

TERMS OF REFERENCE

for an Organization to adjust the content and to integrate the e-course on Gender Equality on the online platform

Duty Station:	Moldova
Languages required:	Romanian, English and Russian
Application deadline:	23 September 2019
Starting date:	01 October 2019
<i>(date when the organization is expected to start)</i>	
Expected duration of the assignment:	October 2019 – April 2020
Contract Type:	UN Women Institutional Services Contract
Project:	00098990 (Women Economic Empowerment)

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.

Through its programmes and projects, UN Women is providing technical assistance to national partners (governmental and non-governmental), including private sector, in the implementation of existing international and national commitments to women's rights and gender equality, it facilitates networking and exchange of good practices and advocates for women's rights and gender equality in all areas of life.

The work of UN Women in the Republic of Moldova is guided by its [new Country Strategic Note for 2018-2022](#), aligned with [the Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022](#), [the Global Strategic Plan of UN Women for 2018-2021](#), the National Strategy on Gender Equality for 2017-2021 (NSGE), and aims to contribute to the gender-responsive implementation of the [2030 Agenda for Sustainable Development](#).

The overarching vision of the [2030 Agenda for Sustainable Development](#) is inclusive and sustainable growth with its promise to leave no one behind. Sustainable Development Goal (SDG) 5, target 5.5. calls to “ensure women's full and effective participation and equal opportunities for leadership at all levels of the decision-making in political, economic and public life”. Gender equality is mainstreamed throughout the SDGs, including SDG 8 “Decent Work and Economic Growth”. Gender equality by 2030 requires urgent action to eliminate the many root causes of discrimination that still curtail women's rights in private and public spheres. At its core, the economic empowerment of women depends on the quantity and quality of paid employment, the provision or absence of public services, the amount of unpaid care work borne by women, as well as coverage or lack thereof under core social and labor protections.

The [UN Women Strategy for Moldova 2018-2022](#) focuses on three main areas where gender equality gaps are still present: 1) strengthening women's participation in politics and decision making, 2) advancing the economic empowerment of women and 3) preventing and combating violence against women and girls. To achieve progress under these areas, UN Women works with variety of national and international partners and as part of different national and regional initiatives.

Rationale

While Moldova has made international and national commitments to promote gender equality and the empowerment of women, in particular by ratifying the [Convention on the Elimination of All Forms of Discrimination against Women \(CEDAW\)](#) and various ILO Conventions, implementation lags. Women still face discrimination and inequality in social, economic and political life and their representation in Moldovan politics and decision-making remains below international benchmarks.

Gender roles refer to social and behavioral norms that, within a specific culture, are widely considered to be socially appropriate for individuals of a specific sex. These often determine the traditional responsibilities and tasks assigned to men, women, boys, and girls (see gender division of labour). Gender-specific roles are often conditioned by household structure, access to resources, specific impacts of the global economy, occurrence of conflict or disaster, and other locally relevant factors such as ecological conditions. Like gender itself, gender roles can evolve over time, in particular through the empowerment of women and transformation of masculinities.

In the context of economic participation and employment, gender discrimination means that women often end up in insecure, low-wage jobs, and constitute a small minority of those in senior positions. In addition, because women perform the bulk of household work, they often have little time left to pursue economic opportunities. According to the [Study “How we prevent and reduce sexual harassment at the workplace and in educational institutions policies recommendations”](#), statistical data show that currently every fifth employed woman in the Republic of Moldova is subjected to subtle forms of sexual harassment at workplace (inappropriate glances, hugs without permission, jokes / language with sexual connotation) and 4 out of 100 women confront with serious forms of harassment (the requirement to have sexual relations for rewards, the use of force or threats to have sex, etc.).

The main cause of this deficiency is the lack of awareness and knowledge of elementary human rights and recognition of the discriminatory element by the main stakeholders, like the women workers, employers. Unfortunately, in Republic of Moldova no educational institutions provide courses or trainings on gender equality at the work place, about sexual harassment or violence against women and girls, or some subjects that are discussed within mentioned institutions, on these issues still are very poor developed. There is high demand and need for a course on different aspects of gender equality, gender equality in the world of work, gender equality in employment and occupations, gender-based violence, forms of violence against women and girls, etc.

In 2018, UN Women in cooperation with Association of ICT Companies in Moldova, implemented a Program for IT education for over 1000 girls and women, from all over the country. Training takes place on the educational platform, where participants are able to easily combine online learning with any activity present in their daily lives. The approach used is called edutainment, which consists in combining practices from psychology and pedagogy with games and IT. The implementing partners were keen to add to the education platform some education modules on topics related to gender equality and women empowerment for the enrolled girls and women to have knowledge about the subject. We realised that we do not have such kind of possibility to respond to the requirement.

On this background, UN Women seeks to contract an organization that will adjust the existing training modules of the UN Women Training Center content to the national content and in local language and will integrate the e-course on gender equality on the locally available educational platform.

The overall objective of the e-course is to develop and/or strengthen knowledge, understanding and awareness of concepts related to gender equality and women’s empowerment thus promoting the integration of a gender equality perspective in everyday work and with a view to bring about behavioural change.

The e-learning course’s is for a general audience with no specific background on gender equality and at all. levels Therefore, the e-learning course does not focus on technical skills in gender analysis and mainstreaming methods and it does not target practitioners who already possess a technical background in gender mainstreaming and women’s empowerment.

Scope of Work

UN Women seeks to contract an organization that will adjust the content according to the national legislation and will integrate the e-course on gender equality on the locally available educational platform that will be responsible for the implementation of the tasks described below:

This proposal includes all the activities required to develop the packaging – including graphics, resources, links, narration in local language Romanian and in Russian language (in some cases could be in English too) as well as any other necessary inputs – of the **module - Gender Equality in the World of Work Course**.

The final script with all translated in Romanian and Russian languages content and references will be provided by UN Women, as well as the storyline template.

The contractor will be responsible for the following activities and deliverables in close cooperation with UN Women CO Moldova:

#	Activities
1	Revise script of Module “Gender Equality in the World of Work” and provide feedback for improving instructional design and interactions;
2	UN Women to provide feedback of script review, and final validation for beginning the production;
3	Adjust the content of the module according to the national legal, policy and institutional framework. The contractor will be responsible in engaging an expert with experience in the field of labour rights and gender equality, in order to work on adjusting to course content according to the national legal, policy and institutional framework.
4	UN Women to provide feedback on the adjusted Module;
5	Produce the alpha version of module (after it translation in Russian and Romanian) and adjustment): package an estimate of 30 content sections structured in a tutorial mode with Menu and Audio tabs, as well as Progress, Search and Mute functions. Progress through slides will be activated with Replay, Pause, and Next/Submit buttons. Slides will integrate text, audio, graphics and quizzes to get a certificate through the Moodle LMS;
6	UN Women to provide feedback of alpha version of module;
7	Produce beta version of module: Implement modifications requested. Select samples of narrators from different countries to bring variety of voices in English, record narration, synchronize with onscreen. They should be at least two voices (a Women and a Man);
8	UN Women to provide feedback of audio and sign-off;
9	Implement modifications requested. Deliver package, storyline file and all other relevant files for the course in Articulate storyline 3 and HTML5, SCORM compliant.
10	Integrating and hosting the course (in 2 languages, Romanian and Russian) on the educational platform.
11	Test the integrated training module with a group of users.
	Extend the access to the training module to a large group of users.
	Statistic information to be provided to UN Women regarding the users that will pass the course, mainly the following information: the number of completing the course and certificates issued, by sex, age, duty station, nationality other relevant information on participants;
12	Provide 2 sessions of training/workshops on how to build info graphs and data visualization (for a number of 14 persons);

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	Activities and Deliverables	Tentative timeframe for accomplishment of task	Percentage of milestone/output and tentative schedule of payments
1.	Revise script of Module “Gender Equality in the World of Work” and provide feedback for improving instructional design and interactions;	One week after starting date	10%
2.	UN Women to provide feedback of script review, and final validation for beginning the production;	3 days after receiving script	
3.	Adjust the content of the training module according to the national legal, policy and institutional framework. The contractor will be responsible in engaging an expert with experience in the field of labour rights and gender equality, in order to work on adjusting to course content according to the national legal, policy and institutional framework.	By end October 2019	15%
4.	UN Women to provide feedback on the adjusted Module;	5 days after receiving the content	
5.	The alpha version of training module: package an estimate of 30 content sections structured in a tutorial mode with Menu and Audio tabs, as well as Progress, Search and Mute functions. Progress through slides will be activated with Replay, Pause, and Next/Submit buttons. Slides will integrate text, audio, graphics and quizzes to get a certificate through the Moodle LMS;	15 days after receiving final script adjusted and translated	40%
6.	UN Women to provide feedback of alpha version of module;	10 days after receiving alpha version	
7	Beta version of training module: Implement modifications requested. Select samples of narrators from different countries to bring variety of voices in English, record narration, synchronize with onscreen. They should be at least two voices (a Women and a Man).	15 days after receiving feedback from alpha version	
8	UN Women to provide feedback of audio and sign-off;	5 days after receiving beta version	
9	Implement modifications requested. Deliver package , storyline file and all other relevant files for the course in Articulate storyline 3 and HTML5, SCORM compliant;	5 days after receiving feedback from beta version	15%
10	Integrate and host the course on the educational platform.	By end- February 2020	
11	Test the integrated training module with a group of users. Extend the access to the training module to a large group of users.		

	Statistic information to be provided to UN Women regarding the users that will pass the course, mainly the following information: the number of completing the course and certificates issued, by sex, age, duty station, nationality other relevant information on participants;	Monthly based after how the e-course will be launched.	
13	Provide 2 sessions of training/workshops on how to build info graphs and data visualization (for a number of 14 persons);	October – December 2019	20 %

Note: The mentioned tasks and timeframe 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 responsible staff shall be the only criteria (that will not exceed the contract limits) that work being completed and eligible for payments. All the deliverables should be agreed with UN Women.

Management arrangements

The selected Organization will work under direct supervision of the UN Women responsible staff. The selected contractor is expected to provide highly qualified consultants for this specific assignment, with appropriate skills and expertise.

Duration of the assignment

It is expected that the selected Organization shall begin work in October 2019 with work being completed until April 2020, in conformity with the indicative timeframe described under “Deliverables and Timeframe” section.

Performance evaluation

The Contractor’s performances 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 5 instalments, upon submission and approval of corresponding milestones, certified by the UN Women responsible staff that the services have been satisfactorily performed.

Requirements to the Contractor:

Education:

- Degree in eLearning development and ICT technologies, or related technical fields.

Experience:

- The provider of services should be present on the Moldovan market of online education and have prior experience in online courses development;
- Minimum of 3 years of experience in designing eLearning courses for organizations and producing multi language audio;
- The company/ organization should own a tested platform with at least 1000 users. The platform should have online and mobile versions of content. It should be user based, with possibilities of tracking users on the platform;
- Previous experience working with an international organization, particularly UN Agency would be an asset.

Language Requirements:

- Excellent command of written and spoken English, Russian and Romanian is mandatory

During the selection process, the UN Women will take into account the following Sustainability consideration:

- Clear statement and supporting documentation that outlines the bidders' commitment to support gender equality and women's empowerment through its operations.