**TERMS OF REFERENCE**

**Local Individual Consultant on procurement policies and procedures for non-commercial organizations**

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| **Location:** | Chisinau, Republic of Moldova |
| **Type of contract:** | UN Women Individual Contract  |
| **Languages required:** | Romanian, English, Russian  |
| **Application deadline:** | March 3rd, 2021 |
| **Starting date:**  | March 10th, 2021 |
| **Duration of the contract:** | Up to 55 days, from March to December 2021 |
| **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 capacity support to EVA non-commercial partner organizations to develop/update procurement policies.  |

**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 Program 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 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.

One of the expected results under 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; supporting LPAs to contribute 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 which advocate for gender equality; raising awareness of local population from selected regions on gender equality and empower 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 programs 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/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 gender-based violence.

**RATIONALE**

To successfully implement the UN Women EVA Project activities involving Partnership Agreements with civil society organizations (NGOs), UN Women will contract a local consultant with experience in procurements for civil society organizations. The consultant will assess the procurement policies of up to three NGOs; will provide training on procurement legislation for non-commercial organizations; will offer support for the adjustment of up to three procurement policies of the partner NGOs in line with the national legislation; and will support them in conducting procurements compliant with the principles of sound financial management.

**SCOPE OF WORK**

The UN Women within EVA project seeks to contract one consultant (hereinafter “the consultant”) to support non-commercial partners in improving their procurement procedures and practices.

The consultant is expected to work under the supervision of the EVA Programme Manager and in close collaboration with the EVA Finance Associate and EVA Programme Associate for the effective achievement of results.

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

* Provide online info sessions for UN Women staff, and UN Women partners on specifics of NGO procurements.
* Revise internal procurement policies of up to three NGOs partners of UN Women.
* Prepare and develop training concept and methodology on procurement provisions for NGOs, considering national legislation, UN Women and the EU requirements for partners.
* Provide training for up to three NGOs in conducting different value procurements, ensuring their effectiveness, transparency and integrity.
* Support up to three NGOs on updating existing provisions of procurement policies and the development of procurement documents templates.
* Support the NGOs in conducting procurements compliant with the principles of sound financial management (e.g. consultancy in the development of technical specifications, announcement placement, offers evaluation, etc.)

**DELIVERABLES**

The assignment should be carried out in March 2021, with the incumbent being responsible for delivering services in agreement with the workplan and methodology established, including the deliverables stated in the table below.

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|  | **Activities and Deliverables** | **Tentative timeframe for completion of task** | **Tentative number of days required for accomplishment of task**  |
|  | Two online info sessions (a) for UN Women staff; and (b) for UN Women partners on specifics of NGO procurements.Report on info sessions conducted, list of participants submitted to UN Women. | March 2021 | Up to 3 days  |
|  | Revise internal procurement policies of up to three NGOs partners of UN Women.Brief report on the gap assessment of NGOs procurement policies submitted and approved by UN Women.  | March 2021 | Up to 6 days  |
|  | Training concept on procurement provisions for NGOs, considering national legislation, UN Women and the EU requirements for partners, submitted and approved by UN Women. | April 2021 | Up to 4 days |
|  | Up to three trainings for NGOs on compliant procurements. Report on trainings conducted, inclusively lists of participants, handouts, pre- and post-training evaluations submitted to UN Women.  | April 2021 | Up to 6 days |
|  | Up to three procurement policies of the partner NGOs updated in a participatory manner. Adjusted procurement policies, procurement documents templates, submitted and approved by UN Women. | April – May 2021 | Up to 9 days |
|  | Support the NGOs in conducting at least 2 procurements each based on the new developed/adjusted policies: Consultancy for procurement documents preparation (technical specification, announcement placement, offers collection); Consultancy for offers evaluation and contracting in a correct, accountable and transparent way.Brief report on the support offered, inclusively procurements conducted with consultants’ support.  | March - December 2021 | Up to 27 days  |
|  | Total | Up to 55 days |

The consultant should be ready to conduct the assignment online if the COVID-19 restrictions are maintained. Zoom link will be provided by the UN Women office.

**DURATION OF THE ASSIGNMENT**

It is expected that the consultant shall start work in **the beginning of March 2021** with work being completed by the **mid December 2021**, in conformity with the indicative timeframe described under “Deliverables” 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 procurement procedures, 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 after completing the assignment, upon submission of the report 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 Manager 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:***

* University degree in economics, finance, procurement, management.
* A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.
* Additional training and certification in procurements would be an advantage.

***Experience:***

* Minimum three (3) years of relevant practical experience in procurements for non-commercial organizations.
* Experience in delivering trainings.
* Experience in updating/developing procurement procedures for non-commercial organizations is an asset.
* Experience in the EU system, UN system and international organizations is an asset.

***Language requirements:*** Fluency in written and oral Romanian and English are required.

***Other skills:***

* Computer literacy and ability to effectively organize online trainings in Zoom.

**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 Local Individual Consultant should take the following explanations into account during submission of his/her price proposal.

**Application PROCEDURE**

Interested candidates are invited to submit their online applications by March 3rd, 2021 with the following documents.

* Duly filled Personal History Form PHF11/CV (please download from <http://www.unwomen.org/wp-content/uploads/2011/01/P_11_form_UNwomen.doc>)
* Letter of Intent to include a brief overview on consultant previous experiences makes the candidate the most suitable candidate for the advertised position. It should reflect the above mentioned required skills and experience.
* 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:

* University degree in economics, finance, procurement, management.
* Minimum three (3) years of relevant practical experience in procurements and financial procedures of international donors;
* 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:



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| --- | --- |
| 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 interviews will be organized if needed, depending on the short-listed candidates’ qualifications.

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

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| # | **Criteria for technical evaluation** | Max. points |
|  | University degree in economics, finance, procurement, management. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. | 80 |
|  | Training and certification in procurements would be an advantage. | 40 |
|  | Minimum three (3) years of relevant practical experience in procurements for non-commercial organizations.(3 *years – 60 pts, for each year over 3 years – 10 pts, up to a max of 80 pts)*; | 80 |
|  | Experience in delivering online trainings. | 60 |
|  | Experience in updating/developing procurement procedures for non-commercial organizations is an asset.*(3 years – 40 pts, for each year over 3 years – 10 pts, up to a max of 60 pts)*  | 60 |
|  | Experience in the EU system, UN system and international organizations is an asset.(*1 year – 20 pts, for each year over 1 year – 5 pts, up to a max of 30 pts)*  | 30 |
|  | **Total Technical Scoring** | **350** |

**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).

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.

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 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.

1. Travel costs

UN Women will not cover transportation cost within Chisinau.

1. Daily Subsistence Allowance

Not applicable.

1. 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: