

## TERMS OF REFERENCE

### for a National Consultant to provide support to UN Women's work on innovation within Ending Violence against Women programme

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<b>Duty Station:</b>	Chisinau, Moldova
<b>Programme:</b>	00098993
<b>Primary category:</b>	Ending Violence Against Women
<b>Type of Contract:</b>	Individual Consultant - Special Service Agreement (SSA)
<b>Languages Required:</b>	Romanian, English, Russian
<b>Duration of Contract:</b>	Up to 50 working days, during May 2020 – January 2021

## BACKGROUND

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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, peace and security.

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 \(NSGE\)](#), the [National Strategy for Preventing and Combating Violence against Women and Domestic Violence for the Period 2018-2023](#), and aims to contribute to the gender-responsive implementation of the 2030 Agenda for Sustainable Development. The Strategic Note 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.

Violence against women (VAW) is one of the most systematic and widespread human rights violations. In Moldova, as in the region and around the world, it affects individuals regardless of the context, culture, or their socio-economic status, with serious repercussion for women, their families, and society in general. According to the Moldovan national study "[Violence against Women in the Family](#)", carried out by the National Bureau of Statistics, and commissioned by UN Moldova in 2011, 63% of women above 15 years old experience some form of violence (psychological, physical, sexual, and economic) from a husband/partner during their lifetime. Rural women, elderly women, Romani women, women with disabilities, HIV-positive women reported the highest prevalence rate of multiple forms of violence. Despite significant progress, including in the area of legal and policy reforms, research, and awareness raising campaigns, the prevalence of VAW in Moldova remains high. There is still widespread limited access to justice and support services for survivors. Stigmatization of women victims of gender-based violence, domestic violence by their family, community, law enforcement representatives and service providers still continue. As a result, women affected by violence and eyewitnesses are demotivated to report abusive acts

Taking into consideration these aspects, UN Women Moldova Country Office started to apply innovative approaches from 2010 in programming with the key focus on Eliminating Violence against Women area, and in a more systemic manner from 2015. This was done as a follow up to the establishment of UN Women Innovation Cohort, where UN Women Moldova Representative took part. By implementing the approach called positive deviance (PD) UN Women engaged women survivors of violence who overcame their violence situations, broke the norm and found ways to achieve greater results with the same resources to help other women in their communities. UN Women employs such adaptive solutions by empowering survivors of violence from various backgrounds to speak up and advocate for concrete actions with their peers as well as with authorities and the media. This approach has led to a change in the perceptions of survivors among representatives of the authorities, media and other women, so that they are acknowledged and involved as the key experts in eliminating VAW in legislative, policy, institutional and community level initiatives.

In addition to this, UN Women Moldova has initiated in 2015 a partnership with academics and practitioners from the University of Oxford/Saïd Business School, Copenhagen University, Inland University of Applied Science and Welfare

Improvement Network (WIN) in testing the use of virtual reality tools for effective response to cases of violence against women. The partners have fully embraced together the call for exploring innovative ideas to find sustainable and transformative solutions as envisaged by Agenda 2030 and started some initiatives in developing virtual reality, system dynamics models/approach for policy and decision making. The virtual reality tool was tested in July 2018 with participation of representative from multidisciplinary teams from Drochia district, public authorities' representatives, service providers and women's survivors of violence giving UN Women and its partners the possibility to verify the solutions' potential.

In 2019, UN Women Country Office has started the next stage of the work in innovation and exploring new approaches in development work by further testing virtual simulation models as a learning tool for women survivors of violence, service providers, other important stakeholders with main focus in prevention of violence among youth. Therefore, UN Women has invited a high caliber and specialized company working on Virtual and Augmented Reality (VR, AR) to partner with UN Women Country Office in Moldova to jointly conceptualize the use of upscaling solutions in Moldova with the focus on youth.

In this regard, during August 2019-February 2020, UN Women Moldova has hosted two missions in Moldova of the team of experts from the VR/AR company to facilitate the co-creation of a virtual reality/augmented simulation tool with the aim to accelerate dissemination and upscaling of behaviors that promote ending violence in Moldova based on the Positive Deviance approach with major focus on youth. Since the start of the initiative, the representatives of the international company have been working to identify champion behaviors through seven scenarios which have been developed by the participants representing youth, service providers and government representatives within several thematic workshops. One scenario has been selected to be integrated in the Virtual Reality prototype, which has to be tested and piloted in collaboration with relevant stakeholders. In addition to this, a framework for a blended learning strategy has been developed that will ensure supporting the efficient utilization of the tool.

In order to ensure the successful finalization of the initiative, specifically conducting the testing and piloting of developed VR prototype and relevant materials, programmatic support is needed from a local consultant with necessary knowledge of Moldova local context, expertise in EAW field and previous collaboration with local relevant stakeholders. Therefore, UN Women plans to recruit a national consultant to support UN Women programmatic work on Ending Violence against Women, with focus on innovation, on the above-mentioned initiative.

## **SCOPE OF WORK**

The main objective of this consultancy is to provide support to EAW programme in organizing the testing of developed Virtual Reality prototypes and to ensure the organization of the piloting stage, in collaboration with relevant stakeholders. The activity of the consultant will consist in providing technical assistance, guidance, facilitation, coordination, monitoring and regular exchange of knowledge and experience between various stakeholders (NGOs, LPAs, service providers, initiative groups, youth and positive champions/outliers etc.).

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

- Provide support in development of interactive guidelines, manuals for users and facilitators, to be integrated into the VR tool and support in development of the blended learning platform.
- Provide support in planning and organizing the testing stage, specifically: development of the concept note, methodology, agenda, list of invitees; draft invitation letters; design the sessions/consultations with local stakeholders to be organized during a 3<sup>rd</sup> mission in Moldova of international team of experts, or via online platforms. Within this stage developed prototypes, blended learning platform, guidelines and manuals will be tested.
- Ensure conducting of the piloting stage, specifically: provide support in conducting an analysis of the pilot schools and Youth Centers in regard to availability of the technological equipment for interactive learning; develop the workplan, methodology and instruments for piloting the VR prototypes in up to 10 educational institutions (schools, Youth centers) from different regions of the country, according to their existent resources (including IT and VR tools) and selected learning profiles; organize the piloting in selected institutions, etc.
- Prepare the description of samples, parameters for testing and piloting, description of participants and the required technology, space, etc.

- Ensure documentation of the testing and piloting process, including communication with the specialized company in VR/AR, monitoring of the activities organized by the company, compilation of feedback, observations during shadowing process in the piloting stage, etc.
- Moderate and organize thematic discussions, meetings, co-creation sessions and consultations with other stakeholders when necessary.
- Draft reports of the meetings, sessions, and consultations, to include main proposals, challenges and recommendations per each actor involved.
- Provide support in developing a communication/ branding strategy for the initiative.
- Develop final report, with lessons learnt and recommendations.

#### DELIVERABLES AND TIMEFRAME

The selected consultant will provide monthly progress reports in English to include activities undertaken, results achieved, challenges and way forward. It is expected that the consultant will provide the following deliverables:

No	Deliverables	Estimated total number of days
1	Provide support in development of interactive guidelines, manuals for users and facilitators, to be integrated into the VR tool and support in development of the blended learning platform.	3
2	Provide support in planning and organizing the testing stage, specifically: development of the concept note, methodology, agenda, list of invitees; draft invitation letters; design the sessions/consultations with local stakeholders to be organized during a 3rd mission in Moldova of international team of experts, or via online platforms. Within this stage developed prototypes, blended learning platform, guidelines and manuals will be tested.	18
3	Ensure conducting of the piloting stage, specifically: provide support in conducting an analysis of the pilot schools and Youth Centers in regard to availability of the technological equipment for interactive learning; develop the workplan, methodology and instruments for piloting the VR prototypes in up to 10 educational institutions (schools, Youth centers) from different regions of the country, according to their existent resources (including IT and VR tools) and selected learning profiles; organize the piloting in selected institutions, etc.	28
4	Final report with insights, lessons learnt, and recommendations provided	1
<b>TOTAL</b>		<b>50 days</b>

#### DUTY STATION:

The consultant will be based in Chisinau, with travel to selected districts and communities from Moldova when necessary.

#### DURATION:

It is expected that the assignment will start in **May 2020** and will be completed by **end December 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 Analyst shall be the only criteria for Consultant's work being completed and eligible for payment/s.*

## **MANAGEMENT ARRANGEMENTS**

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The consultant will be working under the supervision of the UN Women Programme Analyst on EVAW, and in close collaboration with partner NGOs, key line ministries, selected local authorities and other development partners.

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 regular coordination meetings with EVAW Programme Analyst. The selected Consultant shall sign a contract with UN Women for stipulated assignment, as stated above.

## **TRAVEL**

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All travel of the consultant to the districts of Moldova will be ensured by UN Women. All travels shall be coordinated with the UN Women Moldova EVAW Programme Analyst in advance.

## **PERFORMANCE EVALUATION**

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Consultant's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered. All reports must be provided in English, electronically.

## **FINANCIAL ARRANGEMENTS**

Payment will be disbursed to the consultant monthly, upon submission and approval of the monthly reports on deliverables and achieved results and certification by the supervisor that the services have been satisfactorily performed.

## **REQUIRED SKILLS AND EXPERIENCE**

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### Education:

- Master's Degree in public administration, law, policy analysis, public relations, development studies and/or other social science related areas relevant for the assignment; A University degree in these areas in combination with 5 years of relevant experience in the one the field mentioned above is also accepted.
- Proof of additional trainings on innovation is an asset.

### Experience:

- At least 3 years of working/collaborating with local government and NGOs in organizing activities, implementing strategies in education and/or any other social field related to this assignment, by applying social innovation practices.
- At least 3 years of proven work experience in the field of gender equality, preventing and ending violence against women and girls
- At least 1 year of proven experience in conducting assessments, sociological activities in various fields
- At least 3 years of proven experience in working with youth
- At least 1 year of proven experience in working with international organizations is an asset

### Language Requirements:

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

### Other Skills

- 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**

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Interested candidates are invited to submit their online applications by **May 8, 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](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. Master’s Degree in public administration, law, policy analysis, public relations, development studies and/or other social science related areas relevant for the assignment; A University degree in these areas in combination with 5 years of relevant experience in the one the field mentioned above is also accepted.
2. At least 3 years of working/collaborating with local government and NGOs in organizing activities, implementing strategies in education and/or any other social field related to this assignment, by applying social innovation practices.

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<sub>low</sub> 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 public administration, law, policy analysis, public relations, development studies and/or other social science related areas relevant for the assignment; A University degree in these areas in combination with 5 years of relevant experience in the one the field mentioned above is also accepted. Proof of additional trainings on innovation is an asset.  (50 pts for Master degree or University degree combined with 5 years of relevant experience, up to 30 points for additional trainings in innovation)	80
2.	At least 3 years of working/collaborating with local government and NGOs in organizing activities, implementing strategies in education and/or any other social field related to this assignment, by applying social innovation practices.  (3 years – 40 points, each year over 3 years – 10 points, up to a maximum of 80 pts)	80
3.	At least 3 years of proven work experience in the field of gender equality, preventing and ending violence against women and girls  (3 years – 30 points, each year over 3 years – 10 points, up to a maximum of 60 points)	60
4.	At least 1 year of proven experience in conducting assessments, sociological activities in various fields  (1 year – 20 points, each year over 1 year – 10 points, up to a maximum of 50 points)	50
5.	At least 3 years of proven experience in working with youth  (3 year – 10 points, each year over 1 year – 10 points, up to a maximum of 30 points)	30
6.	At least 1 year of proven experience in working with international organizations is an asset.  (1 year – 5 points, each year over 1 year – 5 points, up to a maximum of 15 points)	15
7.	Fluency in written and oral Romanian, Russian and English is required.  (10 points – each language)	30
8.	Computer literacy and ability to effectively use office technology equipment, IT tools, ability to use Internet and email;	10
	<b>Maximum total technical scoring:</b>	<b>350</b>

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, when necessary. 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.



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

**Ref:** National Consultant to provide support to UN Women’s work on innovation within Ending Violence against Women programme

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:

<b>Deliverables</b>	<b>MDL</b>
<b>Daily fee all inclusive</b>	
<b>Total price for working days</b>	

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: