**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:



 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 ptsMaster’s - 30 ptsAdditional Monitoring & RBM training – up to additional 10 pts | 40 |
| 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: