

## TERMS OF REFERENCE

### Local Individual Consultants on civil society to provide programmatic support to UN Women within EVA project

<b>Location:</b>	Chisinau, Republic of Moldova
<b>Type of contract:</b>	UN Women Individual Contract
<b>Languages required:</b>	Romanian, English, Russian
<b>Application deadline:</b>	April 22, 2021
<b>Starting date:</b>	April 26, 2021
<b>Duration of the contract:</b>	Up to <b>65 working days</b> , from April 26, 2021 to November 20, 2021
<b>Project:</b>	Strengthened Gender Action in Cahul and Ungheni districts, funded by the European Union, funded by the European Union, PID 119802
<b>Purpose of the activity:</b>	Provide support to local CSOs from Cahul and Ungheni districts in strengthening their institutional capacity as beneficiary of UN Women Small Grants

### 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.

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 \(NSGE\)](#), 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](#) 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 external 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**

Civil society plays a pivotal role in advancing gender equality and women's empowerment (GEWE) and has been at the forefront of shaping the global rights architecture on gender. The partnerships with civil society organizations are of strategic importance for UN Women in the on-going efforts for mainstreaming gender in local public policies and in raising awareness among the general public on gender equality and women empowerment.

In this sense, UN Women will award at least eight Small Grants to Civil Society Organizations (CSO) from Cahul and Ungheni districts in the range of USD 5,000 to USD 10,000 to support the development/ strengthening of their institutional capacity, so that they become vocal advocates of GE at local level. In the period May – October 2021, at least eight local CSOs will undertake activities for the improvement of their organizational systems, tools and processes, training of the workforce in technical and managerial skills, and will be supported in the procurement of IT equipment.

For the efficient implementation of the Small Grants, UN Women will contract two (2) national consultants with experience in monitoring small grants and support to civil society organizations in strengthening their institutional capacity.

## **SCOPE OF WORK**

Under this announcement, the UN Women within EVA project seeks to contract **two (2) Consultants on Civil Society (hereinafter "the Consultants") to provide support in the implementation of the Small Grants Agreements with civil society organizations from Cahul and Ungheni districts.** The consultants will work under the supervision of the EVA Programme manager and in close collaboration with EVA Local Coordinators in Cahul and Ungheni.

Each of the Consultants will be responsible for supporting four CSOs in the successful implementation of the activity plan for their institutional development as given by CSO's Small Grant Agreement.

More specifically, each of the consultants will be responsible for the following main tasks:

**Task 1:** Provide expert analysis of the institutional capacity of four (4) CSOs beneficiary of the Small Grant Agreements.

**Task 2.** Support CSOs in the development of the Small Grant Utilization Plan including a list of allowed activities, completion dates and budget.

**Task 3.** Offer the necessary technical support to the CSOs to implement the small grant in accordance with the Small Grant Agreement.

**Task 4.** Guide and mentor the CSOs in writing narrative reports, as well as financial reporting, tracking of expenditures.

**If the Covid19-situation keeps being an obstacle for safe physical meetings, the sessions/trainings will be conducted online. The Consultants are solely responsible for arranging the visits in Cahul and Ungheni districts to meet the beneficiary CSOs.**

UN Women reserves the right to select more candidates for similar assignments.

## **DELIVERABLE**

The assignment should be carried out within a period of **8 months**, not exceeding **65 working days for each Consultant**, with the incumbent being responsible for delivering services in agreement with the deliverables stated in the table below.

No	Activities and Deliverables	Tentative timeframe for completion of task	Tentative # of days required for accomplishment of task
1.	Provide expert analysis of the institutional capacity of four Grantees (task 1):  One report covering the current institutional capacity of four CSOs and recommendations for key interventions under the Small Grants Agreements, submitted to UN Women.	From April 26, 2021 to May 04, 2021	Up to 10 working days
2.	Guide the CSOs in developing the Small Grant Utilization Plan, including a list of allowed activities, completion dates, and budget (task 2)  Brief report on the support for the development of four Small Grant Utilization Plans, submitted to UN Women.	From May 04, 2021 to May 17, 2021	Up to 8 working days
3.	Conduct up to 20 facilitation activities for the Grantees to support the implementation of the four Small Grant Agreements (task 3). Brief report on the support offered to each Grantee during a six months period submitted to UN Women.	From May 17, 2021 to October 31, 2021	Up to 30 working days
4.	The capacity development on reports writing (narrative and financial reports) of the Small Grant Agreements implementation (task 4).  Brief report on the service provided under task 4.	November 20, 2021	Up to 12 working days
5.	Final report with insights, evaluation, lessons learned, conclusions and recommendations for EVA Project elaborated and submitted.	By November 30, 2021	Up to 5 working days
	<b>Total</b>		<b>Up to 65 working days</b>

#### DURATION OF THE ASSIGNMENT

It is expected that the consultant shall begin work in **April 2021** with work being completed by the **end of November 2021**, 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 Grantees, 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. All costs related to travel have to be foreseen in the “all-inclusive” daily fee.

#### 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 consultants in instalments, after completing the assignment, upon submission of the report/ reports on deliverables 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 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 programme/project management may be accepted in lieu of the advanced university degree.
- Additional training and certification in programme/project management would be an advantage.

### **Experience:**

- At least three (3) years of relevant experience in working with/in non-governmental sector with responsibilities in programme planning, implementation and monitoring;
- Experience in working with local level organizations (CSOs, mass media, LPAs, etc.) 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:**

- 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 **April 22, 2021** with the following documents.

- A) Duly filled Personal History Form PHF11/CV (downloadable from [http://www.unwomen.org/wp-content/uploads/2011/01/P\\_11\\_form\\_UNwomen.doc](http://www.unwomen.org/wp-content/uploads/2011/01/P_11_form_UNwomen.doc));
- B) Letter of Intent to include a brief overview about which of your previous experiences makes you the most suitable candidate for the advertised position.
- C) 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.
- At least three (3) years of relevant experience in working with/in non-governmental sector with responsibilities in programme planning, implementation and monitoring.
- 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:

$$B = T + \frac{C_{low}}{C} \times X$$

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 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	Scoring	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.	Bachelor – 70 pts; Master’s - 80 pts; Additional Monitoring & RBM training – up to additional 20 pts	100
2.	At least 3 years of relevant experience in working with/in non-governmental sector with responsibilities in programme planning, implementation and monitoring.	3 years – 100 pts, each year over 3 years – 20 pts, up to a max of 160 pts	160
3.	Experience in working with local level organizations (CSOs, mass media, LPAs, etc.) is an asset.	for each year – 30 pct, up to a max. of 60 pts.	60
4.	Fluency in written and oral Romanian, Russian, English are required.	10 pts - fluency in Ro, 10 pts – working knowledge of English, 10 pts – knowledge of Russian	30
<b>Total Technical Scoring</b>			<b>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).

- Master's degree or equivalent in Social assistance, Human Rights, Gender Equality, Law, Social Sciences, Public Administration or other development related sciences.
- At least three (3) years of relevant experience in working with/in non-governmental sector with responsibilities in programme planning, implementation and monitoring.
- Experience in working with local level organizations (CSOs, mass media, LPAs, etc.) is an asset.
- Fluency in written and oral Romanian, Russian, English are required.

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, travel, 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 not cover separate transportation costs.

**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.

**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: