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**TERMS OF REFERENCE**

**for a National Consultant to undertake the evaluation of the implementation of the National Implementation Program of UN SCR 1325 on Women, Peace and Security and its Action Plan for 2018-2021**

**Project:** 98987, MDA\_D\_1.1, Women in Leadership

**Duty Station:** Chisinau, Moldova

**Type of contract:** Individual Contract

**Post Level:** National Consultant

**Languages required:** Fluent in Romanian, working knowledge English and Russian

**Application deadline:** 04 May 2021

**Starting date:** 12 May 2021

**Expected Duration of Assignment:** Up to 30 working days during 12 May- 30 June 2021

**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.

UN Women Moldova Country Office implements its [Strategic Note (SN) for 2018-2022](http://www2.unwomen.org/-/media/field%20office%20moldova/attachments/publications/2018/sn%20summary%202018-2022.pdf?la=en&vs=3943), which is 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) and the [Global Strategic Plan of UN Women](http://undocs.org/en/UNW/2017/6/Rev.1). Under its current SN, UN Women cooperates closely with the government, civil society, academia, private sector and the media to advance social, economic and political rights and opportunities for women and girls, placing special focus on those from marginalized, excluded and under-represented groups. These include rural women, Romani women, women with disabilities, women living with or affected by HIV, women survivors of violence, women migrants, young women, elderly women, and others. UN Women’s operation in Moldova focuses on bringing about concrete change in the lives of women and the society towards the long-term impact of achievement of gender equality and the empowerment of women and girls in the country. Specifically, the SN 2018-2022 advances progress under the following three Impact Areas (IA): IA1: More women fully participate and lead in gender responsive governance processes and institutions, including in the security sector, IA2: Women have income security, decent work and economic autonomy, IA3: Public authorities, institutions and communities prevent violence against women and girls and deliver quality essential services. Towards these Impact Areas, UN Women works with variety of national and international partners to challenge gender-based stereotypes and towards the creation of an environment, whereby women act as key agents of change towards greater equality and development, in partnership with men and boys.

**Rationale**

All over the world, UN Women works to promote peace by supporting women of all backgrounds and ages to participate in processes to prevent conflict and build and sustain peace. UN Women supports women’s full and equal representation and participation in all levels of peace processes and security efforts. UN Women’s work on women, peace, and security is guided by 10 UN Security Council resolutions—[1325](https://undocs.org/en/S/RES/1325%282000%29), [1820](https://undocs.org/en/S/RES/1820%282008%29), [1888](https://undocs.org/en/S/RES/1888%282009%29), [1889](https://undocs.org/en/S/RES/1889%282009%29), [1960](https://undocs.org/en/S/RES/1960%282010%29), [2106](https://undocs.org/en/S/RES/2106%282013%29), [2122](https://undocs.org/en/S/RES/2122%282013%29), [2242](https://undocs.org/en/S/RES/2242%282015%29), [2467](https://undocs.org/en/S/RES/2467%282019%29), and [2493](https://undocs.org/en/S/RES/2493%282019%29)—and is  bolstered by a number of [related normative frameworks](https://www.unwomen.org/en/what-we-do/peace-and-security/global-norms-and-standards), which make up the broader women, peace, and security (WPS) agenda. UN Women leads on implementing the WPS agenda through research initiatives, data collection, learning exchanges, and documentation of good practices to inform policy and programming.

An important breakthrough occurred in May 2017, when after months of deliberations and advocacy, a Government Decision was adopted (Order no. 54-d from May 29, 2017) which formally launched the process of developing National Action Plan (NAP 1325) on the Implementation of UN SCR 1325*.* The decision established a Working Group led by Deputy Prime Minister and consisting of Deputy Ministers of all relevant Ministries and government agencies, responsible for the whole process of development and adoption of the NAP 1325. UN Women provided extensive technical support to the Government in raising awareness and knowledge on the women, peace and security agenda and on gender mainstreaming in the security and defence sector, in the process of preparation for and development of the NAP on UN SCR 1325*.* In March 2018, the [*National Programme on Implementation of UN Security Council Resolution 1325 on Women, Peace and Security for 2018-2021*](http://lex.justice.md/md/374810/) *(NAP 1325)* and the Action Plan on its implementation were adopted. The National Programme recognizes the key role women play in peace building and ensuring security and proposes concrete actions to address barriers against increased representation and influence of women in the security sector in the Republic of Moldova.

UN Women committed itself, including through its Strategic Note for 2018-2022, to provide continuous support to relevant governmental institutions on promotion of the women, peace and security agenda and on achieving specific results envisaged in the National Programme. The cooperation between UN Women and the Ministry of Defence (MoD) and the Ministry of Internal Affairs (MIA) of the Republic of Moldova were consolidated with the signing of 2 Memoranda of Cooperation in 2018 (July and August respectively). The main objective of the Memoranda is to increase institutional capacities and knowledge of the institutions in the areas of gender equality and implementation of UN SCR 1325 and other WPS-related Resolutions. Specifically, the Memoranda of Cooperation seek to contribute to reduce the stereotypes about the role of women in the security and defence sector, to improve the opportunities for women and men from the system to reconcile the professional and family life, to prevent and respond to discrimination, harassment, and gender-based violence within the sector etc. Besides this, UN Women provides continuous support to other institutions with duties in advancing WPS Agenda to implement specific provisions from NAP 1325.

Bearing in mind that 2021 is the last year of the implementation of NAP 1325 and the new generation of NAP 1325 is expected to be developed and further approved, UN Women committed to embark on Government’s initiative to assess the implementation of the current Program by providing all the necessary support linked to this process to the Working Group. Therefore, UN Women intends to contract a national consultant to undertake the evaluation of the implementation of NAP 1325 for 2018-2021.

**Scope of Work**

Under overall guidance and supervision of the UN Women Programme Officer on WPS and the Programme Analyst on Women in Leadership and Governance (WILG) and in coordination with the Deputy Prime minister and Bureau for Reintegration , the national consultant shall provide support to the Government’s Working Group to undertake the evaluation of the NAP 1325 for 2018-2021, and namely of the results achieved during its implementation and the lessons learned. Based on these, and on identified constraints and challenges, the national consultant shall provide specific recommendations for the development of the next generation of NAP 1325, at the level of objectives and potential areas of interventions.

The overall purpose of the evaluation is to assess the progress (and challenges) at the general objectives level obtained by each institution engaged in the implementation of the current NAP 1325, with measurement of the level of achievement of specific objectives, including the identification of the enabling and disabling factors that affected the implementation. Gaps and lessons learnt shall be determined and recommendations provided to guide the further development of the second NAP 1325. The evaluation will primarily address the criteria of Relevance, Effectiveness, Efficiency and potential for Sustainability, in correspondence with the provisions of the [Government Decision nr.386/2020](https://www.legis.md/cautare/getResults?doc_id=121921&lang=ro) and the [Methodological Guidelines on midterm and ex-post policies evaluations](https://cancelaria.gov.md/sites/default/files/document/attachments/ghid_expost_final_pdf.pdf), placed on the State Chancellery website[[1]](#footnote-1).

**Tasks**

**Duties and responsibilities of the consultant**:

* Conduct a desk review of key documents, including, but not limited to:
* NAP 1325 for 2018-2021
* NAP 1325 implementation report for 2018-2020
* Action plans for operationalization of the NAP 1325 at the level of security and defence institutions (whereas available)
* Performance indicators of the strategic document for general and specific objectives
* Statistical data provided by the ministries, other central government authorities and CSOs
* Analyses, studies, research in the field in Moldova and in the region
* Online questionnaires
* Other relevant information
* Design a detailed work plan with concrete timelines, including methodology, data collection tools and instruments.
* Undertake the data collection via identified tools and instruments. In case of the one-to-one consultations/sessions with key stakeholders (institutions and CSOs) and development partners, UN Women could provide logistical support, if needed.
* Develop the first draft of the evaluation report outlining relevance of the NAP 1325’s objectives and key findings, challenges, gaps and recommendations.
* Presentation and validation of the key findings to stakeholders and collect feedback (potential participants: Working Group, representative of relevant ministries, members of women’s associations in defence and security area, civil society, etc.), including the development of the divergence table.
* Preparation of final evaluation report structured according to the provisions of the Government Decision nr.386/2020.

**Note**: \*In the context of COVID-19 pandemic, the method of meetings/presentations (be it face-to-face or online) will be decided before their de facto organization, based on the recommendations of the national authorities and the office of the World Health Organization (WHO) in Moldova.

**Expected deliverables**

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| **No.** | **Key Deliverables** | **Estimated workload (workdays)** | **Tentative timeframe for completion of task** | **Payment milestone** |
| 1 | A detailed work plan of the evaluation, including data collection tools and instruments and division of institutions  | Up to 5 days | By mid-May, 2021 | I instalment |
| 2 | Undertake the data collection using the developed and approved tools and instruments | Up to 10 days | By begin-June, 2021 |
| 3 | The first draft of the evaluation report outlining relevance of the NAP 1325 objectives, key findings, challenges recommendations and best practices, emerged from the analysis of collected data | Up to 5 days  | By mid-June, 2021 |
| 4 | Validation workshop with main stakeholders of the evaluation report, collecting feedback  | Up to 3 days | By mid-June, 2021 | II instalment  |
| 5 | Filling in the divergence table and collect responses from the relevant state institutions | Up to 2 days | By end-June, 2021 |
| 6 | Final evaluation report of the NAP 1325 revised and approved by Working Group | Up to 5 days | By end-June, 2021 |
|  | **Total**  | **Up to 30 days**  |  |  |

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All written deliverables should be agreed with UN Women and be provided in Romanian Language, electronic copy.

**Duration of the assignment**

The total duration of this assignment is planned for up to 30 working days - starting on 10 May 2021 with the completion of all deliverables by 30 June 2021. The consultant is responsible to produce all deliverables listed in the “Expected Deliverables” table.

***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 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 Analyst shall be the only criteria for the national consultant’s work being completed and eligible for payment/s.

**Management arrangements**

The National Consultant will work under overall guidance and supervision of the UN Women Programme Officer on WPS and the WILG Programme Analyst (certifying officer) and in coordination with the Bureau for Reintegration .

Contributions: UN Women will provide the selected consultant with all available materials and necessary information for the achievement of tasks. The consultant is expected to work remotely, from his or her own premises using his or her personal computer, internet access, phone and other technical means as required. UN Women will provide all the necessary logistical support, if needed, for the organization of the meetings and consultations.

**Travel**

No travels are envisaged under the current assignment. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UN Women and the National Consultant, prior to travel and will be reimbursed.

**Performance evaluation**

The National 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 in 2 instalments, upon submission and approval of deliverables by the UN Women Programme Analyst that the services have been satisfactorily performed.

**Competences**

**Core Values:**

* Respect for Diversity;
* Integrity;
* Professionalism.

**Core Competencies:**

* Awareness and Sensitivity Regarding 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>.

**Required Skills and Experience**

*Education:*

* Master’s Degree or equivalent in social science, gender/women’s studies, law or other related fields.
* A first-level university degree in combination with three additional years of qualifying experience may be accepted in lieu of the advanced university degree.

*Experience*

* Minimum 5 years of professional work experience in public policies development and implementation, including monitoring and evaluation activities;
* Minimum 3 years of proven work experience in the field public policies monitoring and evaluation;
* Experience of carrying out consultative research and in producing analytical reports;
* Experience in working with international organizations (successful experience in working with UN agencies is an asset).

*Language skills:*

* Excellent verbal and written Romanian. Working knowledge of English and Russian will be considered an advantage.

**Application Procedure**

Interested candidates are invited to submit their online applications by 28 April 2021 with the following documents.

* Duly filled **Personal History** Form (P-11 form) - including past experience in similar assignments; can be downloaded at <http://www.unwomen.org/about-us/employment>, a signed copy should be submitted;
* **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** (in MDL) - specifying an all-inclusive fixed total contract price, supported by a breakdown of costs as per template provided.

***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.***

**Evaluation of Applicants:**

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

1. **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 science, gender/women’s studies, law or other related fields.A first-level university degree in combination with three additional years of qualifying experience may be accepted in lieu of the advanced university degree*( Master or equivalent– 70 pts, PhD- 80 pts)* | 80 |
| 2 | Minimum 5 years of professional work experience in public policies development and implementation, including monitoring and evaluation activities; (*Up to 5 years- 0 pts,* 5 *years –80 pts, each year over 5 years – 10 pts, up to a max of 100 pts)*; | 100 |
| 3 | Minimum 3 years of proven work experience in the field public policies monitoring and evaluation;  (3 *years – 50 pts, each year over 3 years – 10 pts, up to a max of 80 pts*); | 80 |
| 4 | Experience of carrying out consultative research and in producing out analytical reports(based on the list of analytical documents development)*(Up to 50 pts)* | 50 |
|  | Experience in working with international organizations (successful experience in working with UN agencies is an asset).*(Up to 30 pts)* | 25 |
|  | Excellent verbal and written Romanian. Working knowledge of English and Russian will be considered an advantage. (*5 pts - fluency in Romanian, 5 pts –fluency in English, 5 pts- fluency in Russian*) | 15 |
|  | **Total Technical Scoring** | **350** |

1. **Financial evaluation:**

*In the Second Stage, the financial proposal of the candidate, 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 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: The National Consultant to undertake the evaluation of the implementation of the National Implementation Program of UN SCR 1325 on Women, Peace and Security and its Action Plat for 2018-2021**

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 30 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 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:

1. <https://cancelaria.gov.md/ro/advanced-page-type/evaluarea-politicilor-publice-pasi-practici> [↑](#footnote-ref-1)