

## TERMS OF REFERENCE

### International Consultant to Mainstream Gender in the Comprehensive Youth Sector Analysis (YSA), Republic of Moldova

<b>Location:</b>	Home-based with travel to Chisinau, Moldova
<b>Type of Contract:</b>	SSA (Individual Consultant)
<b>Post Level:</b>	International Consultant
<b>Languages Required:</b>	English; working command of Romanian and/ or Russian is a strong asset
<b>Application deadline:</b>	26 August 2019
<b>Starting Date:</b> (date when the selected candidate is expected to start)	6 September 2019
<b>Expected duration of the assignment:</b>	Up to 30 working days within a three-month assignment (of which 20 days – home - based, up to 10 days – missions to Moldova)

#### Background

The work of UN Women in the Republic of Moldova is guided by its new Country Strategic Note for 2018-2022, which aims to contribute to the realization of the National Strategy on Gender Equality for 2017-2021 (NSGE). Under its 2018-2022 Strategy, UN Women 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, placing special focus on women and girls from marginalized groups.

The United Nations Children's Fund (UNICEF) in Moldova supports the Government and civil society to ensure the full realization of children and adolescent's rights, especially those at risk of exclusion due to geographic disparities, poverty, ethnicity, disability, gender, and lack of, or poor civic participation. UNICEF's Country Program Document 2018-2022 has a specific outcome focusing on Adolescent awareness and participation and incorporates wider targets reflected in international treaty body recommendations to the Republic of Moldova, specifically the Concluding Observations of the Committee on the Rights of the Child to the combined 4<sup>th</sup> and 5<sup>th</sup> reports of the Republic of Moldova.

The NSGE for 2017-2021 and its associated Action Plan aim to advance gender equality in a wide range of policy areas including political participation, social protection, labour market, health, the peace and security agenda, climate change and overall policy making and budgeting.

UN Women's new youth and gender equality strategy seeks to empower young women and young men as partners in achieving gender equality and aims to 'engender' the youth movement and 'enyouth' the women's movement.

Adolescents (aged 14-19) and youth (aged 20-25), account for one-fourth of Moldova's population, providing a unique potential for strengthened socio-economic growth. The mid-term review of the National Strategy for Youth Sector Development 2020 highlighted the progress made by the Government in strengthening the youth sector and accelerating implementation at national and local level of youth policies. The mid-term review as well highlighted key remaining shortfalls: a still fragmented youth sector and young people continuing to face multiple and interconnected challenges.

The Law on Youth<sup>1</sup>, states that a robust youth sector provides environment in which the rights of adolescents and youth are fully and effectively realized. The Government as well prioritises the work on youth in recognizing that a strong youth sector requires engagement by various stakeholders and more than one institution should collaborate to effectively address the range of topics affecting youth. As of now different ministries and government entities develop and supervise stand-alone policies addressing issues of young people, however, such policies address issues only from a sector specific perspective, while, ideally a strategy on youth should be comprehensive and holistic, involving various sectors.

To comprehensively understand opportunities and challenges of the Youth Sector in Moldova, the Ministry of Education, Culture and Research (MECR) requested UNICEF to undertake a comprehensive Youth Sector analysis. To maximize the outcomes of this complex exercise while pooling together comparative advantages of UN agencies and ensure robust advancement of gender equality in the youth sector of Moldova, a gender review of the Youth Sector will be conducted jointly by UN Women and UNICEF. This complex exercise will support the Comprehensive Youth Sector analysis conducted by UNICEF and UNFPA and should inform the Government on effective and efficient gender mainstreaming in further youth sector strategic priorities and policy interventions aligned to national, global and European priorities on youth, and will support the development of a modern, new and visionary Youth Sector Strategy in the Republic of Moldova.

### Purpose of the Consultancy

The purpose of the consultancy is to provide gender expertise to the team of experts (hired on a separate contract by UNICEF) to ensure the comprehensive youth sector analysis is also reviewed from the perspective of gender mainstreaming.

The consultancy is expected to be carried out within the period **4 September – 30 November 2019**. The final deliverables, including the final report of the analysis, will to be presented and validated by UN Women, UNICEF and MECR no later than 30 November 2019.

### Scope of Work

Under the overall guidance of the UN Women and UNICEF responsible staff, the Consultant will ensure that the comprehensive analysis of the youth sector in Moldova will be completed with the review of how gender was or was not mainstreamed successfully in policy, legislation and implementation of youth related strategies and programs in Moldova. The comprehensive gender analysis of the youth sector will be carried out in a participative manner, with close involvement of MECR; Ministry of Finance; Ministry of Economy and Infrastructure; Ministry of Health, Labour and Social Protection; civil society; academia; youth and adolescents and relevant developmental partners, including but not limited to EU, UNDP, UNFPA, IOM, WHO and the WB.

The role of the Consultant will be:

<sup>1</sup> Law no. 215, from 29.07.2016 <http://lex.justice.md/md/366763/>

- a. To mainstream gender in the methodology and tools proposed for the Analysis;
- b. To review youth related policies, strategies and relevant recent studies from gender perspectives;
- c. To ensure gender review of the main Report of the Youth Sector Analysis;
- d. To prepare inputs to address stakeholder’s feedback and recommendations for the final Report.

In addition, the Consultant is expected to participate in the public presentation for validation of findings.

The Consultant will be part of the team of experts which was separately contracted by UNICEF. S/he will work in close consultation with UNICEF Moldova Country Office and UNICEF Europe and Central Asia Regional Office, UN Women Moldova Country Office, the MECR and other line ministries and the National Youth Sector Group established by MECR for the work on the Youth Sector Analysis and Development Roadmap.

**Deliverables and timeframe**

The selected Consultant will be responsible for delivering the following specific activities and deliverables, comprising of the main milestones:

<b>N.</b>	<b>Activities</b>	<b>Deliverables</b>	<b>Tentative # of days required for accomplishment of task</b>	<b>Percentage of milestone /output</b>
1.	Prepare the work plan for gender mainstreaming in the comprehensive youth sector analysis, in consultation with the team of experts hired by UNICEF on a separate contract, UN Women, UNICEF and the MECR	<ul style="list-style-type: none"> <li>• Work plan, with clear timelines* and responsibilities</li> </ul>	Up to 2 working days	20%
2.	Gender review of the methodology and assessment tools	<ul style="list-style-type: none"> <li>• Gender review of the methodology and assessment tools</li> </ul>	Up to 4 working days, including a mission to Moldova (2 days in Moldova, 2 days home-based)	
3.	Contribute to the discussion of the methodology for the assessment with UN Women, UNICEF, MECR and LEG	<ul style="list-style-type: none"> <li>• Inputs to the Power Point presentation on the methodology and concept of the analysis</li> <li>• Inputs to the meeting minutes</li> </ul>	Up to 1 working day	

4.	Desk review of youth related policies, strategies and relevant recent studies from gender perspectives (The desk review of youth related policies, strategies and relevant recent studies produced by the MECR, other line ministries, civil society organizations and donors, as well as existing recent relevant studies and assessments targeting youth in a broader context of country's development.)	<ul style="list-style-type: none"> <li>Report with main findings of the desk review</li> </ul>	Up to 4 working days	40 %
5.	Provide recommendations on gender disaggregated data collection	<ul style="list-style-type: none"> <li>Set of recommendations</li> </ul>	Up to 3 working days	
6.	Participate in the three consultations/ validation meetings with LPAs/Departments of Youth, stakeholders etc.	<ul style="list-style-type: none"> <li>Inputs to the Power Point presentation on key findings reflected in first draft report</li> </ul>	Up to 4 working days, including a mission to Moldova (3 days in Moldova, 2 days home-based)	
7.	Gender review of the Draft Report	<ul style="list-style-type: none"> <li>Recommendations to the first draft report</li> </ul>	Up to 3 working days	40%
8.	Provide recommendations to address stakeholder's recommendations draft report	<ul style="list-style-type: none"> <li>Recommendations to the second draft report</li> </ul>	Up to 4 working days	
9.	Participate in the National Validation meeting	<ul style="list-style-type: none"> <li>Recommendations to the Final Report on the analysis, including an Executive Summary</li> </ul>	Up to 5 working days, including a mission to Moldova (3 days in Moldova, 2 days home-based)	
	<b>Total</b>		Up to 30 working days	100%

\* The exact deadlines will be mutually agreed upon contract signature.

All written deliverables should be agreed with UN Women and UNICEF and be provided in English in electronic copy.

### Duration of the assignment

It is expected that the Consultant shall begin work by **6 September 2019** with work being completed before or on **30 November 2019**, with a total number of work-days not to exceed 30 days. However, the above-mentioned timeframe is tentative.

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

*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 and UNICEF relevant programme staff shall be the only criteria for International Consultant's work being completed and eligible for payment/s.*

### Management arrangements

Organizational Setting: The Consultant will work under the overall guidance and coordination with UN Women and UNICEF and will report to the concerned UN Women and UNICEF staff who will regularly communicate with the consultant and provide feedback and guidance and provide all other necessary support so to achieve objectives of the consultancy, as well as to remain aware of any upcoming issues related to consultant's performance and quality of work.

The consultant will be selected by a joint panel represented by UN Women and UNICEF Moldova Country Offices designated staff members. The cost of the consultancy will be shared by both Agencies.

The consultant is expected to deliver each component of the work-plan electronically (in Word format) and in English and Romanian. At each stage, the deliverable shall be sent to the concerned UN Women and UNICEF staff.

Contributions: UN Women and UNICEF will put at the disposal of selected individual all available materials and necessary information for tasks achievement and will facilitate the meetings, as needed. During assignment's related missions, the Consultant may use the facilities of the UN Women's and UNICEF's office (i.e. internet access, printing, copying, local phone calls, etc.). However, s/he is expected to use his/her own personal computer.

### Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UN Women and UNICEF should not accept travel costs

exceeding those of an economy class ticket. Should the contractor wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and contractor, prior to travel and will be reimbursed.

Throughout the assignment, the Consultant is expected to have at least 2 missions to Moldova up to 10 working days, which needs to be factored in the proposal.

### Performance evaluation

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in ToR;
- Compliance with the established deadlines for submission of deliverables;
- Quality of work;
- Demonstration of high standards of cooperation and communication with UN Women and UNICEF with counterparts.
- Timeliness, responsibility, initiative, accuracy of the products delivered.

### Financial arrangements

Payment will be disbursed to the consultant in three instalments by UN Women and UNICEF, upon submission and approval of the deliverables and achieved results and certification by the supervisor that the services have been satisfactorily performed with the tentative timeframe indicated in the table from the section Deliverables and Timeframe.

UN Women and UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs are incomplete, not delivered for failure to meet deadlines.

### Required skills and experience

The key qualifications required for the Consultant are as follows:

#### Education:

- Master's degree in social studies, gender studies, public policy, development studies and/or another field related to the area relevant for the assignment

#### Experience

- A minimum of 5 years of experience in gender equality, which includes provision of consultancy and technical advice services to public institutions related to gender equality and gender mainstreaming;
- At least 5 years of proven experience in carrying out gender analysis of policy documents, strategies, plans;
- Demonstrated experience and knowledge in the field of youth or education sector is a strong asset;
- Experience in working with UNICEF, UN Women or other UN Agencies will be an asset;
- Demonstrated experience in the field in CEE/CIS region including Moldova is an asset.

#### Language Requirements:

- Excellent command of English, both oral and written. Working command of Romanian and/ or Russian is a strong asset

## Selection process

The candidate is expected to reflect in the submission the qualifications, knowledge and experience related to the requirements listed above. Evaluation will be performed through a desk review of applications, and if necessary, may be supplemented by an interview.

## Application process and submission package

Interested candidates are invited to submit their online applications by 26 August 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.
- Technical proposal – which shall include:
  - ✓ Description of the candidate’s relevant experience with similar type of assignments (max 300 words)
  - ✓ Proposed approach and methodology (max 1500 words), including:
    - Timeline and milestones
    - Risk and mitigation measures
  - ✓ Annex: Short Sample or links to related work previously conducted by the consultant

## Evaluation procedure

Initially, individual consultants will be short-listed based on the minimum qualification criteria of education, experience and language indicated in ToR.

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 based on its responsiveness to the Terms of Reference (TOR).

Nr.	Criteria	Maximum points
1	Master's degree in social studies, gender studies, public policy, development studies and/or another field related to the area relevant for the assignment <i>(40 pts for master's degree, 10 points for PhD degree)</i>	50
2	Quality of technical proposal <i>(up to 70 points)</i>	70
3	A minimum of 5 years of experience in gender equality, which includes provision of consultancy and technical advice services to public institutions related to gender equality and gender mainstreaming <i>(5 years – 60 pts, each year over 5 years – 5 pts up to a maximum of 80 pts)</i>	80
4	At least 5 years of proven experience in carrying out gender analysis of policy documents, strategies, plans <i>(five years – 40 pts, each year over 5 years – 5 pts, up to a maximum of 70 pts)</i>	70
5	Demonstrated experience and knowledge in the field of youth or education sector is a strong asset;	25
6	Experience with UNICEF, UN Women or other UN Agencies will be an asset	25
7	Demonstrated experience in the field in CEE/CIS region including Moldova is an asset	15
8	Working command of Romanian and/ or Russian is a strong asset	15
	<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). Please note that only applicants who are short-listed will be contacted.

*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.*



## 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 those invested for completion of the deliverables).

#### 2. Travel costs

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UN Women should not accept travel costs exceeding those of an economy class ticket. Should the contractor wish to travel on a higher class he/she should do so using their own resources.

#### 3. Daily Subsistence Allowance

Not applicable.

#### 4. Currency of the price proposal

The applicants are requested to submit their price proposals in USD. In case of proposals in other currency, these shall be converted into USD using the official UN exchange rate for currency conversion to USD 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: International/ National Consultant to Mainstream Gender in the Comprehensive Youth Sector Analysis (YSA), Republic of 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:

A. Cost Breakdown per Deliverables

Deliverables	Percentage of milestone / output	Proposed price, USD
<b>Deliverable 1, consisted of:</b> <ul style="list-style-type: none"> <li>- Work plan for gender mainstreaming in the comprehensive youth sector analysis, prepared in consultation with the team of experts hired by UNICEF on a separate contract, UN Women, UNICEF and the MECR, with clear timelines and responsibilities;</li> <li>- Gender review of the methodology and assessment tools which will be used for the analysis of the sector;</li> <li>- Inputs to the Power Point presentation on the methodology and concept of the analysis;</li> <li>- Inputs to the minutes of the discussion of the methodology with UNICEF, UN Women, MECR and LEG</li> </ul>	20%	
<b>Deliverable 2, consisted of:</b> <ul style="list-style-type: none"> <li>- Report with main findings of the desk review of existing materials/ relevant recent studies from gender perspectives</li> <li>- Set of recommendations on gender disaggregated data collection</li> <li>- Inputs to the Power Point presentation on key findings reflected in first draft report</li> </ul>	40%	
<b>Deliverable 3, consisted of:</b> <ul style="list-style-type: none"> <li>- Inputs to the first draft report</li> <li>- Inputs to the second draft report</li> <li>- Inputs to the Final Report on the analysis, including an Executive Summary</li> </ul>	40 %	
	100%	USD

B. Cost Breakdown by Cost Component

Description	Unit of measure (days, units)	No of Units	Unit price, USD	Total Price, USD
Consultancy, daily fee, all inclusive				
Cost of missions to Moldova (travel, etc.)				
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: