**TERMS OF REFERENCE**

**Local Individual Consultant to provide programmatic support to UN Women within EVA project on violence prevention programs in schools**

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| **Location:** | Chisinau, Republic of Moldova |
| **Type of contract:** | UN Women Individual Contract |
| **Languages required:** | Romanian, English, Russian |
| **Application deadline:** | November 26, 2020 |
| **Starting date:** | November 30, 2020 |
| **Duration of the contract:** | Up to 145 days, from November 30, 2020 to July 20, 2022 |
| **Project:** | Strengthened Gender Action in Cahul and Ungheni districts, funded by the European Union, funded by the European Union, PID 119802 |
| **Purpose of the activity:** | Provide analytical and technical support and consultancy to the UN Women EVA team in the implementation of an institutional contract promoting innovative approaches for local professionals in advancing gender equality and preventing violence against women (VAW) and gender-based violence (GBV) in the districts of Cahul and Ungheni. |

**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, 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.

The work of UN Women in Moldova is guided by its [Country Strategic Note for 2018-2022](http://moldova.unwomen.org/en/biblioteca-digitala/publicatii/2018/03/strategic-note-summary), aligned with [the Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022](http://md.one.un.org/content/dam/unct/moldova/docs/pub/strateg/UNDAF%20Moldova%20EN.pdf), [the Global Strategic Plan of UN Women for 2018-2021](http://www.unwomen.org/en/executive-board/documents/strategic-plan-2018-2021), the [National Strategy on Gender Equality for 2017-2021 (NSGE)](https://gov.md/sites/default/files/document/attachments/intr16_85.pdf), the National Strategy for prevention and combating violence against women and domestic violence for 2018-2023 developed in line with the Council of Europe Convention on Preventing and Combating Violence Against Women and Domestic Violence (Istanbul Convention). [UN Women Strategy for Moldova 2018-2022](https://moldova.unwomen.org/en/biblioteca-digitala/publicatii/2018/03/strategic-note-summary) 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, as part of different national and regional initiatives.

Based on the European Commission Decision ENI/2018/041-302 regarding the Annual Action Programme 2018 in favor of the Republic of Moldova for supporting the implementation of the EU-Moldova Association Agreement, UN Women Moldova CO is implementing a three-year project under the name “Strengthened Gender Action in Cahul and Ungheni districts” (hereinafter EVA). The project is implemented in line with and in contribution to the Gender Action Plan II (GAP II) of European Commission “Gender Equality and Women’s Empowerment: Transforming the lives of girls and women through external relations 2016-2020”, adopted in September 2015.

The project started in January 2020, being funded by the European Union, co-founded and implemented by UN Women Moldova Country Office and in partnership with UNICEF. The overall purpose of the EVA Project is to promote gender equality, women’s empowerment through strengthened implementation of gender mainstreaming in local policies and combating gender-based and domestic violence affecting women and children in two focal regions: Ungheni and Cahul.

The principles of gender equality and women empowerment are central to the EVA Project, as women in Moldova continue to face gender inequalities when it comes to decision-making, the labor market, the gender pay gap, as the regulatory framework still impedes women to participate and have certain occupations and allows for discrimination based on age, disability, marital status, etc.

One of the expected results under EVA Project is that gender equality is promoted and mainstreamed in local policy making and decision-making. Thus, it is envisaged to integrate gender equality in local policies and budgets (or in local policy making), through training elected and appointed representatives of the LPAs on gender equality and gender mainstreaming and its implications for decisions taken by the LPAs; supporting LPAs to contribute to the principles of the European Charter for Equality of Women and Men in Local Life; raising the awareness and capacities of local CSOs and gender advocates – as rights holders - to monitor the implementation of policies and budgets from the gender equality perspective and demand accountability of duty bearers; raising awareness of local population from selected regions on gender equality and empowering women to actively participate in local decision-making processes.

Another set of expected results under EVA project refers to a greater access to effective survivor - focused multidisciplinary services for the victims of domestic violence, including sexual violence; and violence prevention programmes piloted in local schools and communities. These should be achieved through a range of interventions, inclusively through strengthening the capacities of the multidisciplinary teams for an effective protection of women/children victims of domestic violence, empowering domestic violence survivors, and using innovative tools to raise the capacities of local civil society to change attitudes and behaviors on violence against women and gender-based violence.

**RATIONALE**

To successfully implement the EVA project activities related to promoting innovative approaches for engaging civil society and local professionals in advancing gender equality (GE) and preventing violence against women (VAW) and gender-based violence (GBV), UN Women will contract a national consultant with experience in EVAW as a short term individual programmatic consultant.

The national consultant will be working closely with the international company contracted in the framework of the project to provide liaison with the local stakeholders and local professionals, facilitation activities, and analytical work to support the violence prevention measures taken in secondary schools, and the co-creation and piloting of models of violence prevention programs for secondary schools in Moldova.

**SCOPE OF WORK**

The UN Women within EVA project seeks to contract one Consultant on EVAW (hereinafter “the Consultant”) to provide analytical support, consultancy, and assistance in the implementation of the institutional contract with the foreign company promoting innovative approaches in engaging local professionals in preventing violence against women and gender-based violence in Cahul and Ungheni districts for up to 145 days.

The incumbent is expected to exercise full compliance with UN Women programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of effective internal control systems.

The consultant is expected to work under the supervision of the EVA Programme Manager and in close collaboration with the EVA Programme Officers for effective achievement of results, anticipating and resolving complex programme-related issues and information delivery.

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

* Provide expert analysis of the violence prevention measures taken in secondary schools in the 12 target localities;
* Liaise the foreign company contracted with the local stakeholders relevant for the contract implementation;
* Provide local specific information to the company to design activities tailored to the local needs and based on the best practices and cultural accepted norms;
* Act as local counterpart in the implementation of the institutional contract;
* Assist EVA team in coordinating the activities carried out in Cahul and Ungheni by both UN Women and UNICEF;
* Organize any additional meetings and consultations with other stakeholders if necessary (to be decided in consultation with UN Women).
* In close cooperation with the foreign company contracted for piloting violence prevention programs in schools, to support to UN Women EVA team for the implementation of the following deliverables:
  + Developing two models of violence prevention programs for secondary schools in Moldova.
  + Organizing Trainings of Trainers for relevant local professionals (headmasters, teachers, school psychologists, active community members, local CSOs, adolescents, etc.) to prevent violence and improve gender equality in secondary schools;
  + Provision of mentorship and consultancy to educational entities and trainers (capacitated under the ToTs) through the whole implementation of violence prevention programs in secondary schools in Cahul and Ungheni districts on how to apply the efficient, innovative tools to improve gender equality and preventing VAW and GBV developed;
  + Conducting a comprehensive review/evaluation of the implementation of the violence prevention program, draw lessons learned, identify best practices and provide recommendations for scaling up violence prevention programmes in secondary schools in other regions of the Republic of Moldova;

**If the Covid19-situation keeps being an obstacle for safe physical meetings, the sessions/trainings will be conducted online using a professional online communication setup.**

**DELIVERABLES**

The assignment should be carried out within a period **of 20 months**, not exceeding **145 working days**, with the incumbent being responsible for delivering services in agreement with the weekly workplans established, including the deliverables stated in the table below.

The consultant should be ready to conduct the assignment inclusively if the COVID-19 restrictions are maintained.

| **No** | **Activities and Deliverables** | **Tentative timeframe for completion of task** | **Tentative**  **# of days required for accomplishment of task** |
| --- | --- | --- | --- |
| 1. | Detailed Work Plan with description of activities to be undertaken and applied methodologies, developed and submitted. | By December 02, 2020 | Up to 3 days |
| 2. | Methodology and structure of the report on existing practices for violence prevention in secondary schools in Cahul and Ungheni, developed and submitted. | By December 07, 2020 | Up to 3 days |
| 3. | A report on existing practices for violence prevention in secondary schools, developed and submitted. | By December 23, 2020 | Up to 12 days |
| Support to UN Women EVA project for the implementation of the following deliverables: | | During December 2020 – July 2022  Up to 127 days | |
| 4. | Peer-review of the models developed by the foreign company, including consulting them with local stakeholders and UNICEF. | Up to 25 days | |
| 5. | Organizing of trainings for relevant local professionals to prevent violence and improve gender equality in secondary schools: training handouts, agenda, list of invitations, draft invitation letters, design the sessions/consultations with the specialized company, assessment forms for five trainings. | Up to 15 days | |
| 6. | At least 12 mentorship visits and monthly communication with relevant stakeholders in implementing the co-created model for violence prevention in schools from 12 local partner localities. | Up to 25 days | |
| 7. | Liaise the international company with the local stakeholders relevant for the contract implementation. | Up to 20 days | |
| 8. | Assist EVA team in coordinating the activities carried out in Cahul and Ungheni by both UN Women and UNICEF. Participate in at least 10 EVA project coordination meetings | Up to 10 days | |
| 9. | Support to the specialized company in conducting a comprehensive review/evaluation of the implementation of the violence prevention program, draw lessons learned, identify best practices and provide recommendations for scaling up violence prevention programmes in secondary schools in other regions of the Republic of Moldova. Peer review of the final report of the knowledge products developed by the specialize company. | Up to 7 days | |
| 10. | Monthly report containing a progress review/evaluation of the project partner initiative implementation, lessons learned, best practices and recommendations for scaling up, submitted. | Up to 20 days | |
| 11. | **Final report** with insights, evaluation, lessons learned, and recommendations elaborated and submitted. | Up to 5 days | |
|  |  | **145 days** | |

**DURATION OF THE ASSIGNMENT**

It is expected that the consultant shall begin work in **November 2020** with work being completed by the **Mid-July 2022**, in conformity with the indicative timeframe described under “Deliverables and Timeframe” section.

*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 the 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 EVA Programme Manager shall be the only criteria for the Consultant’s work being completed and eligible for payment/s.*

**INPUTS**

UN Women will provide the Consultant with the background materials, UN Women project documents, as well as other relevant materials with regards to implementation of the tasks under this TOR.

**TRAVEL AND OTHER LOGISTIC ARRANGEMENTS**

All travel related to organizing the visits and meetings with relevant local professionals and project partners, will be covered financially by UN Women within EVA project.

**PERFORMANCE EVALUATION**

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 in monthly instalments, upon submission of the monthly timesheet and reports on deliverables and achieved results and certification by the supervisor that the services have been satisfactorily performed

**COMMUNICATION AND REPORTING OBLIGATIONS**

The Consultant is expected to report and coordinate regularly with the EVA Project Officer of EVAW on the progress of the completion of the deliverables. The proposer is also expected to inform in a written form UN Women of any unforeseen challenge or risk that might occur during the duration of the assignment, as well come with a backup plan to ensure the accomplishment of deliverables.

**REQUIRED SKILLS AND EXPERIENCE**

***Education:***

* Master's degree or equivalent in Human Rights, Gender Equality, Law, Social Sciences, Public Administration or other development related sciences.
* A first-level university degree in combination with three additional years of qualifying experience may be accepted in lieu of the advanced university degree.
* Additional training and certification in programme/project management would be an advantage.

***Experience:***

* Minimum three (3) years of relevant practical experience in preventing and ending violence against women and girls.
* Extensive knowledge and/or experience in working with schools' personnel and/or civil society.
* Experience in applying co-creation, design thinking and other innovation tools and techniques in the development area is an asset.
* Experience in programme planning, implementation, monitoring and evaluation.
* Experience in conducting qualitative and quantitative social research will be considered an asset.
* Experience in working with international organizations (successful experience in working with UN agencies is an asset).
* Experience in the usage of computers and office software packages (MS Office, Outlook, etc.).

***Language requirements:***

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

***Other skills/ requirements:***

* Good business writing skills.
* Computer literacy and ability to effectively use office technology equipment, IT tools, ability to use Internet and email.
* Availability to travel within Moldova for the implementation of the contract.

**VALUES AND COMPETENCES**

***Core Values***

* Respect for Diversity
* Integrity
* Professionalism

***Core Competencies***

* Awareness and Sensitivity Regarding Human Rights based Approach and 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>

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.

# 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.

# Travel costs

UN Women will not cover transportation cost within Chisinau.

# Daily Subsistence Allowance

Not applicable.

# 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: Local Individual Consultant on civil society to provide programmatic support to UN Women within EVA project**

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: