

TERMS OF REFERENCE

for a National Consultant to support the Ministry of Health, Labour and Social Protection to undertake comprehensive national review on the implementation of the Beijing Declaration and Platform for Action

Type of Contract:	Special Service Agreement (SSA)
Post level:	National Consultant
Location:	Chisinau, Moldova
Language required:	Romanian, English
Application Deadline:	13 February 2019
Expected duration of the assignment:	Up to 30 working days within a 3 months' calendar period
Expected Start Date:	25 February 2019

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.

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.

UN Women is also mandated to strengthen coherence between the global and regional inter-governmental processes and operational activities in the field. As part of its normative mandate, UN Women strives to support the State with the realization of recommendations from the Commission on the Status of Women (CSW), Beijing Platform for Action (BPfA), Universal Periodic Review (UPR) and other treaty and charter-based bodies at the country level, as well as leads key national level processes stemming from the international agenda. Also, UN Women in its Annual Work Plan, for year 2019, foresees to provide support to public authorities in accelerated realization of gender equality and driving progress for all women and girls in partnership with other stakeholders, as well as to present reports on intergovernmental cooperation (CEDAW shadow reporting, and undertaking of a comprehensive national -level review process to assess the progress made in the implementation of Beijing Platform for Action +25).

2. Rationale

In 2020 the global community will mark the 25th anniversary of the Fourth World Conference on Women and adoption of the Beijing Declaration and Platform for Action (1995). According to the ECOSOC Resolution 2018/8, the CSW, at its sixty-fourth session in 2020, will undertake a review and appraisal of the implementation of the Beijing Declaration and Platform for Action and the outcomes of the twenty-third special session of the General Assembly, including an assessment of current challenges that affect the implementation of the Platform for Action and the achievement of gender equality and the empowerment of women and its contribution towards the full realization of the 2030 Agenda for Sustainable Development. In this context, the Governments of Member States and Non-Member States are called upon to conduct comprehensive national-level reviews, via official correspondence channels. The Governments are also called upon to collaborate with relevant stakeholders at all levels on the preparation of the 2020 review so as to benefit from their expertise and experience.

In partnership with five Regional Commissions, UN Women has prepared a [Guidance Note](#) for comprehensive national -level reviews with the aim to support States and other stakeholders in this process. The Government of Moldova has received the Guidance Note in December 2018. The comprehensive national-level reviews should encompass whole-of-government approach.

Besides, inclusive national consultations are important to ensure CSOs contribute to the national -level Beijing+ 25 review, as well as to the preparations for country's official delegations for CSW63 and CSW 64. It is also

recommended that CSW63 and B+25 processes should be interlinked to ensure CSW outcome is applied for B+25 reviews at all levels.

Based on the recommendations of the Guidance Note, the Government of Moldova plans to establish an institutional set-up for the review process – an Inter-Ministerial Working Group/Committee, to be chaired by the Head of national mechanism for gender equality, which will bring together all ministries and government agencies. This will ensure the contribution from all line ministries and state agencies to the review process. The Inter-Ministerial Working Group/Committee will lead the review process. The official launch of the comprehensive national review Beijing +25 will be organized by the Government of Moldova.

The Ministry of Health, Labour and Social Protection (MHLSP), being the central public institution that is responsible for gender sensitive policy elaboration, strategic planning in gender equality area, M&E and coordination of the implementation of the State’s gender equality agenda, will facilitate and coordinate the process of conducting the national review. In this context, The MHLSP has requested a support from the UN Women Moldova Country Office.

Considering the UN Women Moldova’s Strategic Note 2018-2021, its 2019 AWP, and the importance of the BPfA comprehensive national review process as having a potential to strengthen and renew the national commitment towards achieving substantive progress in gender equality, as well as align and build synergies with the 2030 Agenda for Sustainable Development with its gender-responsive implementation, UN Women Moldova intends to hire a national consultant that will provide support to the Inter-Ministerial Working Group and MHLSP in drafting the national review report on the implementation of the BPfA +25.

3. Scope of Work

The National Consultant is expected to support the Department of policies on ensuring equality between women and men (DEO) within the MHLSP, by facilitating and coordinating the process of national review and providing technical expertise in gender equality area in the elaboration of the analytical report reflecting the progress and challenges faced in the implementation of the Beijing Platform for Action.

4. Tasks, Activities and Timeframe

The National Consultant is expected to carry out the following tasks:

No.	Tasks and activities	Estimated workload (workdays)	Tentative timeframe for completion of task	Percentage of milestone/output
1.	Support in organizing the workshop for the Inter-Ministerial Working Group, consisting of the representatives of line ministries and other relevant state agencies, to follow -up on the process of the comprehensive national-level review	Up to 2 days	1 st week of March (4-8), 2019	70 %
2.	Collection of available statistical data and analytical reports in line with the structure of the BPfA (12 areas of critical concern) aligned to the SDGs.	Up to 5 days	By March 11 th , 2019	
3.	Review inputs from the reporting central public authorities and other institutions and provide support to DEO in the process of preparing the first draft of the National Review Report Beijing +25 .	Up to 10 days	By end March, 2019	
4.	Support the Inter-Ministerial Working Group and the Department/DEO in organizing public consultation on the draft national report on the implementation of the BPfA, with representatives	Up to 8 days	By 15 th April, 2019	

No.	Tasks and activities	Estimated workload (workdays)	Tentative timeframe for completion of task	Percentage of milestone/output
	of different stakeholders (Central and local authorities, CSOs, women/rights holders from left behind groups, community-based organizations, women's human rights advocates and defenders, youth and their organizations, Trade Unions, professional organizations, private sector, academia, media, Ombudsman institution and Parliament)			
5.	Prepare a presentation based on summarized national report for discussing it during public consultations and Working group meeting ordinary meeting of Parliamentary Commission on human rights, Governmental commission for gender equality and specialized national Committee within MFAEI	Up to 1 days	By 15 th April, 2019	30%
6.	Make the necessary adjustments/updates in the report based on the proposals received from all relevant stakeholders and submit the final draft of the National Review Report Beijing + 25	Up to 4 days	By 19 th April, 2019	
	Total	Up to 30 days		100%

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 National Programme Specialist shall be the only criteria for National Consultant work being completed and eligible for payment/s.

1. Deliverables:

The National Consultant will be responsible for delivering the following outputs:

1. First draft of the National Review Report on the implementation of the BPFA+ 25, by end March 2019;
2. Presentation based on summarized National Review Report, by April 15th, 2019;
3. Adjusted and updated National Review Report based on the proposals received from all relevant stakeholders and submitted the final draft of the national report, by April 19th, 2019.

2. Duration of the assignment

The total duration of the contract is tentatively planned for up to 30 days during February to April 2019.

3. Management arrangements

Organizational Setting: The National Consultant will work under the direct supervision of the UN Women National Programme Officer, overall guidance of and in close cooperation with the Ministry of Health, Labour and Social Protection (MHLSP) / the Department of policies on ensuring equality between women and men (DEO).

4. Travel

No travels are envisaged under the current assignment. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UN Women and the National Consultant, prior to travel and will be reimbursed.

5. Performance evaluation

National Consultant's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

6. Financial arrangements

Payment will be disbursed in 2 instalments, upon submission and approval of deliverables by the National Program Officer that the services have been satisfactorily performed.

7. Competences

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>.

8. Required Skills and Experience

Education:

- Advanced Degree (Master or higher) in human rights, gender studies, public relations, development studies and/or other social science related areas relevant for the assignment.
- A first-level university degree in combination with two additional years of qualifying experience **may be accepted** in lieu of the advanced university degree.

Experience

- At least 5 years of proven work experience in the field of gender equality, human rights and development;
- At least 3 years of proven work experience/collaboration with the Government sectors in assisting/supporting drafting policy recommendations/ policy reports, coordinating activities;
- Proven experience in developing analytical reports to the international human rights treaty bodies would be an asset;
- At least 2 years of proven experience in working with international organizations (successful experience in working with UN agencies is an asset).

Language Requirements

- Excellent command of Romanian and English knowledge of Russian would be an asset

9. Application Procedure:

Interested candidates are invited to submit their online applications by **13 February 2019** with the following documents.

- Duly filled Personal History Form PHF11/CV;
- Letter of Intent to include a brief overview about which of your previous experiences makes you the most suitable candidate for the advertised position.

- List of the analytical works/documents developed in the gender equality field.
- Financial proposal (in MDL) - specifying an all-inclusive fixed total contract price, supported by a breakdown of costs as per template provided.

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.

10. Evaluation of Applicants:

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

- Advanced Degree (Master or higher) in human rights, gender studies, public relations, development studies and/or other social science related areas relevant for the assignment;
- A first-level university degree in combination with two additional years of qualifying experience **may be accepted** in lieu of the advanced university degree.
- At least 5 years of proven work experience in the field of gender equality, human rights 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;
- C_{low}* 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	Advanced Degree (Master or higher) in human rights, gender studies, public relations, development studies and/or other social science related areas relevant for the assignment; (<i>Master - 35 pts; PhD – 50 pts</i>); A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree (25 pts).	50
2	At least 5 years of proven work experience in the field of gender equality, human rights and development; (<i>5 years for advanced degree and 7 years for first level university degree – 60 pts, for each year over 5 (7 for first level university degree) years – 10 pts, up to a max of 80 pts</i>);	80

#	Criteria for technical evaluation	Max. points
3	At least 3 years of proven work experience/collaboration with the Government sectors in assisting/supporting drafting policy recommendations/ policy reports, coordinating activities; <i>(3 years – 50 pts, each year over 3 years – 10 pts, up to a max of 80 pts);</i>	80
4	Proven experience in developing analytical reports to the international human rights treaty bodies would be an asset; <i>(based on the list of analytical documents development);</i>	70
5	At least 2 years of proven experience in working with international organizations (successful experience in working with UN agencies is an asset) <i>(2 years –20 pts, each year over 2 years –5 pts, up to a maximum of 40pts)</i>	40
6	Excellent command of Romanian and English. Knowledge of Russian would be an asset <i>(Romanian – 13 pts, English – 12 pts, Russian – 5pts)</i>	30
	Total Technical Scoring	350

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. Daily fee

The daily price proposal should indicate a "lump sum amount" which is "all-inclusive"; All costs (professional fees, 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.

2. Travel costs

UN Women will not cover transportation cost within Chisinau.

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 MDL conversion to MDL 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: for a National Consultant to support the Ministry of Health, Labour and Social Protection to undertake comprehensive national review on the implementation of the Beijing Declaration and Platform for Action

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:

Deliverables	MDL
Daily fee all inclusive	
Total price for 30 working days	

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 30 days.

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

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email: