

TERMS OF REFERENCE

for a national consultant to support the public authorities in reviewing the draft law on the performance of the psychological activity in the Republic of Moldova

Location:	Chisinau, Republic of Moldova
Type of contract:	Individual Consultant - Special Service Agreement (SSA)
Languages required:	Romanian, English
Application deadline:	20 th January 2020
Starting date:	3 rd February 2020
Duration of the contract:	Up to 35 working days, from February 2020 until end of 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, 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 [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 this context, 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](#).

Comprehensive social services are essential for survivors of gender-based violence. It is well-known that specialised psychological counselling can significantly improve the health outlook for women and girls survivors of violence, thus further contributing to women's recovery from violence, their empowerment and prevention the reoccurrence of violence in the future ([Essential services package for women and girls subject to violence](#)). As set out in the [Convention on preventing and combating violence against women and domestic violence](#), women and girls should have access to an array of general and specialized services, including psychological support. However, according to the [Report on costing of domestic violence and violence against women in Moldova](#), over 30% of the services that are listed as essential in the international standards do not exist in Moldova or are not efficient. Aware of the existing challenges, UN Women Moldova is committed to contributing to the improvement of psychological services available to those in need, including women and girls survivors of gender-based violence, by providing support to the national relevant authorities in finalising the law on the performance of the psychological activity.

Rationale

Given the current situation in the Republic of Moldova, when there is no specific legislative framework regulating and harmonizing the psychological activity, the parliamentary standing Committee for Social Protection, Health and Family has started the elaboration of a draft law on the performance of the psychological activity. In this sense, the parliamentary standing committee for social protection, health and family is now working to develop a comprehensive and aligned to the international standards legal framework which will, on one hand, consolidate the efforts made by the psychologists and, on the other hand, will ensure that the specialised psychological services available to those in need, including women and girls survivors of gender-based violence, are efficient and systemic.

In this context, UN Women intends to engage a national consultant to provide his/her expertise to the parliamentary standing Committee for Social Protection, Health and Family to evaluate and finalise the draft law on the psychological activity in the Republic of Moldova.

SCOPE OF WORK

The main objective of this consultancy is to provide technical support to the parliamentary standing Committee for Social Protection, Health and Family in reviewing, completing and finalizing the existing draft law. The activity of the national consultant will consist of providing technical assistance, guidance, facilitation, coordination and regular exchange of knowledge and expertise with the parliamentary standing committee for social protection, health and family responsible for the elaboration of the law.

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

- Undertake the preparations of the work-plan and methodology for the work sessions, in collaboration with the parliamentary standing committee for social protection, health and family responsible for the elaboration of the law;
- Undertake desk review of the relevant national and international legislation and familiarise with the activities of the Psychologists' Union and the Chamber responsible for the regulation of the psychologists' activities;
- Contribute with expertise to the harmonisation of the draft law in line with the provisions concerning the activities of the Psychologists' Union and the Chamber responsible for the regulation of the psychologists' activities;
- Provide support to the review, completion and finalization of the draft law, aligning it to the European and international standards and provisions;
- Provide support to the organisation of public consultations regarding the elaborated draft law, moderate and facilitate thematic meetings and consultations;
- Organise any additional meetings and consultations with other stakeholders if necessary (to be decided in consultation with UN Women and parliamentary standing committee for social protection, health and family);
- Draft reports of the meetings and consultations. 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 national 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;	By 15 February 2020	4	35 %
2	Report on desk review of relevant national and international legislation elaborated and submitted ;	By 15 March 2020	7	
3	Report on the support provided during the process of review, completion and finalization of the law on the performance	October 2020	20	65 %

	of the psychological activity elaborated and submitted;			
4	Final report with insights, lessons learnt, and recommendations elaborated and submitted.	Mid-December 2020	4	
TOTAL			35 days	100 %

All deliverables should be agreed with UN Women in consultation with the parliamentary standing Committee for Social Protection, Health and Family. The deliverables have to be provided in English, in electronic copy.

DUTY STATION:

The consultant will be based in Chisinau.

DURATION:

It is expected that the assignment will start on **February 3rd, 2020** and will be completed by **December 31, 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 Programme Analyst on Ending Violence Against Women 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 Analyst on Ending Violence Against Women, and in close collaboration with the parliamentary standing Committee for Social Protection, Health and Family. The national consultant will not be located in the premises of UN Women and will have to work remotely. However, the consultant is expected to have weekly coordination meeting with UN Women Programme Analyst on Ending Violence Against Women 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

No travels are envisaged under the current assignment. In the case of unforeseeable travel, UN Women will ensure transportation outside Chisinau. All travels shall be coordinated with the Programme Analyst on Ending Violence Against Women 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 2 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:

1. Master degree in psychology and/or other related areas relevant for this assignment;

Experience:

- 1) At least five (5) years of proven experience in the field of psychology;
- 2) At least (3) three years of proven collaboration with public authorities in the elaboration and/or review of relevant legal, policy initiatives and coordinating initiatives and implementing strategies in the field of psychology;
- 3) At least one (1) year of proven experience in the field of preventing gender-based violence and promoting gender equality;
- 4) Experience with development organisations, including donors and stakeholders would be an asset.

Language Requirements:

- 5) Fluency in written and oral Romanian. Working language of English is required.

Other Skills

- 6) Computer literacy and ability to effectively use office technology equipment, IT tools, ability to use Internet and email.

Values and competencies

Core Values:

- Integrity
- Professionalism
- Cultural sensitivity and respect for diversity
- Gender sensitiveness and empathy towards women's rights issues
- Respect for UN principles

Core Competencies:

- Communication
- Planning and Organizing
- Organizational Awareness
- Team working ability
- Accountability
- Leadership

EVALUTATION PROCEDURE

Interested candidates are invited to submit their online applications by **January 20, 2020** with the following documents.

- Duly filled Personal History Form PHF11/CV (downloadable from http://www.unwomen.org/wp-content/uploads/2011/01/P_11_form_UNwomen.doc);
- 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, the individual consultants will be short-listed based on the following minimum qualification criteria:

1. At least five (5) years of proven experience in the field of psychology;
2. At least (3) three years of proven collaboration with public authorities in the elaboration and/or review of relevant legal and policy initiatives and coordinating initiatives and implementing strategies in the field of psychology;
3. At least one (1) year of proven experience in the field of preventing gender-based violence and promoting gender equality;

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 psychology and/or other related areas relevant for this assignment; (80 points for master's degree, 10 points for PhD degree)	90
2.	At least five (5) years of proven experience in the field of psychology; (5 years – 40 points, each year over 5 years – 10 points, up to a maximum of 90 pts)	90
3.	At least (3) three years of proven collaboration with public authorities in the elaboration and/or review of relevant legal and policy initiatives and coordinating initiatives and implementing strategies in the field of psychology; (3 years – 40 points, each year over 3 years – 10 points, up to a maximum of 80 points)	80
4.	At least one (1) year of proven experience in the field of preventing gender-based violence and promoting gender equality; (1 year – 10 points, each year over 1 year – 10 points, up to a maximum of 30 points)	30
5.	Experience with development organizations, including donors and stakeholders would be an asset; (1 year – 10 points, each year over 1 year – 5 points, up to a maximum of 20 points)	20

6.	Fluency in written and oral Romanian. Working knowledge of English is required. (Romanian – 20 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

No travels are envisaged under the current assignment. In the case of unforeseeable travel, UN Women will ensure transportation outside Chisinau. 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 support the public authorities in reviewing the draft law on the performance of the psychological activity in the 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:

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: