

TERMS OF REFERENCE

for a National Consultant to provide capacity building activities on GE and VAW for educational staff and students from Vocational Education & Training institutions and to facilitate the development of a reporting mechanism for VAW cases and sexual harassment

Location:	Chisinau, Republic of Moldova
Type of contract:	Individual contract
Languages required:	Fluent in Romanian, Russian; Working knowledge in English
Application deadline:	13 September 2020
Starting date:	End September 2020
Duration of the contract:	Up to 55 working days, from September 2020 until the end of July 2021
Programme:	00098993 (Ending Violence against Women)

BACKGROUND

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations (UN), 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, UN Women leads and coordinates the United Nations system efforts to ensure that commitments on gender equality (GE) and gender mainstreaming translate into action throughout the world.

United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) 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.

[UN Women Moldova](#) works closely with UN agencies in Moldova, under the leadership of the UN Resident Coordinator to support the efforts of the Government, Parliament, civil society, media, and communities to promote gender equality and the empowerment of women. UN Women has continuously provided technical support to government authorities and civil society partners 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](#).

Harmful gender stereotypes, patriarchal gender roles, negative and rigid constructions of masculinity and femininity are all factors contributing to the widespread phenomenon of gender-based violence and hampering the achievement of gender equality. There is evidence that due to widespread gender roles and stereotypes, violence against women (VAW) in Moldova is not only widespread but, in some cases, also accepted and justified in the name of socio-cultural norms. Consequently, women subject to violence and sexual harassment are not fully protected and many of them would report violence only in most

serious cases. Moreover, the [Gender Barometer of 2017](#) showed that 1 out of 5 women in the Republic of Moldova are sexually harassed at the workplace and 4 out of 100 are subject to serious forms of sexual harassment, while 60,5% of the population consider those harassed to be responsible for such experiences.

The education system represents one of the pillars upon which countries build prosperous and non-violent societies. A transformation in gender relations, the promotion and support of women's empowerment, together with the elimination of negative gender stereotypes from the education system are key to achieving gender equality, which would bring benefits for the society. By shaping and reinforcing social norms, attitudes and behaviors, education is one of the most sustainable and valuable instruments to combat gender stereotypes and bring about cultural and social positive changes. Gender-sensitive education is a necessary condition for the achievement of substantial equality between women and men, girls, and boys, in all spheres of life, both private and public.

In this context, aware of both the existing challenges and importance of a quality education promoting respectful and positive social norms, UN Women Moldova is partnering with UNFPA (United Nations Population Fund) in a project aiming at delivering and ensuring life skills education in Vocational Education & Training (VET) institutions. In the framework of the project, UN Women will contribute through capacity building activities on gender equality and preventing and combating violence against women (VAW) for educational staff and students from VET institutions and jointly with UNFPA facilitating the development of a reporting mechanism for VAW cases and sexual harassment. Thus, UN Women is committed to engage a national consultant to elaborate a gender-sensitive training methodology and conduct gender-sensitive training sessions for VET institutions as part of a comprehensive training programme supported by UNFPA. Moreover, the national consultant will be further expected to facilitate and contribute to the development of a mechanism for VET students to report violence against women (VAW), including sexual harassment and abuse. He/she will work for that purpose with experts supported by UNFPA.

RATIONALE

Given the general situation in the Republic of Moldova, where deeply-rooted gender stereotypes, patriarchal gender roles and sexist attitudes lead to discriminatory practices and serious violations of human rights, such as violence against women and gender inequalities, gender-sensitive education represents one of the most sustainable tools to advance gender equality and support women's empowerment, thus contributing to a more prosperous and fair society.

In this context, UN Women intends to engage a national consultant to elaborate a gender-sensitive training methodology on preventing and eliminating violence against women, conduct training sessions for VET institutions as part of a comprehensive training programme supported by UNFPA and facilitate the development process of the mechanism for VET institutions students to report VAW cases, including sexual harassment and abuse.

SCOPE OF WORK

The main objective of this consultancy is to provide technical and expertise support to UN Women in training up to 24 VET institutions teachers on gender equality and combating gender-based violence, conducting information sessions on gender equality for up to 250 VET institutions staff and targeted business companies and facilitate the development of the reporting mechanism for VET institutions students. The activity of the consultant will consist of providing technical assistance, guidance, facilitation, coordination and regular exchange of knowledge and expertise. He/she will work in a team of experts supported by UNFPA.

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

- Develop and submit the capacity building methodology, which will include training outline, a comprehensive training toolkit, training agendas, supporting material, case studies, simulation models, exercises monitoring & evaluation schemes, assessment surveys and other materials to be annexed to the toolkit. The national consultant should present all developed materials for revision and approval to UN Women with sufficient time before training delivery (at least with 10 working days) and should be open to address the comments and suggestions for improvement;
- Deliver training sessions* on gender equality and violence against women as presented above with focus on the following aspects but not limited to: induction into gender equality fundamentals, gender equality in everyday life and in different sectors (based on the specific target group), gender norms and stereotypes, constructions of masculinity/femininity, sexism and sexist language and images, etc. The consultant should apply the “learning-by-doing” method employing the interactive style of training (including simulations and case studies). S/he should avoid long theoretical sessions and use a skill-based training methodology. The national consultant should provide participants all required guidance on available resources in this field;
- Deliver information sessions on gender equality and violence against women as presented above with focus on the following aspects but not limited to: induction into gender equality fundamentals, gender equality in everyday life and in different sectors (based on the specific target group), gender norms and stereotypes, constructions of masculinity/femininity, sexism and sexist language and images, etc.;
- Organize and coordinate meetings* and consultations in order to facilitate the development of a mechanism for VET institutions students to report gender-based violence, including sexual harassment and abuse, as well as the adjustment of the VET institutions’ internal policy on child protection;
- Draft report of the training sessions, meetings, and consultations. The report should contain the main proposals, challenges and recommendations and final evaluation of the training courses;
- Keep track of the work and lessons learnt.

*In the context of COVID-19 outbreak, the method of capacity building delivery (be it face-to-face or online) will be decided before the de facto organization of the training sessions, based on the recommendations of the national authorities and World Health Organization Country Office.

DELIVERABLES AND TIMEFRAME

The selected 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	<p>Workplan and methodology for the capacity building program, including training outline, training toolkit, agendas, supporting material, case studies, simulation models, exercises monitoring & evaluation schemes and other materials elaborated and submitted;</p>	<p>Within 5 workdays following the date of contract signing</p>	<p><i>Up to 3 working days</i></p>	
2	<p>Report on training sessions delivered (up to 6 working days for training sessions delivery) with a detailed description of achieved results, carried out activities, analysis of initial and final questionnaires, potential risks, challenges, key recommendations, etc. elaborated and submitted</p> <p><i>Note: Under the current deliverable, the payments will be disbursed based on the de facto number of worked days for training sessions delivery, as per UN Women requests. It is estimated that the consultant will spend one day preparing the report on activities.</i></p>	<p>October - November 2020</p>	<p><i>Up to 7 working days (1 day for reporting, 6 days for training delivery)</i></p>	<p>20 %</p>
	<p>Report on information sessions delivered (up to 21 working days for training sessions delivery) with a detailed description of achieved results, carried out activities, analysis of initial and final questionnaires, potential risks, challenges, key recommendations, etc. elaborated and submitted</p> <p><i>Note: Under the current deliverable, the payments will be disbursed based on the de facto number of worked days for training sessions delivery, as per UN Women requests. It is estimated that the consultant will spend one day preparing the report on activities.</i></p>	<p>November 2020 - May 2021</p>	<p><i>Up to 22 working days (1 day for reporting, 21 days for training delivery)</i></p>	<p>40 %</p>

3	Report on the contribution to the development of the mechanism for VET institutions students to report gender-based violence, including sexual harassment and abuse, including all relevant working materials attached, elaborated and submitted;	February - June 2021	<i>Up to 21 working days (1 day for reporting, 20 days for coordination and facilitation)</i>	40 %
4	Final report with insights, evaluation, lessons learnt, and recommendations elaborated and submitted.	July 2021	<i>Up to 2 working days</i>	
TOTAL			55 days	100 %

All deliverables should be provided in English, in electronic copy.

DURATION OF THE ASSIGNMENT

It is expected that the assignment will start **end September 2020** and will be completed by **July 31, 2021**.

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 EAW Programme Analyst and UNFPA Programme Analyst on Youth 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 EAW and in collaboration with UNFPA Programme Analyst on Youth. 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 periodical coordination meetings with EAW Programme Analyst and participate in relevant UN Women staff meetings. The selected Consultant shall sign a contract with UN Women for stipulated assignment, as stated above.

The logistical aspects related to the organization of the capacity building will be provided by UNFPA.

TRAVEL

All travels shall be coordinated with the UN Women Moldova EAW Programme Analyst 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 3 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's degree in psychology, human rights, sociology, gender studies, public relations, development studies and/or other social science related areas relevant for the assignment;
2. Other formal education relevant for the assignment is an asset.

Experience:

- 1) At least five (5) years of proven work experience in the field of gender equality/eliminating violence against women and girls, human rights and development;
- 2) At least two (2) years of proven experience in delivering gender equality trainings;
- 3) At least one (1) year of proven experience in delivering gender equality trainings in the education system would be considered as an asset;
- 4) At least one (1) year of experience of collaboration with public authorities in coordinating initiatives and implementing strategies in the field of gender equality, human rights, eliminating violence against women would be considered as a strong asset;
- 5) At least one (1) year of previous successful collaboration with international organizations, especially UN agencies, would be an asset.

Language Requirements:

- 6) Fluency in written and oral Romanian, Russian. Working language of English is required.

Other Skills

- 7) 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 13 September, 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, individual consultants will be short-listed based on the following minimum qualification criteria:

- 1) At least five (5) years of proven work experience in the field of gender equality/eliminating violence against women and girls, human rights and development;
- 2) At least two (2) years of proven experience in delivering gender equality trainings

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)

Technical evaluation will be represented through desk review of applications and further interview will be organized, if needed.

A) Technical Evaluation: The technical part is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

No.	Criteria for technical evaluation	Max. points
1.	Master's degree in psychology, human rights, sociology, gender studies, public relations, development and/or other social science related areas relevant for the assignment; Other formal education relevant for the assignment is an asset. (Master – 80 points, Other education – 10 points)	90
2.	At least five (5) years of proven work experience in the field of gender equality/eliminating violence against women and girls, human rights and development; (5 years – 40 points, each year over 5 years – 10 points, up to a maximum of 80 pts)	80
3.	At least two (2) years of proven experience in delivering gender equality trainings (2 years – 40 points, each year over 2 years – 10 points, up to a maximum of 70 points)	70
4	At least one (1) year of proven experience in delivering gender equality trainings in the education system would be considered as an asset; (1 year – 20 points, each year over 1 year – 10 points, up to a maximum of 40 points)	40
5	Experience of collaboration with public authorities in coordinating initiatives and implementing strategies in the field of gender equality, human rights, eliminating violence against women would be considered as a strong asset; (1 year – 10 points, each year over 1 year – 10 points, up to a maximum of 20 points)	20
6.	Previous successful collaboration with international organisations, especially UN agencies, would be an asset. (1 year – 10 points, each year over 1 year – 5 points, up to a maximum of 20 points)	20
7.	Fluency in written and oral Romanian and Russian. Working knowledge of English is required. (Romanian – 10 points, Russian - 10 points, English – 5 points)	25
8.	Computer literacy and ability to effectively use office technology equipment, IT tools, ability to use Internet and email;	5
	Maximum total technical scoring:	350

B) Financial evaluation: In the Second Stage, the financial proposal of candidates, who have attained a 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 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 provide capacity building activities on GE and VAW for educational staff and students from Vocational Education & Training institutions and to facilitate the development of a reporting mechanism for VAW cases and sexual harassment

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: