

TERMS OF REFERENCE

for a National Consultant to undertake a rapid assessment of the National Gender Equality Mechanisms in Europe and Central Asia (ECA) Region

Type of Contract:	Special Service Agreement (SSA)
Post level:	National Consultant
Location:	Chisinau, Moldova
Language required:	Romanian, English
Application Deadline:	October 30, 2019
Expected duration of the assignment:	Up to 25 working days within a 2 months' calendar period
Expected Start Date:	11 November 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. Placing women's rights at the center of all its efforts, the UN Women leads and coordinates the United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world.

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. UN Women's interventions are contributing to the realization of the [National Strategy on Gender Equality \(NSGE\) for 2017-2021](#) and its associated Action Plan, approved in early 2017, focus on ten areas of interventions such as: women's participation in decision-making, labor market and gender pay gap, social protection and family policies, health, education, climate

change, institutional mechanism, stereotypes in the society and non-violent communication, gender equality in the security and defense sector and gender responsive budgeting.

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

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, during the year 2019 the Governments of Member States and Non-Member States have conducted comprehensive national-level reviews on the implementation of the commitments under 12 critical areas of Beijing Declaration – Beijing +25. The Political Declaration on the occasion of the 25th anniversary of the Fourth World Conference on Women¹ highlighted a number of implementation strategies for the full, effective and accelerated implementation of the Beijing Declaration and Platform for Action. Accordingly, National Reports have reviewed the progress on laws, policies and strategies; institutional mechanisms for gender equality; national processes and mechanisms, linking those related to the implementation and monitoring of the Beijing Declaration and Platform for Action with those related to the 2030 Agenda for Sustainable Development.

National Gender Equality Mechanisms (NGEM)

Establishing a strong national gender equality institutional mechanism (national Gender Equality Mechanisms -GEM) is one of the key obligations stemming from the Beijing Declaration and UN Convention on the Elimination of all Forms of Discrimination against Women (CEDAW). An effective mechanism with the adequate mandate and resources would be the driving force for the fulfillment of international obligations and the national legislation on gender equality.

During last two decades, National Mechanisms for gender equality have increasingly been set up in European Union Countries, Western Balkans, Eastern Partnership Countries (EaP) and Central Asia and their mandates and scope of action have been progressively enlarged, particularly after the 4th World Conference on Women (Beijing, 1995). International guidelines and calls to action in this regard, particularly adopted at UN level and those put forward by the Council of Europe and EU have had a decisive role for these developments.

The role and functions of the national institutional mechanisms for promoting gender equality could not be underestimated, as these are the key pre-requisites and instruments to ensure gender accountability for the implementation of national legal and policy frameworks related to gender equality responding to the legally binding international commitments to CEDAW, BPfA, UN SCR 1325, CoE recommendations and European Conventions, as well as commitments to implement the Agenda for Sustainable Development 2030.

¹ E/2015/27, resolution 59/1.

The national gender equality machineries are in charge of monitoring how the government entities ensure gender mainstreaming of all public policies, how the public institutions are ensuring evidence- based policy making and decision taking based on sex-disaggregated data; cross- sector coordination and observance and promotion of women’s human rights across all sectors of the society, monitoring, evaluation and reporting on results for each women and girl, man and boy of every country, as well as elaboration and adoption of concrete implementation mechanisms and funds allocation.

Different countries in the region have shared their experiences in building and strengthening of their NGEM, however the joint experience has demonstrated the pivotal role of the national institutional mechanisms and gender mainstreaming along with gender-responsive budgeting as a factor of success in their positive results. The reports by different countries can be accessed on UN Women’s web page.

Considering the UN Women Moldova’s Strategic Note 2018-2022, and its 2019 AWP, UN Women Moldova intends to deploy efforts to strengthen the national institutional gender equality machinery in the country. For this purpose, it is important to learn the lessons about the processes and practices encountered by the gender equality institutional mechanisms during past few years, the challenges and opportunities to establish a strong NGEM.

For this purpose, UN Women Moldova intends to hire a national consultant to undertake a comparative analytical research of the institutional mechanisms in the ECA region and provide the best practices examples and recommendations for Moldovan case.

3. Scope of Work

The National Consultant is expected to perform a rapid comparative analytical assessment of the NGEMs (national gender equality institutional mechanisms) in the ECA (Europe and Central Asia) region covering the countries from Western Balkans such as Albania, Bosnia & Herzegovina, Serbia, Macedonia; EaP states: Republic of Moldova, Ukraine, Belarus, Georgia, Armenia, Azerbaijan, and Central Asia states: Turkey, Kyrgyzstan, Kazakhstan; and Romania.

This review is expected to provide analytical insights (challenges, factors of success, opportunities), some best practices examples from other states and recommendations to the Moldovan Government and national institutional mechanism of gender equality (Government Committee on ensuring equality between women and men), reflecting the role of strong and sustainable NGEM in achieving progress in the implementation of the Beijing Platform for Action, CEDAW, UN SCR 1325 and other policies related to gender equality and women empowerment in the selected countries. A comparative analysis of main gender equality benchmark indicators from the selected countries also to be reflected as part of analytical work.

4. Tasks, Activities, Deliverables 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.	Collect background information and prepare a comparative analytical chapter on the status of the national institutional mechanisms from the selected countries: <ul style="list-style-type: none"> Types and diversity; 	Up to 10 days	By November 22 nd , 2019	70 %

No.	Tasks and activities	Estimated workload (workdays)	Tentative timeframe for completion of task	Percentage of milestone/output
	<ul style="list-style-type: none"> • Mandates, roles and functions; • Legal framework that regulates the function of the NGEM • Placements and leverage (decision making power or influence) in the Government or in the Parliament, or a status of an independent institution; • Structure, composition and location (central and local); • Support and resources; • Data on the network of gender focal points or gender councils in public institutions and their capacity and functionality; • Coordination by NGEM of all line ministries; • Coordination and cooperation with Local authorities; • Participation of CSOs in the NGEM and their voice. <p>Deliverable 1:</p> <p>Draft chapter with background information and comparative analysis on the status of the national institutional mechanisms from the selected countries</p>			
2.	<p>Collect available data and prepare a chapter with comparative analysis on the main areas of NGEN's focus:</p> <p>Processes and instruments:</p> <ul style="list-style-type: none"> • gender mainstreaming, • gender impact assessment, • national implementation and monitoring mechanisms to monitor the national gender equality strategies • Gender responsive budgeting • Use of gender statistics <p>in line with the structure of the BPfA (12 areas of critical concern) aligned to the SDGs.</p> <p>Deliverable 2: Draft Chapter of the report on the main areas of NGEN's focus: Processes and instruments</p>	Up to 9 days	By November 30 th , 2019	

No.	Tasks and activities	Estimated workload (workdays)	Tentative timeframe for completion of task	Percentage of milestone/output
3.	Undertake a comparative analysis of the factors of success, examples of success stories, of NGEMs based on the existing available data and the national Review Reports on Beijing +25, CEDAW reports, etc. Comparative information on benchmark gender equality indicators Deliverable 3: Draft Comparative analysis of NGEMs	Up to 3 days	By December 12 nd , 2019	
4.	Prepare a PPT presentation based on summarized rapid assessment analytical report for discussing it during public consultations with the Government, Parliament, CSOs Deliverable 4: PPT Presentation	Up to 1 day	By December 13 rd , 2019	30%
5.	Facilitate a participatory Workshop on NGEM and present the findings of the rapid Assessment of NGEMs	Up to 1 day	Week 16-20 December, 2019	
6.	Make the necessary adjustments/updates in the report based on the proposals received from all relevant stakeholders and submit the final Report to UN Women Moldova CO. Deliverable 5: The report shall be submitted in Romanian and English languages	Up to 1 day	By December 20 th , 2019	
	Total	Up to 25 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.

5. Duration of the assignment

The total duration of the contract is tentatively planned for up to 25 days during October to December 31, 2019.

6. Management arrangements

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

7. 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.

8. Performance evaluation

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

9. Financial arrangements

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

10. 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>.

11. 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 university degree in these areas, in combination with two additional years of related working experience may be accepted.

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 in developing analytical reports, in assisting/supporting drafting policy recommendations/ policy reports, coordinating activities with the Government or international human rights treaty bodies;

- 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

12. Application Procedure:

Interested candidates are invited to submit their online applications by 25 October 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.
- 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.

13. 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 university degree in these areas, in combination with two additional years of related working experience may be accepted.
- 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 - 50 pts; PhD – 70 pts);</i> A university degree in these areas, in combination with two additional years of related working experience <i>(40 pts)</i> .	70
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>	90
3	At least 3 years of proven work experience in developing analytical reports, in assisting/supporting drafting policy recommendations/ policy reports, coordinating activities with the Government or international human rights treaty bodies; <i>(3 years – 50 pts, each year over 3 years – 10 pts, up to a max of 80 pts);</i>	80
4	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 of experience in working with international organizations – 20 pts, including work experience with UN agencies – 30 pts.)</i>	30
5	Excellent command of Romanian and English, knowledge of Russian would be an asset <i>(Romanian – 10 pts, English – 10 pts, Russian – 10 pts)</i>	30
	Total Technical Scoring	300

B) Financial evaluation:

In the Second Stage, the financial proposal of candidates, who have attained minimum 70% score in the technical evaluation (at least 210 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 undertake a rapid assessment of the National Gender Equality Machineries in Europe and Central Asia (ECA) Region

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 25 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: