

TERMS OF REFERENCE

for a national consultant to provide support to UN Women in leading a mentoring program for CSOs to contribute to the empowerment of women survivors of violence

Duty Station:	Chisinau, Republic of Moldova
Type of contract:	Individual Consultant - Special Service Agreement (SSA)
Languages required:	Romanian, Russian, English
Application deadline:	02 nd December 2019
Starting date:	15 January 2020
Duration of the contract:	Up to 11 months, from January to December 2020
Programme:	00098993 (Ending Violence against Women)

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 centre 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.

UN Women's presence in the Republic of Moldova has evolved from being a project-based office in 2007 to a Country Office with fully delegated authority as of 2015. 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](#).

[UN Women Strategy for Moldova 2018-2022](#) 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 a variety of national and international partners and as part of different national and regional initiatives.

Violence against women as a form of gender-based violence represents a global endemic problem threatening the right to life and dignity of millions of women around the world. Gender-based violence entails several social and health consequences for survivors, ranging from negative health outcomes to the fatal phenomenon of femicide or suicide. In our contemporary world, women who are subject to violence continue to be prevented from a full participation in both public and private life, which seriously affects their human dignity and equality. Gender-based violence not only jeopardies women's physical and mental health, but also leads to serious violations of all their human rights, be they economic, social, cultural, civil or political.

With regard to the local context, the latest statistics and survey data available show that violence against women is alarmingly widespread in Moldova. According to the first national study on the prevalence of the phenomenon ("[Violence against Women in the Family](#)") carried out by the National Bureau of Statistics and commissioned by UN Moldova in 2011, 6 out of 10 women from urban areas and 7 out of 10 women from rural areas have experienced at least one form of violence (psychological, economic, physical and/or sexual)

at the hands of their current or former partner during their lifetime, and 1 out of 10 has been exposed to all forms of violence.

There is evidence that due to widespread gender roles and stereotypes, violence against women in Moldova is not only widespread but, in some cases, also accepted and justified in the name of socio-cultural norms. As a consequence, women facing violence are not fully protected and many of them would report violence only in most serious cases. Therefore, as confirmed by the above mentioned national study, a significant number of women remain unassisted and continue to be subject to violence.

In response to the phenomenon of gender-based violence, UN Women tested a new survivor-focused approach by empowering survivors of violence from various backgrounds to speak up and advocate for concrete actions with their peers as well as with the authorities and the media. This approach has led to a change in the perceptions of survivors by the authorities, media and other women, so they are acknowledged and involved as key experts in eliminating violence against women in legislative, policy, institutional and community level initiatives. With the support of UN Women, for the first time, [7 Positive Champions from Moldova](#), women who overcame violence and are now helping other women to do the same, have shared publicly their life experiences, and the solutions they found in overcoming violence. They have also spoken as the real experts in the media and advocated for women's rights in high level meetings. Through their voices they have empowered and encouraged other women who are still suffering in silence.

Moreover, [UN Women Moldova](#) mobilizes other actors of the society including youth, religious leaders, former perpetrators, judicial staff, police, members of the artistic community, so that under the leadership of the survivors of violence, the 'whole of society' can produce long-overdue results for women. Apart from these, UN Women has continuously provided technical support to government authorities and civil society partners to successfully implement the provisions of the [Law No 45-XVI on Preventing and Combating Domestic Violence \(DV\)](#) (2008) and recent amendments, and to strengthen the legislative and policy framework by further aligning it to the international norms and standards. In this regard, in 2016, UN Women supported the Government in the development of the first [National Strategy for Preventing and Combating Violence against Women and Domestic Violence for the Period 2018-2023](#).

Local civil society organisations (hereinafter CSOs) play a crucial role in providing comprehensive and direct services (social, economic, legal, and psychological) to survivors of violence. Available data show that local CSOs provide more than 60% of the total amount of social services and assistance to women survivors of violence ([Report on costing of domestic violence and violence against women in Moldova, 2016](#)). Aware of the important role and efforts made by the local CSOs and supportive of the community-based approach solution to the phenomenon of violence against women, UN Women Moldova is committed to contributing to a further consolidation and capacity-building of Moldovan civil society sector and empowering women survivors of violence so that their voices and needs are taken into due consideration.

RATIONALE

In line with its efforts to combat and eliminate violence against women, UN Women CO, in collaboration with an international organisation, will implement up to 5 tailored coaching programmes aimed at strengthening national specialised CSOs' capacities to support and encourage survivors of violence to take the initiative, lead changes in their communities and found informal groups where women can share their experiences and support each other. To this end, national CSOs will obtain sound organisational and operational skills and will be provided with expertise and assistance in the integration of the gender dimension into their everyday activities and strategies. Simultaneously, UN Women will carry out a mentoring programme with the aim of empowering and supporting women survivors willing to make their voices heard and encourage other women to break the cycle of violence.

In this context, UN Women intends to engage a national consultant to provide technical and logistic support to the international organisation for a successful elaboration and implementation of the mentoring and coaching programmes for women survivors of violence and CSOs in the Republic of Moldova.

SCOPE OF WORK

The main objective of this consultancy is to provide support to EVAW programme and the international organization in conducting the coaching and mentoring programmes. The activity of the consultant will consist of providing technical assistance, guidance, facilitation and coordination, monitoring and regular exchange of knowledge and experience between local CSOs, women survivors of violence and the international organization.

More specifically, the consultant will be responsible for the following tasks:

- Undertake the preparations of the workplan and methodology for the upcoming missions, in collaboration with the specialized international organization in promoting gender equality and combating and preventing violence against women and empowering women by supporting their initiatives through mentoring;
- Provide support to the development of the concept note and agenda, including the design of the sessions/consultations with local CSOs and women survivors of violence for the missions to be undertaken by the international organization;
- Provide support to the identification and elaboration of the list of invitees and draft invitation letters for CSOs and women survivors from different districts/communities etc.;
- Provide support to the international organization for the development and implementation of the coaching and mentoring programmes for women survivors of violence and CSOs;
- Moderate and facilitate thematic meetings and consultations regarding the mentoring and coaching programmes for both women survivors of violence and CSOs;
- Organize any additional meetings and consultations with other stakeholders if necessary (to be decided in consultation with UN Women);
- Collect the feedback from the participants and draft the report of the meetings and consultations based on the feedback collected. The report should contain the main proposals, challenges and recommendations per each actor involved;
- Keep track of the work and lessons learnt.

DELIVERABLES AND TIMEFRAME

The selected consultant will provide monthly progress reports to include the undertaken activities, achieved results, identified challenges and opportunities. The consultant will be responsible for the completion of the following deliverables in line with the timeframe set out below:

No	Deliverables	Tentative timeframe	Tentative # of days required for accomplishment of task	Percentage of milestone/output
1	Workplan and methodology developed	January 2020	6	27 %
2	Report on the support provided for the 1 st mission(s) of the international organization to Moldova	February -March 2020	5	
3	Intermediary report on the support provided during the coaching and mentoring programmes for women survivors of violence and CSOs	July 2020	10	25 %
4	Report on the support provided during the coaching and mentoring programmes for women survivors of violence and CSOs	October 2020	15	38 %

5	Final report on the consultation provided, with insights, lessons learnt, and recommendations	Mid-December 2020	4	10 %
TOTAL			40 days	100 %

All reports must be provided in English, electronically.

DUTY STATION:

The consultant will be based in Chisinau, with frequent travel to selected districts and communities from the Republic of Moldova.

DURATION:

It is expected that the assignment will start on **January 15, 2020** and will be completed by **December 15, 2020**.

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 EWAV Programme Coordinator shall be the only criteria for Consultant's work being completed and eligible for payment/s.

MANAGEMENT ARRANGEMENTS

The consultant will be working under the supervision of the UN Women Programme Coordinator on EAW and in close collaboration with partner NGOs and the international organization. The Consultant will not be located in the premises of UN Women and will have to work remotely. However, the consultant is expected to have monthly coordination meetings with EAW Programme Coordinator and participate in relevant UN Women staff meetings. The selected Consultant shall sign a contract with UN Women for stipulated assignment, as stated above.

TRAVEL

All travel of the consultant to the districts/communities of Moldova will be ensured by UN Women. All travels shall be coordinated with the UN Women Moldova EAW Programme Coordinator in advance.

PERFORMANCE EVALUATION

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 to the consultant in 4 installments, upon submission and approval of the reports on deliverables and achieved results and certification by the supervisor that the services have been satisfactorily performed.

REQUIRED SKILLS AND EXPERIENCE

Education:

- Master's Degree in law, human rights, sociology, gender studies, public relations, development studies and/or other social science related areas relevant for this assignment;
- A University degree in these areas in combination with 5 years of relevant experience is also accepted.

Experience:

- At least three (3) years of proven collaboration with grassroots organisations and public local authorities in coordinating activities and implementing strategies in the field of women's rights;
- At least three (3) years of proven experience in combating and preventing gender-based violence and promoting gender equality;
- At least two (2) years of experience as a team/group leader/manager;
- Experience in working with international organisations including UN is a strong asset.
- Computer literacy and ability to effectively use office technology equipment, IT tools, ability to use Internet and email

Language Requirements:

- Fluency in written and oral Romanian, English and Russian are required.

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:

<https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-values-and-competencies-framework-en.pdf?la=en&vs=637>

EVALUTATION PROCEDURE

Interested candidates are invited to submit their online applications by **December 02, 2019** with the following documents.

- Duly filled Personal History Form PHF11/CV (downloadable from <https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-p11-personal-history-form.doc?la=en&vs=558>);
- 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 – 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.

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

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_{low} is the lowest of all evaluated proposal prices among responsive proposals; and
- X is the maximum financial points obtainable (150 points)

No.	Criteria for technical evaluation	Max. points
1.	Master's Degree in law, human rights, sociology, gender studies, public relations, development studies and/or other social science related areas relevant for this assignment; A University degree in these areas in combination with 5 years of relevant experience is also accepted. (50 pts for Master degree or University degree combined with 5 years of relevant experience, up to 30 pts for additional training(s) in women's rights and eliminating violence against women)	80
2.	At least three (3) years of proven collaboration with grassroots organisations and public local authorities in coordinating activities and implementing strategies in the field of women's rights; (3 years – 40 points, each year over 3 years – 10 points, up to a maximum of 80 pts)	80
3.	At least three (3) years of proven experience in combating and preventing gender-based violence and promoting gender equality; (3 years – 40 points, each year over 3 years – 10 points, up to a maximum of 80 points)	80
4.	At least two (2) years of experience as a team/group leader/manager in undertaking similar assignments. (2 years – 10 points, each year over 2 years – 10 points, up to a maximum of 50 points)	50
5	At least 2 years of proven experience in working with international organisations (successful experience in working with UN agencies is an asset). (2 years – 10 points, each year over 2 years – 5 points, up to a maximum of 20 points)	20
6.	Fluency in written and oral Romanian, English and Russian are required. (Romanian – 10 points, Russian – 10 points, English – 10 points)	30
7.	Computer literacy and ability to effectively use office technology equipment, IT tools, ability to use Internet and email;	10
	Maximum total technical scoring:	350

The technical evaluation will be carried out 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).

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.

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.

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. 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 ensure transportation to local communities. 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: National Consultant to provide support to UN Women in leading a mentoring program for CSOs to contribute to the empowerment of women survivors of 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:

Deliverables	MDL
Daily fee all inclusive	
Total price for 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: