**TERMS OF REFERENCE**

**Local Individual Consultant on economic empowerment of the survivors of domestic violence**

**to provide programmatic support to UN Women within EVA project**

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| **Location:** | Chisinau, Republic of Moldova |
| **Type of contract:** | UN Women Individual Contract  |
| **Languages required:** | Romanian, English, Russian  |
| **Application deadline:** | February 28, 2021 |
| **Starting date:**  | March 09, 2021 |
| **Duration of the contract:** | Up to **192 days**, from March 09, 2021 to July 30, 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 programmatic support to EVA team on economic empowerment of survivors of violence in 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 elaborated 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 and 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 support for the implementations of the EU-Moldova Association Agreement, UN Women Moldova CO is implementing a three-year project (January 2020 – December 2022) 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 externa relations 2016-2020”, adopted in September 2015.

The project started in January 2020, 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 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.

One of the expected results under the EVA project is that gender equality is promoted and mainstreamed in local policy making and decision-making. The project supports Cahul and Ungheni localities to integrate gender equality in their policies and budgets through training elected and appointed representatives of the LPAs on gender equality and gender mainstreaming and its implications for decisions taken by the LPAs; coaching LPAs to adhere to the principles of the European Charter for Equality of Women and Men in Local Life; raising the capacities and knowledge on women’s rights of local CSOs; raising awareness of local population 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. In this sense, UN Women EVA project supports strengthening the capacities of the multidisciplinary teams for an effective protection of women and children victims of domestic violence, empowering domestic violence survivors, and the usage of 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 empowering domestic violence survivors in reaching out to employment and income-generating activities, a Partnership Agreement was signed with the Ungheni established NGO Faclia (here forth Responsible Party). UN Women will contract a Moldovan national expert with experience in providing support and assistance to survivors of domestic violence and/ or in the area of gender-based violence prevention as a short time individual programmatic consultant.

The consultant will provide expert guidance and serve as liaison with the Responsible Party for the implementation of the Partnership Agreement “Women empowerment for Decent Work and Decent Life”, involving guidance in the EVAW area, support for identification and exploring best standards and effective approaches to preventing and responding to gender-based violence through survivors’ economic empowerment, and offering support for improving the coordination between the employment authorities, intermediaries, women who have experienced violence and service providers who are assisting them with provision of services by piloting a referral mechanism at local/district level.

**SCOPE OF WORK**

The UN Women within EVA project seeks to contract one Consultant *(hereinafter “the Consultant”)* to provide programmatic support to economic empowerment of survivors of violence in Cahul and Ungheni districts for up to **192** days.

The consultant is expected to work under the supervision of the EVA Programme Officer on EVAW for effective achievement of results. More specifically, the consultant will be responsible for the following main tasks:

* Enhancing the expertise of the Responsible Party in the area of Ending Violence Against Women and on efficient response to the domestic violence cases.
* Support the Responsible Party in the implementation of the Partner Agreement with UN Women, especially on designing activities and on offering assistance to the survivors of gender-based violence.
* Facilitate the co-creation of a referral mechanism between employment intermediaries such as national and territorial employment agencies/offices, women who have experienced violence, and service providers who are assisting them with the provision of different services (as psychosocial support, legal aid, etc.).

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

**DELIVERABLE**

The assignment should be carried out within a period of **17 months**, not exceeding **192** 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 inclusively8 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**  |
| --- | --- | --- | --- |
|  |
|  | Detailed Work Plan with a description of activities to be undertaken, applied methodologies, main stakeholders and timeframes developed and submitted. | By March 16, 2021 | Up to 5 working days |
|  | Enhancing the expertise of the Responsible Party in the area of Ending Violence Against Women and on efficient response to the domestic violence cases |
| 2.1.  | Conduct 4 training sessions on EVAW and response to DV cases to NGO staff. | March – April 2021  | Up to 12 days  |
| 2.2.  | Participate in at least 30 meetings and 2 trainings on EVAW conducted by the NGO to provide expert input. | March 2021 – August 2022 | Up to 32 days  |
|  | Support the Responsible Party (RP) in the implementation of the Partner Agreement with UN Women, especially on designing activities and on offering assistance to the survivors of gender-based violence:* Participate in bi-weekly coordination meetings with the Responsible Party.
* Jointly development with the NGO and local stakeholders of a Model for socio-economic inclusion of the women survivors of domestic violence.
* Quality assurance of the concept for psycho-social counselling services to 80 women survivors of violence.
* Expert support in designing Women’s Clubs - friendly spaces for connecting survivors with women leaders.
* Assistance in updating the Created Model based on lesson learned and ‘what work’ during piloting period.
 | From March 01, 2021 to July 30, 2022  | Up to 40 working days |
|  | Facilitate the co-creation of a referral mechanism between employment intermediaries such as national employment agencies/offices, women who have experienced violence, and service providers who are assisting them with the provision of different services (as psychosocial support, legal aid, etc.). | From March 01, 2021 to July 30, 2022 | Up to 20 working days |
|  | Guidance for employers on how to integrate survivors of violence in labour market, which would contain aspects linked to prohibition/ avoidance of revictimization and no harm approach. | From May 01, 2021 to December 15, 2021 | Up to 30 working days |
|  | Conduct field visits and participate in meetings with survivors of violence, beneficiaries of the Partnership Agreement, for identifying and documenting positive deviance practices of survivors of that successfully escaped the circle of violence and accessed income generating activities.  | From June 01, 2021 to July 30, 2022 | Up to 30 working days |
|  | Monthly report containing a progress review/evaluation of the project partner initiative implementation, lessons learned, best practices and recommendations for scaling up, submitted.  | At the end of every month | Up to 18 working days |
|  | Final report with insights, evaluation, lessons learned, and recommendations elaborated and submitted.  | By July 30, 2022 | Up to 5 working days |
|  | **Total**  |  | **Up to 192 days**  |

**DURATION OF THE ASSIGNMENT**

It is expected that the consultant shall begin work in **Mid-February 2021** with work being completed by the **end of 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, proposals submitted by the Responsible Partner, as well as other relevant materials with regards to implementation of the tasks under this TOR.

**TRAVEL AND OTHER LOGISTIC ARRANGEMENTS**

All travel and logistics needed for the successful implementation of the tasks and deliverables presented above should be organised and covered by the contracted party.

**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 Programme Officer on EVAW concerning the 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 Social assistance, Human Rights, Gender Equality, Law, Social Sciences, Public Administration or other development related sciences.
* A first-level university degree in combination with two additional years of qualifying experience in the area of EVAW may be accepted in lieu of the advanced university degree.
* Additional training and certification in project management would be an advantage.

***Experience:***

* Minimum three (3) years of relevant practical experience in providing support/assistance to survivors of domestic violence and/ or in the area of preventing and ending violence against women and girls.
* Experience of working on Women Economic Empowerment is an advantage.
* Experience of working with governmental and non-governmental institutions at the national and local levels in an asset.
* Experience in the EU, UN system and international organizations is an asset.

***Language requirements:***

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

***Other skills/ requirements:***

* 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>

**Application PROCEDURE**

Interested candidates are invited to submit their online applications by **February 10, 2021** with the following documents.

1. Duly filled Personal History Form PHF11/CV (downloadable from <http://www.unwomen.org/wp-content/uploads/2011/01/P_11_form_UNwomen.doc>);
2. Letter of Intent to include a brief overview about which of your previous experiences makes you the most suitable candidate for the advertised position.
3. 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.

**Evaluation of Applicants:**

Initially, national consultants will be short-listed based on the following minimum qualification criteria:

* Master's degree or equivalent in Social Assistance, Human Rights, Gender Equality, Law, Social Sciences, Public Administration or other development related sciences.
* Minimum three (3) years of relevant practical experience in providing support/assistance to survivors of domestic violence and/ or in the area of preventing and ending violence against women and girls.
* Fluency in written and oral Romanian, Russian, English.

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;  |
| *Clow*  | 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 a desk review of applications and further interview will be organized if needed, depending on the short-listed candidates’ qualifications.

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

| # | **Criteria for technical evaluation** | Max. points |
| --- | --- | --- |
| 1 | Master's degree or equivalent in Social assistance, Human Rights, Gender Equality, Law, Social Sciences, Public Administration or other development related sciences. A first-level university degree in combination with two additional years of qualifying experience in the area of EVAW may be accepted in lieu of the advanced university degree.(*Master - 40 pts; PhD – 50 pts)*; | 50 |
| 3 | Additional training and certification in project management would be an advantage. | 50 |
| 4 | Minimum three (3) years of relevant practical experience in providing support/assistance to survivors of domestic violence and/ or in the area of preventing and ending violence against women and girls.(3 *years – 60 pts, for each year over 3 years – 10 pts, up to a max of 90 pts)*; | 100 |
| 5 | Experience of working with governmental and non-governmental institutions at national and local levels. | 50 |
| 6 | Experience of working on Women Economic Empowerment is an advantage.  | 60 |
| 7 | Experience in the UN system, agencies and international organizations is an asset. | 40 |
|  | **Total Technical Scoring** | **350** |

* **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 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 separate transportation costs.

# 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: