

TERMS OF REFERENCE

National IT expert on e-learning

Duty Station:	Moldova
Languages required:	Romanian, English and Russian
Application deadline:	1 March 2020
Starting date:	9 March 2020
Expected duration of the assignment:	35 working days [within the period of March– November 2020]
Contract Type:	Individual Contract (IC)
Project:	00098990 (Women Economic Empowerment)

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) 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](#). The 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 variety of national and international partners and as part of different national and regional initiatives.

Since 2011, UN Women, with the financial support of the Austrian Development Agency (ADA) and Swiss Agency for Development and Cooperation (SDC), has been implementing the regional project "Promoting Gender Responsive Policies in South-East Europe and the Republic of Moldova" covering Albania, Bosnia and Herzegovina, the Former Yugoslav Republic of Macedonia (FYR Macedonia) and the Republic of Moldova (Regional GRB Project).

The overall goal of the Regional GRB Project is to support the advancement of implementation of national and international commitments to gender equality and women's empowerment in line with national Sustainable Development Goals priority targets.

RATIONALE

The second 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, labour 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.

Under the "Gender Responsive Budgeting" area of intervention, the NSGE focuses on development, piloting and institutionalizing of GRB tools (gender sensitive indicators, expenditure strategies and concepts) by building capacity of government gender units/gender focal points to develop and promote gender responsive fiscal laws, policies, national and

sectorial action plans to enable specific budgetary allocations for advancing gender equality and women's empowerment.

Under the "Institutional mechanism" area of intervention, the Government of Moldova entrusted the Academy of Public Administration (APA) an important role in "transposing gender mainstreaming into policies and programs in practice at all stages of the policy cycle by providing regular training on gender equality and human rights for central and local government civil servants". The Academy of Public Administration (APA) was created by Presidential Decree no. 73 of 21st of May 1993 to help fill a complete void in provision of initial and continuous professional development of public service personnel. Approximately 3000 participants representing different public institutions in Moldova benefit from different courses offered by APA annually.

In 2018 UN Women in collaboration with Academy of Public Administration developed a Gender Equality Course for Public Servants for all levels and regions of the country. The Gender Equality Course for Public Servants contributes to gender mainstreaming into all work of the Government of Moldova at central and local levels.

In addition, APA created a core group of *8 APA Gender Equality Trainers*, designated by APA and relevant public institutions, who were capacitated and certified by APA to deliver the Gender Equality Course for Public Servants.

The Gender Equality Course for Public Servants introduced both a conceptual and practical tool to start and continue gender mainstreaming into strategic and daily work of civil servants responsible for making evidence-based policy and budget decisions to ensure equality between men and women at all levels, areas and fields of activity.

E-learning is still a novelty in the Project Countries that UN Women agreed to support the main goal of this support is to create a massive number of public administration officials/public servants which understand and utilize the main concepts on GE and GRB. This is very much linked with the sustainability of interventions for the future. These modules will be owned by the governments and will be used in the future as well.

In 2018, representatives from APA participated within a workshop on Gender and Gender Responsive Budgeting E-learning Module organized in Tirana, Albania within the project "Promoting Gender Responsive Policies in South East Europe" (2017-2018)". The main objective of the event was to reflect on the best practices of implementation of the GRB e-learning module. The event seeks to exchange views and foster discussion between partners. On the margins of this event, public officials in charge of the development of the modules from participating countries met and discussed on best practices on e-learning opportunities from each country.

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In this context, UN Women, in collaboration with Academy of Public Administration, is seeking to hire a national consultant to provide necessary requirements and recommending a technical approach to meet the needs for developing an e-learning course for public officials on Gender Equality & Gender Responsive Budgeting.

The e-learning course shall be placed on the e-learning platform of the APA, the institution that shall further ensure the maintenance of the course.

SCOPE OF WORK

The national consultant will provide necessary requirements and will recommend a technical approach to meet the needs for developing an e-learning course for public officials on Gender Equality & Gender Responsive Budgeting. The consultant will generate the design specifications for e-course development.

The consultant will have to oversee the development, testing and implementation of the technical solution and to validate that the final product satisfies the defined requirements.

He/ She will review the technical documentation, such as user guides, training manuals and system specifications, prior to distribution to end-users and to ensure that it is accurately represented.

The e-learning course shall aim to ensure easy and fast access to information and knowledge and build the capacities of the target group in the field of Gender Equality & Gender Responsive Budgeting.

Target group: public servants of technical level, from central government (line ministries), local public authorities (I and II tier LPAs)

In order to achieve the stated objective, the consultant is expected to perform the following tasks:

TASKS

The assignment will require the completion of the following tasks:

Task 1: Apply Instructional Design techniques to transform the off-line training on gender equality & gender responsive budgeting, into a flexible e-learning course:

- Review and assess the offline/in-persons training course on gender equality & gender responsive budgeting issues, provide recommendations on the offline training into an e-learning one; coordinate with the UN Women team and APA staff on the most suitable e-learning solution(s);
- Apply Instructional Design techniques to transform the off-line/in-classroom training into a flexible e-learning course;
- Support to testing and piloting the e-learning course – at least two pilot sessions delivered with end-beneficiaries, and perform adjustments to the course as necessary;
- Provide continuous guidance, coaching and professional advice to APA staff and UN Women team in the process of developing an e-learning course on gender equality & gender responsive budgeting in: developing the structure, scenarios, identifying and combining visual, textual and audio elements, etc.;
- Expert advice and support to ensure the sustainability and maximize the impact of the course.

Task 2: Training and coaching of APA staff, trainers and UN Women consultants and partners on e-learning topics (instructional design, using authoring tools, and content management)

- Provide training and mentoring to APA staff and managers, UN Women consultants and partners in the specifics of e-learning courses vs offline training, content development and management, e-transformation of e-learning courses; mentoring and coaching on using e-learning tools, including developing and uploading e-courses, designing scenarios for professional development trainings, pedagogic redesign, managing/updating e-learning courses, etc.;
- Provide advice on other e-learning related topics.

Task 3: Develop procurement package for one e-learning training on gender equality & gender responsive budgeting issues:

- Draft technical requirements/specifications and technical evaluation criteria for the e-learning solutions to be deployed, in line with the best practices and available solutions in this field;
- Provide advice and impartial argumentation in evaluating technical proposals, provide clear answers and comments to inquiries submitted;
- Ensure adequate and timely monitoring of the progress of developing and quality the contracted e-learning solutions.
- Provide assistance and guidance throughout the developing process - in the analysis and design phase, development, testing and piloting phases, including training of users and final adjustments and submission of project deliverables.

DELIVERABLES AND TIMEFRAME

The assignment should be carried out within a period of 9 months, not exceeding 35 workdays.

Tasks and Deliverables	Number of working days	Timeframe
Task1: Expected deliverables for task 1: Progress report and:	Up to 14 working days	
<i>Review of offline course materials performed, recommendations on the transformation of the course into e-learning format provided;</i>		March 2020
<i>Instructional design tools applied; course content transformed into a flexible e-learning solution – draft course developed</i>		May 2020
<i>Testing and piloting performed, adjustments to the course performed accordingly</i>		August 2020
<i>Mentoring and advice to APA staff and trainers, UN Women consultants and partners in e-learning topics – continuous throughout the duration of the assignment</i>		October 2020
<i>Instructional design tools applied; course content transformed into a flexible e- learning solution – final version of the course</i>		October 2020
Task 2: Expected deliverables for task 2: Progress report and:	Up to 9 working days	
<i>One training (2 days of training) delivered for APA trainers and staff, UN Women consultants (up to 10 persons) and partners in the specifics of e-learning courses vs offline training, content development and management, e- transformation of e-learning courses; including training toolkit (agenda, user- friendly and practical guidelines for APA staff, power-point presentations, case studies, examples, handouts, etc.)</i>		March 2020
Task 3. Expected deliverables for task 3: Progress report and:	Up to 12 working days	
<i>Procurement related package for the e-learning solution(s) as per UN Women requirements: (technical requirements/specifications for the eLearning solution(s), evaluation criteria, etc.) developed; technical expert assistance in procurement processes (including responses to bidders' clarification questions, clear-cut comments for the qualified offers and justifications for the rejected/disqualified offers) provided.</i>		By April 2020
<i>Monitoring and assessment of the technical performance of the Provider contracted to deliver the e-learning solution ensured</i>		October 2020
<i>Final Activity Report</i>		November 2020
TOTAL	Up to 35 working days	

MANAGEMENT ARRANGEMENTS:

The Consultant shall work partners and consultants contracted by UN Women responsible for developing the content of the course, under the direct supervision of the UN Women Economic responsible staff, and other designated APA staff, guide and coach them in the process of adjusting the content of the course to the requirements and specifics of e-learning.

The National Consultant will be provided by UN Women and APA with the necessary information, materials and logistics, as well as office space and equipment for the fulfilment of his/her tasks.

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 Consultants, prior to travel and will be reimbursed.

PERFORMANCE EVALUATION

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

FINANCIAL ARRANGEMENTS

Payment will be disbursed in instalments upon submission and approval of deliverables and certification by the UN Women and APA designated representative and UN Women responsible staff that the services have been satisfactorily performed.

REQUIRED SKILLS AND EXPERIENCE

Qualifications:

- University/master's degree in Informational Technologies, Social Science, Pedagogy or related areas.

Experience:

- At least 5 years of professional working experience in carrying out assessments, of working on development of e-learning courses, providing online courses/trainings, e-learning courses design, elaboration, implementation and/or evaluation, etc.,
- At least 3 years of proven experience and advanced capacity to deliver trainings on e-learning related topics; more particularly experience and advanced capacity to deliver trainings on e-learning for professional development of public servants;
- At least 2 years of proven experience in developing terms of references, monitor and evaluate the IT deliverables for e-learning courses;
- Previous experience in working on similar assignments with international and local organizations; previous successful experience of working with UN agencies is an asset.

Language skills:

- Fluency in verbal & written Romanian and English. Working knowledge of Russian will be considered an asset.

APPLICATION PROCEDURE:

Interested candidates are invited to submit their online applications by **1 March 2020** 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.

EVALUATION OF APPLICANTS:

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

- University/Master Degree in Informational Technologies, Social Science, Pedagogy or related areas.
- At least 5 years of professional working experience in carrying out assessments, of working on development of e-learning courses, providing online courses/trainings, e-learning courses design, elaboration, implementation and/or evaluation, etc.,
- At least 2 years of proven experience in developing terms of references, monitor and evaluate the IT deliverables for e-learning courses;

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	University/Master Degree in Informational Technologies, Social Science, Pedagogy or related areas (<i>University degree - 30 pts; Master – 40 pts</i>); Other formal education relevant for the assignment (<i>10 pts</i>);	40
2	At least 5 years of professional working experience in carrying out assessments, of working on development of e-learning courses, providing online courses/trainings, e-learning courses design, elaboration, implementation and/or evaluation, etc.,; (<i>5 years – 70 pts, for each year over 5 years – 10 pts, up to a max of 80 pts</i>);	80
3	At least 3 years of proven experience and advanced capacity to deliver trainings on e-learning related topics; more particularly experience and advanced capacity to deliver trainings on e-learning for professional development of public servants; (<i>3 years – 60 pts, for 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 developing terms of references, monitor and evaluate the IT deliverables for e-learning courses; (<i>2 years – 60 pts, each year over 2 years – 10 pts, up to a max of 80 pts</i>);	80
5	Previous experience in working on similar assignments with international and local organizations; previous successful experience of working with UN agencies is an asset (<i>2 years –20 pts, each year over 3 years –10 pts, up to a maximum of 40 pts</i>)	40
6	Fluency in verbal & written Romanian and English. Working knowledge of Russian will be considered an asset (<i>Romanian – 10 pts, English – 10 pts, Russian – 10 pts</i>)	30
	Total Technical Scoring	350

B) Financial evaluation:

In the Second Stage, the financial proposal of candidates, who have attained minimum 70% score in the technical evaluation (at least 245 points), will be compared.

WINNING CANDIDATE

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

Annex I: Price Proposal Guideline and Template

The prospective National Consultant should take the following explanations into account during submission of his/her price proposal.

1. Daily fee

The daily price proposal should indicate a "lump sum amount" which is "all-inclusive"; All costs (professional fees, communications, consumables during field related missions, etc.) that could possibly be incurred by the Contractor needs to be factored into the proposed price.

UN Women will not withhold any amount of the payments for tax and/or social security related payments. UN Women shall have no liability for taxes, duties or other similar charges payable by the Individual Contractor in respect of any amounts paid to the Individual Contractor under this Contract, and the Contractor acknowledges that UN Women will not issue any statements of earnings to the Individual contractor in respect of any such payments.

2. Travel costs

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 IT expert on e-learning

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	

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: