

Terms of Reference

for a National Consultant to develop the content of the national webpage on preventing and combating violence against women and domestic violence

Practice area:	Ending Violence against Women
Location:	Chisinau, Moldova (Home-based)
Type of Contract:	Individual National Consultant - Special Service Agreement (SSA)
Languages Required:	Excellent command of Romanian and Russian; Working command of English is a strong asset
Application Deadline:	8 April 2019
Expected duration of the assignment:	Up to 15 working days within 3,5 months period
Starting Date: (date when the selected candidate is expected to start)	22 April 2019 (estimated completion around mid-July 2019)

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 (EVAWG). To achieve progress under these areas, UN Women works with variety of national (government, civil society organizations (CSOs), 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.

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 [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.

RATIONALE

One of the important activities planned toward implementing the national strategy is ensuring the maintenance of the Ministry of Health, Labour and Social Protection (MHLSP) webpage dedicated to preventing and combating violence against women and domestic violence, for a better access to information on the mechanism of resolving cases of family violence, the social services infrastructure for victims of domestic violence and aggressors, as well as the results of studies, researches in the field.

Currently, no functional national webpage exists in Republic of Moldova with all available information on EVAW. MHLSP has created a [website](#), but at this moment there is no consolidated content, to activate the website. The information and resources available are spread among various webpages of public institutions and CSOs, which creates an obstacle for the general public and professionals in the field to be well informed and to act efficiently in combating violence against women and domestic violence. The Department of Policies for Ensuring Equality between Women and Men (DEO) from the Ministry of Health, Labour and Social Protection has requested support to further develop the content of the existing national webpage on preventing and combating violence against women and domestic violence.

Taking into consideration the importance of an active webpage dedicated to preventing and combating violence against women and domestic violence, UN Women Moldova intends to support the MHLSP at the first stage of the process. For this the office intends to recruit a national consultant to develop the content of the national webpage on preventing and combating violence against women and domestic violence.

SCOPE OF WORK

The webpage aims to provide different types of information for the public at large and for specialists working in the field of EVAW, as well as it will act as an effective communication and public awareness tool. The webpage is intended to become an online platform for:

- ensuring access to information and raising public awareness of the negative consequences of violence against women and domestic violence;
- informing women and girls who experienced violence and their close relatives about the authorities and organizations active in the field; their rights, as well as regarding the mechanism for solving the acts of domestic violence;
- informing on specialized social service providers and services available to women who experienced violence and domestic violence and family aggressors;
- presentation of statistical data, studies, researches available in the field of preventing and combating violence against women and domestic violence;
- informing about the existent international and national legislation in the field.

The web platform has to serve as an effective tool for learning, raising awareness and contribute to combating violence against women and domestic violence, in accordance with current requirements and trends for websites in social field. The content of the website (text, images, researches etc.) is expected to be accessible for different categories of users.

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the UN Women EVAW Programme Coordinator, other UN Women`s related staff and the designated representatives of the MHLSP, the national consultant will undertake the following tasks:

- Prepare a work plan with description of the stages in which the project and responsibilities of the parties will be carried out at each stage;
- Conduct a desk review and collect all the available information and resources on EVAW (legislation, services, studies, researches, etc.), from non-governmental organizations and other competent authorities in the field;
- Analyze the content and structure of similar national websites on EVAW from other countries and present good examples of similar websites to the MHLSP;

- Based on the best practices, revise the structure of existing web page and provide inputs for improvement of the page;
- Elaborate the content (text) of the web page. The text should be easy-to-read, avoiding jargons;
- Select the graphic content (pictures, infographics) that would illustrate the content in an illustrative and accessible manner;
- Place the approved by MHLSP content/text and images on the webpage;
- Provide recommendations for future website content management;
- Ensure UN Women and donor visibility on the website, by placing the adequate logos and disclaimer;
- Other activities related to these processes.

OUTPUTS/ DELIVERABLES AND TIMEFRAME

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

No	Deliverables	Tentative timeframe	Percentage of milestone/ output
1.	Work-plan, with description of the stages in which the project and responsibilities of the parties will be carried out at each stage	2 working days (WDs)	100 %
2.	Desk-review conducted and available information, resources on EVAW collected. Analysis of similar webpages from other countries conducted. Proposal for structuring the content of the page prepared.	3 WDs	
3.	Content (text, pictures, resources) for the webpage prepared, in accordance with approved structure	8 WDs	
4.	Placement of the approved content on the webpage	1 WD	
5.	Final report in English on deliverables and achieved results, including recommendations for future website content management.	1 WDs, By mid-July 2019	
Total:		15 days	100 %

All deliverables shall be agreed and validated with the UN Women Moldova EVAW Programme Coordinator and UN Women Moldova Communication Specialist in close coordination with the Head of the Department of Policies for Ensuring Equality between Women and Men, Ministry of Health, Labour and Social Protection. Final report shall be presented in electronic version, in English.

DURATION

The timeframe for the work of the national consultant is tentatively planned from **22 April 2019** to end by **15 August 2019**, with an estimated total volume of work not to exceed 15 working days, coordinated in advance with the UN Women, upon contracting.

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 will be the only criteria for consultant's work being completed and eligible for payment.

MANAGEMENT ARRANGEMENTS

The consultant will work under the direct supervision and guidance of UN Women EAW Programme Coordinator and in close coordination with the head of the 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.

During the assignment, the National Consultant may use the facilities of the MECR's and UN Women's offices (i.e. internet access, printing, copying, local phone calls etc.). However, s/he is expected to use his/her own personal computer.

TRAVEL

No travel requirements are envisioned under this assignment.

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 one installment, upon submission of deliverables and approval of the final documents in English 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

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

1. University degree in communications, law, social, development studies, or an area relevant to the requirements for the TOR.
2. Minimum 2 years of proven work experience in one of the fields of communication, law, social, development, or other relevant area.
3. Work experience with governmental institutions, especially with MHLSP - would be an asset.
4. Good knowledge of the existing services, available resources and information in EAW - would be an asset.
5. Experience with development organizations, including donors and stakeholders is considered an asset.
6. Technical knowledge of web design, desktop publishing and photo editing is considered as an asset.
7. Excellent command of Romanian and Russian. Working command of English is a strong asset.

APPLICATION PROCEDURE

Interested candidates are invited to submit their applications by **8 April 2019** 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, with reference to previous works of similar complexity conducted
- 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:

1. University degree in communications, law, social, development studies, or other field related to this assignment;
2. Minimum 2 years of proven work experience in one of the fields of communication, law, social, development or other relevant area;

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	University degree in communications, law, social, development studies, or other field related to this assignment; (<i>University degree - 60 pts; Master– 70 pts; Other formal education relevant for the assignment (20 pts);</i>	90

#	Criteria for technical evaluation	Max. points
2	Minimum 2 years of proven work experience in one of the fields of communication, law, social, development or other relevant area; <i>(less than 2 years – 0 pts, 2 years – 60 pts, for each year over 2 years – 10 pts, up to a max of 90 pts);</i>	90
3	Work experience with governmental institutions, especially with MHLSP - would be an asset <i>(less than 2 years - 0 pts, 2 years – 30 pts, each year over 2 years – 10 pts, up to a max of 50 pts);</i>	50
4	Good knowledge of the existing services, information in EVAW, would be an asset.	40
5	Experience with development organizations, including donors and stakeholders is considered an asset; <i>(less than 2 years - 0 pts, 2 years – 10pts, each year over 2 year –10 pts, up to a max of 30pts)</i>	30
6	Technical knowledge of web design, desktop publishing and photo editing is considered as an asset.	20
7	Excellent command of Romanian and Russian. Working command of English is a strong asset.	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 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

Not applicable.

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 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: National consultant to develop the content of the national webpage on preventing and combating violence against women and domestic violence

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

No	Deliverables	Payment amount (% of total contract price)	Proposed price, MDL
1.	Work-plan, with description of the stages in which the project and responsibilities of the parties will be carried out at each stage;		
2.	Desk-review conducted and available information, resources on EAW collected. Analysis of similar webpages from other countries conducted. Proposal for structuring the content of the page prepared.		
3.	Content (text, pictures, resources) for the webpage prepared, in accordance with approved structure.		
4.	Placement of the approved content on the webpage.		
5.	Final report in English on deliverables and achieved results, including recommendations for future website content management.		
Total:		100 %	MDL

B. Cost Breakdown by Cost Component

Description	Unit of measure (days, units)	No of Units	Unit price, MDL	Total Price, MDL
Consultancy, daily fee, all inclusive				
Other related costs, please specify.				

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.

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email: