

TERMS OF REFERENCE

for a National Consultant to provide technical support and expertise in gender equality within EU4GE and ERAW programmes

Location:	Chisinau, Republic of Moldova
Type of contract:	Individual contract
Languages required:	Fluent in Romanian, Russian; Working knowledge in English.
Application deadline:	10 February 2021
Starting date:	22 February 2021
Duration of the contract:	Up to 60 working days, from February 2021 until the end of December 2021
Programme:	"EU 4 Gender Equality: Together against gender stereotypes and gender-based violence"; "Ending Violence against Women"

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, peace and security. Placing women's rights at the centre of all its efforts, UN Women lead and coordinates the United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world.

Through its programmes and projects, UN Women is providing technical assistance to national partners (governmental and non-governmental), including private sector, in the implementation of existing international and national commitments to women's rights and gender equality, it facilitates networking, exchange of good practices and advocates for women's rights and gender equality in all areas of life.

UN Women's 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.

Since March 2020, with support from the European Union, UN Women and UNFPA are implementing the joint regional programme called "**EU 4 Gender Equality: Together against gender stereotypes and gender-based violence (2020-2022)**". The programme aims at challenging gender stereotypes in the Eastern Partnership (EaP) countries and at strengthening equal rights and opportunities for women and men through shifting social perceptions, gender stereotypes and men's participation in caretaking. The Programme has been informed by situation analysis, lessons learned, consultations with the respective countries and outcomes of intergovernmental

processes. It has been re-calibrated to focus on gender norms change for achieving behavioral change and partnering with men and boys for gender equality and elimination of gender-based violence and harmful practices in the Region. The project is implemented by UNFPA Eastern Europe and Central Asia Regional Office and UN Women Europe and Central Asia Regional Office at the regional level and national level in six countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova, and Ukraine.

The regional project aims at strengthening equal rights and opportunities for women and men through shifting social perceptions, gender stereotypes, and men's participation in caretaking. The specific objectives are threefold: 1. Shifting Societal perceptions around gender stereotypes and patriarchal norms which limit women's rights; 2. Men's involvement in the caretaking of their children and participation in fathers' programmes have increased; 3. Social workers (mediators) and CSOs have increased knowledge and tools on how to conduct evidence-based violence prevention programmes targeting perpetrators of domestic violence.

RATIONALE

Gender equality has been recognized and affirmed as a precondition for the realization of sustainable development and defined as a key accelerator for the whole SDG Agenda. This acceleration requires extraordinary political will, action and investment in gender equality to meet international commitments that would bring about change in the realities of women and men, girls and boys, at the national and local levels.

A number of challenges to gender equality were identified in Moldova, including a high prevalence of violence against women, an unequal distribution of household responsibilities among men and women, limited economic opportunities for women, a gender wage gap, and a wave of conservative sentiments where a complex interplay of different factors, including patriarchal social norms, confine women mainly to their reproductive and maternal responsibilities.

According to [Gender Barometer](#), during the last ten years, stereotypes of traditional gender roles have not changed significantly. In 2006, 68% of the respondents thought that men should be responsible for bringing home money, and women have to take care of the family and household. In 2016, the share of respondents who agreed with this statement decreased by only 3 percentage points.

Under the EU4GE programme, UN Women and UNFPA are aiming to address these issues and strengthen equal rights and opportunities for women and men, through shifting social perceptions, gender stereotypes and men's participation in caretaking. One of the main activities within the programme under Objective 1 is implementation of a communication campaign and other communication actions, on behavioral change at grassroots and national level to increase the awareness of communities of gender transformative approaches, and to mobilize the influential actors support to shift cultural norms, particularly on issues concerning the dynamics of gender relations in families.

In addition to this, ongoing activities on raising awareness on gender equality and prevention of gender-based violence and on promoting positive behavior change are conducted within the programme Ending Violence against Women.

In this context, Un Women in Moldova intends to contract a national consultant to provide technical support and expertise in gender equality during the implementation of EU4GE programme activities under Objective 1 and other initiatives within EAW programme.

SCOPE OF WORK

The main objective of this consultancy is to provide technical and expertise support in gender equality during the implementation of programme activities. The activity of the consultant will consist of providing technical assistance,

guidance, regular exchange of knowledge and expertise, including under the PA (Partner Agreements) signed recently with local CSO's.

More specifically, the following tasks shall be undertaken by the national consultant:

Tasks and activities	Estimated workload (workdays)
1. Prepare a detailed work plan and approach to be applied for this assignment.	Up to 2 days (one day per each programme)
2. Revise relevant materials, studies at national and international level in the area of gender equality, and those within the programme. Provide guidance, inputs, recommendations on gender equality and other technical support including based on the revision of available materials, in the process of implementation of the communication campaign, other actions related to the programme implementation, including to 3 Responsible Partners selected within EU4GE programme.	Up to 10 days (up to 5 days per each programme)
3. Provide inputs to the development of informational materials, concepts, knowledge products, etc related to program activities	Up to 5 days (up to 2,5 days per each programme)
4. Facilitate up to 6 community level discussions* in Falesti, Straseni and other regions in order to support the transformation of traditional social perceptions on women's and men's roles in employment, family, and childcare and thus promote gender equality on the ground.	Up to 14 days (up to 7 days per each programme)
5. Develop the agenda, background readings, training aids and case studies for one-day coaching/training sessions. In conducting this task, the consultant shall observe the provisions of the national legislation and regulations, ensuring that the materials used during the sessions, as well as the practical exercises and case-studies, support the analysis from gender equality perspective, develops pre and post training/coaching questionnaires and analysis on them	Up to 10 days (up to 5 days per each programme)
6. Conduct up to 6 one-day coaching/training sessions* on gender equality for relevant actors and target groups involved in programmes, 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, etc.	Up to 14 days (up to 7 days per each programme)
7. Provide monthly progress reports to UN Women on work undertaken.	Up to 5 days (up to 2,5 days per each programme)
Total	Up to 60 days (up to 30 days per each programme)

Note: The number of working days mentioned has been estimated to 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 Programme Coordinator shall be the only criteria for the National Consultant's work being completed and eligible for payment/s.

Deliverables

The assignment should be carried out within a period of 11 months, not exceeding 60 working days (up to 30 days per each programme), with the incumbent being responsible for delivering the following outputs:

- Monthly reports in English on major tasks performed and the results, including detailed descriptions of carried out activities and provided support, collected data, recommendations provided, etc.
The following to be attached to the monthly reports: Materials revised from gender perspective with recommendations provided; Agendas of the meetings/coaching sessions organized with relevant actors, target groups, etc. Others attachments, as may apply.

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

MANAGEMENT ARRANGEMENTS

The consultant will be working under the supervision of the UN Women Programme Analyst on EVAW and in collaboration with UN Women and UNFPA Programme Coordinators. 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 programme team and participate in relevant UN Women staff meetings. The selected Consultant shall sign a contract with UN Women for the stipulated assignment, as stated above.

The logistical aspects related to the organization of the coaching/informative sessions will be ensured by UN Women.

TRAVEL

All travels shall be coordinated with the UN Women Moldova 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 on a monthly or quarterly basis, 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 three (3) 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 informational/ trainings sessions;

- 3) Experience of collaboration with public authorities, NGOs 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;
- 4) At least one (1) year of previous successful collaboration with international organizations, especially UN agencies, would be an asset.

Language Requirements:

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

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 **10 February 2021** 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) 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) At least three (3) years of proven work experience in the field of gender equality/eliminating violence against women and girls, human rights and development;
- 3) At least two (2) years of proven experience in delivering gender equality informational/ trainings sessions;

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 three (3) 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 90 pts)	90
3.	At least two (2) years of proven experience in delivering gender equality informational/trainings sessions (2 years – 40 points, each year over 2 years – 10 points, up to a maximum of 80 points)	80
4	Experience of collaboration with public authorities, NGOs 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 40 points)	40

5	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
6.	Fluency in written and oral Romanian and Russian. Working knowledge of English is required. (Romanian – 10 points, Russian - 10 points, English – 10 points)	30
	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 in case it be needed. 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 the case of proposals in other currencies, 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 technical support and expertise in gender equality within EU4GE and EAW programmes

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 require applicable laws.

I agree that my proposal should 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: