

**TERMS OF REFERENCE**  
**for a National Consultant to ensure quality of**  
**administrative data about domestic violence in Moldova**

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<b>Duty Station:</b>	Chisinau, Moldova
<b>Type of contract:</b>	Individual Consultant - Special Service Agreement (SSA)
<b>Language required:</b>	Fluent in Romanian and English. Working knowledge of Russian will be considered an asset
<b>Application Deadline:</b>	17 April 2019
<b>Expected duration of assignment:</b>	Up to 24 working days within an 8 months assignment
<b>Starting Date:</b> <b>(date when the selected candidate is expected to start)</b>	25 April 2019

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## 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 [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 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 and international partners and as part of different national and regional initiatives

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 different 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 their lifetime, and one in ten women mentioned that she experienced economic violence at least once in her lifetime. Rural women, elderly women, and those separated or divorced reported the highest prevalence rate of multiple forms of violence<sup>1</sup>.

As a response to this challenge, the State has undertaken the initial steps at policy, legislation as well as implementation levels by adopting the Law No 45-XVI on Preventing and Combating Domestic Violence (DV) from 01.03.2007, which creates 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 centres/services for the rehabilitation of victims and aggressors, for a

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<sup>1</sup> „Violence against Women in the Family in the Republic of Moldova”, 1st Edition, 2011 (<http://www.statistica.md/pageview.php?l=en&id=3626&idc=350>)

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 \(Government Decision nr.281 from 03.04.2018\)](#). 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. The National strategy has a specific objective to strengthen the systems for collecting, analysing and disseminating sectoral statistical data, and ensure regular monitoring of the dynamics of violence against women and domestic violence.

The collection and analysis of sectoral (administrative) statistical data is still a challenge for the institutions with responsibilities in VAW area. The National Bureau of Statistic (NBS) in November 2017 has approved the Annual Statistical Survey that includes a set of indicators to be collected annually from the local public authorities of tier I / territorial social assistance structures / specialized public service providers. Following the first reporting exercise, during the beginning of 2018 it has been revealed that collected administrative data is not reliable.

At the request of the Ministry of Health, Social Protection and Family (MHLSP), UN Women Moldova provided technical support during 2018, to review the statistical survey for administrative data collection on domestic violence. As a result, the new Statistical Sheet no. 9 "Domestic Violence" with a metadata for 23 indicators was developed and endorsed by the NBS and the Ministry. The data will be collected from primary sources: i) community social assistants; ii) specialized services providers, and iii) territorial units for social assistance from all administrative territorial units.

Additionally to that, the 5-year Global Joint Programme "*Strengthening Methodologies and Measurement and Building National Capacities for Violence against Women Data*", with UN Women and WHO as participating UN organizations (and other UN agencies such as UNFPA, UNICEF, UNSD and UNODC as technical partners), aims to ensure that qualitative, comparable data on different forms of violence against women (VAW) are available and collected over time to address national data gaps and meet the State's policy and reporting commitments under the [Sustainable Development Goals](#), CEDAW and the Beijing Platform for Action. In tandem with population-based surveys, the availability and use of administrative data related to VAW incidents and survivors' use of available response and support services is of key importance. Despite the potential importance of administrative data on VAW for improving policy and programs to benefit the survivors of violence, in general, a synthesis of good practices and guidance on the establishment and use of administrative systems/records on VAW from different sectors is lacking. Addressing this gap can contribute to greater harmony and coordination of comprehensive national responses to VAW.

In order to ensure the quality, reliability and comparability of statistical data collected on VAW area, a thorough analysis of the available information is needed, including analyzing best practices on administrative data collection in the region and development of tools for better and accurate reporting. In addition to this, continuous capacity building of specialists from the 35 territorial administrative units is needed (at least 2 specialists from Social Assistance Family Protection Departments), based on the reviewed statistical survey for administrative data collection on domestic violence. Therefore, UN Women plans to recruit a national consultant to support the Ministry of Health, Labour and Social Protection in ensuring the quality of the administrative data on domestic violence collected from the local public authorities, specialized public service providers, etc.

## **SCOPE OF WORK**

The major objective is to help the Ministry to institutionalise a mechanism for qualitative administrative data collection and dissemination on EVAW area at the country level with a clear quality assurance process

in place for the local public authorities of tier I / territorial social assistance structures / specialized public service providers.

### DUTIES AND RESPONSIBILITIES

Under the direct supervision of the UN Women Programme Coordinator on EVAW, as well as in collaboration with the Department of Policies for Ensuring Equality between Women and Men, Ministry of Health, Labour and Social Protection, the national consultant will be responsible for the following tasks:

- Analyze collected administrative data from local public authorities (LPA level I, Social Assistance Family Protection Department (SAFPD), specialized public service providers, etc.);
- Provide support in co-creating of the reporting process and templates;
- Develop the report on the “Annual Statistical Survey no. 9 on Domestic Violence” and present to SAFPD and MHLSP representatives;
- Elaborate a training module on “Registration and completion of the Annual Statistical Survey no.9 “Domestic Violence” for community social assistants, specialists from SAFPD and specialized service providers;
- Provide training for up to 70 specialists from the 35 SAFPD (2 specialists/department x 35 SAFPD = 70 specialists, to be divided in 7 groups) on collecting administrative data on domestic violence using the Annual Statistical Survey no. 9 “Domestic Violence”
- Elaborate a final report with all the deliverables.

### OUTPUTS/DELIVERABLES AND TIMEFRAME

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

No	Deliverable	Tentative timeframe	Tentative # of days required for accomplishment of task	Percentage of milestone/output
1	Work plan, including timelines and brief description of activities to be undertaken and methodologies to be used.	within 2 days upon signature of the contract	Up to 2 days	45 %
2	Analysis of collected statistical data from local public authorities (LPAs level I, SAFPD, specialized public service providers) and co-creating of the reporting process and template, including developed methodology to be presented;	within 15 days upon signature of the contract	Up to 9 days	
3	Report on “Annual Statistical Survey no. 9 on Domestic Violence” developed and presented to SAFPD and MHLSP representatives.	within 20 days upon signature of the contract	Up to 1 day	
4	Training module elaborated on “Registration and completion of the Annual Statistical Survey no.9 “Domestic Violence” for community social assistants, specialists from SAFPD and specialized service providers;	By mid-September 2019	Up to 4 days	

5	Training sessions provided for up to 70 specialists from the 35 SAFFPD (2 specialists/department x 35 SAFFPD = 70 specialists, to be divided in 7 groups) on collecting administrative data on domestic violence using Annual Statistical Survey no. 9 "Domestic Violence"	By mid-November 2019	Up to 7 days	55 %
6	Final report with all deliverables described to be presented in English	By end-November 2019	Up to 1 days	
<b>Total</b>			<b>Up to 24 days</b>	<b>100%</b>

All deliverables should be agreed with UN Women in consultation with Department of Policies for Ensuring Equality between Women and Men, Ministry of Health, Labour and Social Protection and be provided in English, in electronic copy.

#### **DURATION OF THE ASSIGNMENT**

The total duration of this assignment is tentatively planned for up to 24 working days within an eight-months assignment period starting from **25 April 2019** with task being accomplished by end **November 2019**, in conformity with the indicative timeframe described under "Outputs/Deliverables and Timeframe" section.

**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, direct supervisor and Programme Coordinator shall be the only criteria for national consultant's work being completed and eligible for payment/s.

#### **MANAGEMENT ARRANGEMENTS**

The national consultant will work under the direct supervision of the UN Women Programme Coordinator on EVAW, and in close coordination with the Department of Policies for Ensuring Equality between Women and Men, Ministry of Health, Labour and Social Protection.

#### **TRAVEL AND OTHER LOGISTICS**

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.

Logistic costs related to organizing the training on collecting administrative data on domestic violence will be covered by UN Women.

#### **PERFORMANCE EVALUATION**

The national consultant'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 two installments, upon successful completion of deliverables and certification of final report by the UN Women that the services have been satisfactorily performed.

## REQUIRED SKILLS AND EXPERIENCE

### Education:

- Advanced degree in statistics, social studies, law, policy analysis, development studies and/or other social or economic science related to the area relevant for the assignment;
- Other formal education relevant for the assignment is an asset.

### Experience:

- At least 5 years of working experience in statistics with a good understanding of the characteristics of official statistics.
- At least 5 years of proven experience in conducting surveys/data analysis, metadata elaboration;

### Language skills:

- Fluent in Romanian and English. Working knowledge of Russian will be considered an asset.

## APPLICATION PROCESS AND SUBMISSION PACKAGE

Interested candidates are invited to submit their online applications by **17 April 2019** 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 and the CV, 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 and ANNEX II.

## EVALUATION PROCEDURE

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

- Advanced degree in statistics, social studies, law, policy analysis, development studies and/or other social or economic science related to the area relevant for the assignment;
- At least 5 years of working experience in statistics with a good understanding of the characteristics of official statistics.

The short-listed individual consultants will be further evaluated based on a cumulative analysis scheme, 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<sub>low</sub> 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.

**A) Technical Evaluation:** The technical part is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

Nr.	Criteria	Maximum points
1.	Advanced degree in statistics, social studies, law, policy analysis, development studies and/or other social or economic science related to the area relevant for the assignment ( <i>Master – 70 pts; PhD – 80 pts</i> )	80
2.	At least 5 years of working experience in statistics with a good understanding of the characteristics of official statistics ( <i>Up to 5 years- 0 pts, 5 years – 90 pts, each year over 5 years – 10 pts, up to a max of 120 pts</i> );	120
3.	At least 5 years of proven experience in conducting surveys/data analysis, metadata elaboration; ( <i>Up to 5 years- 0 pts, 5 years – 80 pts, each year over 5 years – 10 pts, up to a max of 120 pts</i> );	120
4.	Fluent in Romanian and English. Working knowledge of Russian will be considered an asset ( <i>Romanian – 10 pts, English – 10 pts, Russian – 10 pts</i> )	30
<b>Maximum total technical scoring:</b>		<b>350</b>

**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**

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.

### **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 ensure quality of administrative data about domestic violence in Moldova

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	Unit of measure (e.g., day, month, etc.)	Unit price, MDL	No. of units	Total Price, MDL
Daily fee all inclusive (up to 24 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, visa 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: