

TERMS OF REFERENCE

Consultant to support the preparation of Mid-Term Review of UN Women Moldova CO Strategic Note 2017-2021

Agency:	UN Women, Moldova
Position:	Consultant
Contract type:	Consultant – Special Service Agreement (SSA)
Post level:	Short-term International Consultant
Duration of contract:	April – August 2020 (15 working days)
Duty Station:	Chisinau
Languages required:	English
Deadline for applications:	April 22, 2020 , 12.00 pm East time
Tentative starting date:	29 April, 2020
Duration of assignment:	15 days (within the period April- August)

1. Background

UN Women's presence in the Republic of Moldova has evolved from being a project-based office in 2007 to a Country Office with full delegated authority as of 2015. Currently, UN Women Moldova Country Office is in the first year of implementing its Strategic Note (SN) for 2018-2022, which is aligned with the Republic of Moldova-United Nations Partnership Framework for Sustainable Development 2018-2022 and the Global Strategic Plan of UN Women.

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.

The SN outlines the overall Theory of Changes and plan of action for the UN-Women Moldova Country office for the years 2018-2022 and includes a Development Results Framework (DRF) and an Organizational Effectiveness and Efficiency Framework (OEEF) with expected results and targets/ indicators/ baselines. The duration of UN Women Moldova SN is five years and it is implemented through Annual Work Plans (AWPs). As a part of UN Women corporate policies, all offices are required to undertake mandatory mid-term review (MTR) of the SN of three years duration or more. In this light, UN Women Moldova Country Office is embarking on the mid-term review of its SN within 2.5 years of its implementation in the middle of 2020.

In 2020 Moldova – as many other countries around the globe – has faced an unprecedented challenge and hardship in ensuring proper prevention and response to the coronavirus disease (COVID-19) which risks becoming a long-lasting brake on health, social and economic recovery and might lead to the global crisis. The COVID-19 crisis is likely to have a profound and negative multidimensional impact on Moldova, hitting the hardest the most vulnerable, and having disproportional effect on women and men.

Thus, the programmatic areas, output level and indicators require review and adjustment to align with the current national priorities and COVID-19 recovery measures and to remain relevant to the changes made by the new power structures and consequences imposed by the pandemic.

The objectives of the UN-Women Moldova MTR are as follows:

1. To analyze and reflect on the progress made towards attainment of the planned results as defined in the SN for Moldova, including challenges and lessons learned over the 2.5 years of implementation;
2. To review theory of change as articulated in the SN together with partners and beneficiaries;
3. To take stock of emerging issues and changes in the programming context (including normative developments) and operational response;
4. To agree on the contribution of UN Women Moldova towards fulfilment of GEWE commitments as aligned to the SDGs and the national priorities.

The following is the overall timeline of MTR process in UN Women Moldova CO in 2020.

<i>Task</i>	<i>Time</i>
Finalization of TOR and agenda	31 March
Recruitment of consultant for the MTR	29 April
Survey of partners and initial consultations with key stakeholders	30 April
Development of Position Papers and Agenda for the MTR meeting	30 April
MTR meeting (on virtual mode)	15 May
Finalization and sharing of MTR report	29 May

Prior to the MTR meeting in June, preparatory work needs to be completed. This includes preparation of discussion papers and conducting a survey of key partners and stakeholders. Most of the work will be done at the distance. Mission to Chisinau will be required for the MTR workshop to be organized.

UN Women Moldova CO seeks a consultant to undertake key elements of the preparatory work for SN MTR in April-June 2020.

2. Tasks and responsibilities:

Under the overall guidance and supervision of the Head of Office of UN Women Moldova CO, the consultant will be responsible for following tasks to assist the preparation of the MTR:

- **Desk review of key documents, including:**
 - Guidance Note: Mid Term Reviews of Strategic Notes
 - UN Women Moldova Strategic Note (2018-2022)
 - UN Women Moldova Annual Reports (2018, 2019)
 - Moldova United Nation Cooperation Framework UNPRSD 2018-2022
 - Prodocs of existing and pipeline projects and programmes
 - UN Women Global Strategic Plan SP (2018-2021)
 - ECA Regional Strategic Note 2019-2021
 - ECA Regional Advocacy Paper “Building more inclusive, sustainable and prosperous societies in Europe and Central Asia” (2017)
 - Quality Assessment of UN Women Strategic Notes and Annual Reports (2017 and 2018)

- UNDAF annual reports
- UN Development System reform - Repositioning of the UN system Document
- **Prepare a short questionnaire** based on the sample questions in the Annex of the UN Women MTR guidance, and conduct a survey of key UNW CO partners, analyzing and synthesizing results for feedback.
- **Develop a short and focused Positioning Paper** outlining relevance and programme balance. Prepare and make recommendations on position papers on Programme, Partnerships, Normative Issues, Coordination Issues, Operations and Communication and agreed with the CO team.
- **Capture the main findings and issues identified for all papers in a powerpoint presentation and brief the CO team.**
- **Conduct specific sessions within the Mid Term Review workshop**, and participate fully in discussions.

Expected Key Deliverables by the Consultant and its timeline

Key Deliverables	Timeline	Payment milestone
Survey and interview questionnaire drafted and finalized, and the questionnaire being distributed to key partners	By 25 April	40%
Responses from key partners being collected and consolidated (from survey – up to 50 respondents, and interview – up to 10 stakeholders)	By 30 April	
Summary of key findings and recommendations generated from the analysis of questionnaire responses being drafted and finalized in Word Document	By 3 May	
2-3 page positioning paper in Word prepared and finalized by answering the following questions (as specified in the MTR guidance): <ul style="list-style-type: none"> ● Is UN Women relevant in the country and making a difference? ● Is the office succeeding in striking the right balance between its programmatic, normative, advocacy, and coordination roles? ● Are the Theories of change that underpin the programme still valid? ● What are the issues and challenges? ● Does something need to change? Are we responding to the right issues at the right level? 	By 30 April	40%
One-page position papers on Programme, Partnerships, Normative Issues, Coordination Issues, Operations and Communication.	By 30 April	
Conduct key sessions with MTR workshop (on-line) and contribute to discussions.	15 May	
Prepare and finalise SN MTR report including summarising findings from the MTR workshop discussions.	29 May	20%

All deliverables shall be agreed with the UN Women Moldova CO management. All reports shall be presented in English, both electronic and hard copies.

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 Moldova CO management shall be the only criteria for national consultant's work being completed and eligible for payment/s

Duration and remuneration:

UN Women will fund the costs of the consultancy work and maintain overall oversight and monitoring of the consultancy work. The duration of the consultancy will be within the period of April – August 2020 with an estimated 15 **working days**.

Minimum Requirements, Qualifications and Experience:

Education:

- Master's degree or advanced university degree in social science, gender/women's studies, programme management, or other related fields

Experience:

- 10 years of professional work experience in programme development and implementation, including monitoring and evaluation activities.
- Experience working on gender equality and women's empowerment ECA region.
- Proven experience in guiding and documenting programme reviews and evaluations.
- Proven knowledge of programme monitoring and evaluation theory, including theories of change, methodology, technology and tools;
- Experience working programming, monitoring and evaluation with the UN agencies, similar international organizations, NGOs, multi/bilateral and/or government institutions would be an advantage.

Language requirements:

- Excellent oral and written communication skills in English. Knowledge of Russian will be an asset.

Competencies

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>

Functional Competences

- Excellent analytical and research skills
- Strong facilitation skills;
- Strong interpersonal and good communication abilities
- Excellent writing skills both in Albanian and in English
- Proven ability to work within limited time constraints in the preparation of high-quality documents;
- Ability to organize work efficiently and deal with multiple tasks;

Annex I: Application Process

The application should include:

- Personal History Form (P-11 form) - including past experience in similar assignments; can be downloaded at <http://www.unwomen.org/about-us/employment>, a signed copy should be submitted;
- Letter of Intent to include a brief overview about which of your previous experiences makes you the most suitable candidate for the advertised position.
- Minimum two examples of analytical/monitoring work to be provided.
- Financial Proposal (USD/MDL): Specify a total lump sum amount and the number of anticipated working days for the tasks specified in this Terms of Reference. The financial proposal shall include a breakdown of all costs related to completion of the task under the current Terms of Reference.

Evaluation process

The applications will be evaluated using a cumulative analysis method taking into consideration the combination of qualifications and financial proposal.

The candidates will be short-listed based on the minimum qualification criteria mentioned above:

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	Scoring	Max. points
1	Master's degree or advanced university degree in social science, gender/women's studies, programme management, or other related fields	Bachelor – 20 pts Master's - 30 pts Additional Monitoring &	40

		RBM training – up to additional 10 pts	
2	10 years of professional work experience in programme development and implementation, including monitoring and evaluation activities	(3 years –40 pts, each year over 3 years – 10 pts, up to a max of 70 pts)	70
3	Experience working on gender equality and women’s empowerment ECA region	3 years –40 pts, each year over 3 year –10 pts, up to a maximum of 60 pts	60
4	Proven experience in guiding and documenting programme reviews and evaluations	3 years –30 pts, each year over 3 year –5 pts, up to a maximum of 70 pts	70
5	Proven knowledge of programme monitoring and evaluation theory, including theories of change, methodology, technology and tools	3 years –20 pts, each year over 2 year –5 pts, up to a maximum of 60 pts	60
6	Experience working programming, monitoring and evaluation with the UN agencies, similar international organizations, NGOs, multi/bilateral and/or government institutions would be an advantage.	2 years –10 pts, each year over 2 year –5 pts, up to a maximum of 30 pts	30
7	Excellent oral and written communication skills in English. Knowledge of Russian will be an asset.	10 pts - for each language knowledge	20
	Maximum 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 II: Price Proposal Submission Form

To: United Nations Entity for Gender Equality and the Empowerment of Women

Ref: Consultant to support the preparation of Mid-Term Review of UN Women Moldova CO Strategic Note 2018-2022

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	Unit (USD)
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: