which is aligned with the [Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022](http://md.one.un.org/content/dam/unct/moldova/docs/pub/strateg/UNDAF%20Moldova%20EN.pdf) and the [Global Strategic Plan of UN Women](http://undocs.org/en/UNW/2017/6/Rev.1). 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 who experienced violence, women migrants, elderly women, young women, LBTI 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.

**Rationale**

The Republic of Moldova is a multi-ethnic and multicultural society, which is undergoing significant demographic changes and increasing levels of out-migration. Overall social cohesion in the country is weak, and the society remains divided, primarily along geopolitical and ethno-linguistic fault lines, but also vertically between political elites and the general population. While such divisions are widely recognized, 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, based on the experience of other countries, 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 SCORE findings have underlined the importance of continued support to the better integration of different ethnic groups into the broader society and the 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 and development and national partners have had some success on building the capacity of women and youth from various ethnic groups and on creating networks and partnerships, to better engage with important political processes in Moldova, and in this way to contribute to a more socially cohesive society. However much more remains to be done.

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 other UN agencies in the country (OHCHR, UNDP, UNICEF, UNFPA), aimed at strengthening the political participation of women and youth from ethnic groups to improve social cohesion. The project will take place in the period August - December 2018 and has two outputs: 1) Women and youth from ethnic 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 ethnic groups throughout Moldova and the role they can play in strengthening social cohesion and political stability. Informed by the findings of the SCORE, the project will include series of workshops and dialogues involving rights holders - women and young people from different groups – and duty bearers - authorities at different levels of government – to tackle various issues that contribute to social connectedness and the quality of coexistence between people with their own group, vis-à-vis other groups and with the institutions that surround them.

In order to support the implementation of the pilot project, UN Women is seeking for a national company/organization to provide logistic support to carrying out of 4 events (3 regional and 1 national workshop).

**Scope of Work:**

Under the overall guidance of UN Women Programme Coordinator and direct supervision of the Project Coordinator for this pilot project, the selected company/organization (further referred to as Contractor) will be responsible to provide support in conducting a series of activities generally aimed at the implementation of the project to strengthen the political participation of women and youth from various ethnic groups.

**Tasks:**

Specifically, the company/organization will be responsible for provision of following tasks:

1. Identify and provide at least two facilitators for conducting 3 regional workshops and 1 national workshop. The workshops will be facilitated based on the data from SCORE Moldova 2017-2018 with the aim of strengthening the political participation of women and youth representing ethnic groups.

The workshop will aim at the following:

* Strengthening the capacities of selected group to use SCORE research findings and understand the existing social issues based on evidences provided by research.
* Create practical capacities for problem identification by the rights holders/participants in the workshops and advocacy for resolving them with the relevant duty bearers. The topics/issues identified shall support the idea of a better integration of the ethnic groups into the broader society and into the mainstream political and decision-making process and to focus on strengthening social cohesion between the groups.
* Strengthening the capacities to drive civic conversation with local leaders by presenting ethnic groups vision (issues identified) acquired at the workshops.
* Contribute to transforming the nature of political debate by re-connecting ethnic groups with local leaders using creative and unexpansive tools like social networking tools (Facebook, Instagram, Twitter, Odnoklassniki, etc.). Such tools may be used to share SCORE findings and identified issues on social media, to approach candidates for the upcoming elections, to extending the conversation virtually so that a larger number of individuals can be reached, etc.

1. In partnership with Project Coordinator, facilitators shall develop the methodology for conducting regional workshops aimed at strengthening the political participation of women and youth representing various ethnic groups to improve social cohesion.
2. Organizing 3 workshops (to take place tentatively in Stefan Voda, Drochia, Edinet) in the period of September-November at the local and national level in close cooperation with Project Coordinator. The Contractor shall be responsible for overall logistical organization of the 3 events stated above, including, but not limited to: provide support in identification of participants, including contacting local NGOs, open calls for applications, using existing networks; sending invitations and securing participation of local authorities and other relevant stakeholders, prepare folders and handouts to be shared during the events, provide venue, catering, printing, transportation, translation, photography support, including ensuring available technical equipment, etc. The facilitators will be responsible for presenting the results of workshop discussions to groups of authorities and informal leaders in each region during the last ½ day of the workshops.
3. Developing 3 short workshop reports to which highlight the key findings and recommendations for a way forward in each development region.
4. Organizing the national workshop (to take place tentatively in Chisinau) where key stakeholders would discuss the results from the three regional workshops and make recommendations for a way forward to better include women and youth representing ethnic groups into key political and development processes. The Contractor shall be responsible for overall logistical organization of the national event stated above, including, but not limited to: sending invitations and securing participation of local authorities and other relevant stakeholders, prepare folders and handouts to be shared during the events, provide venue, catering, printing, transportation, translation, photography support, including ensuring available technical equipment, etc.
5. Draft one (1) national summary report reflecting the findings and recommendations of the national workshop

**Deliverables and Timeframe**

During the implementation of this assignment, the company/organization shall be responsible for delivering of the following outputs, comprising of the main milestones:

| **No** | **Deliverables** | **Tentative timeframe for accomplishment of task** | **Percentage of milestone/output** |
| --- | --- | --- | --- |
|  | Submission of the work plan and methodology for 3 regional and 1 national workshops. | Draft documents: Within 3 work days following the date of contract signing  Final documents: within 7 days | 20% |
|  | Submission of one report for 2 regional workshops. The report should include information on tasks completed, key achievements and challenges faced, recommendations for UN Women on the needed adjustments in the implementation for the remaining project activities.  Also the Report should have as annexes two short regional workshop reports. | By end-October, 2018 | 40% |
|  | Submission of the draft and final version of the final report on conducting one regional workshop and one national workshop. The report should be finalized based on the feedback received from UN Women on the draft report. The final report should include:   * Short regional workshop report * National workshop report * The key discussion points and conclusions from all workshops * Final approved briefing papers around political participation of women from minority groups | By mid - December, 2018 | 40% |
| Total | | | 100% |

All written deliverables should be agreed with the UN Women and be provided in English, both hard and electronic copy (Word and PDF versions), being signed and stamped.

**Management arrangements**

Organizational Setting

The Company/organization will work under the overall guidance of UN Women Programme Coordinator and direct supervision of the Project Coordinator. UN Women will provide the selected company/organization all the necessary materials for a better understanding

**Duration of the Work:**

It is expected that the company/organization shall begin work by mid-September 2018 with work being completed by Mid-December 2018, in conformity with the indicative timeframe described under “Deliverables and Timeframe” section. However, the above-mentioned timeframe is tentative.

UN Women will require at least three (3) days to review the outputs, provide comments, approve and certify acceptance of deliverables.

**Location of work:**

The Company/organization will not be located in the UN Women Office for the implementation of the assignment.

Travel and other logistic arrangements

In case of transportation costs, the company/organization should envisage them in the submitted financial offer. The company/ organization will also be responsible for all administrative issues associated with undertaking this assignment.

**Performance evaluation**

Contractor’s 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 in three instalments upon submission and approval of deliverables, certified by the UN Women Programme Coordinator, indicating that the services have been satisfactorily performed.

**REQUIREMENTS to ORGANIZATIONS/ASSOCIATIONS:**

1. Officially registered legal entity with knowledge of peculiarities of the Republic of Moldova context and legislation;
2. At least 5 years’ experience in the area of promotion and protection of human rights;
3. At least 2 years’ experience in the area of integration of youth, with a special focus on ethnic groups;
4. Previous work experience in the field of promotion of gender equality and women’s empowerment will be considered an asset;
5. Previous work experience with international organizations, particularly UN Women or other UN agencies will be considered an asset.

The organization of the task team is of ultimate importance. The required experience of the project team shall be explicitly described in their CVs.

The team must include:

1. Task manager

* University Degree in gender, law, human rights, local governance, social sciences, public administration, human rights, or any other related field relevant to the assignment
* At least 5 years of previous experience in undertaking similar exercise on the area of expertise (experience in the area of promotion and protection of human rights);
* At least 2 years of professional experience in the area of integration of youth, with a special focus on ethnic groups;
* Previous work experience in women’s empowerment and/ or gender equality will be considered as an asset;
* Experience with UN or other organizations, including donors and stakeholders;
* Proficient in Romanian, Russian and English

1. Team members

* University Degree in gender, law, human rights, local governance, social sciences, public administration, human rights, or any other related field relevant to the assignment;
* At least 3 years of previous experience in undertaking similar exercise on the area of expertise required (experience in the area of promotion and protection of human rights);
* Previous work experience in the area of integration of youth, with a special focus on ethnic groups;
* Experience with UN or other organizations, including donors and stakeholders;
* Proficient in Romanian and Russian

The Task Manager will be in charge of the coordination and administrative tasks of the assignment, as well as being responsible for contacting and informing UN Women Programme Coordinator with regard to all aspects related to the execution of the contract. The Task Manager shall provide UN Women with frequent updates on the progress of the assignment and other relevant aspects of the work. The entire team is responsible for the content and quality of all the deliverables and making sure that they are in line with objectives set for this contract.