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**TERMS OF REFERENCE**

**National Consultant to provide gender expertise for the Women in Leadership and Governance programmatic interventions at central and local levels**

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| **Duty Station:** | Chisinau, Moldova |
| **Type of Contract:** | SSA contract |
| **Post level:** | National Consultant (Gender Expert) |
| **Languages Required:** | Fluent in Romanian, Russian and English |
| **Application deadline:** | 06 August, 2021 |
| **Starting Date:** | 16 August, 2021 |
| **Expected Duration of Assignment:** | Up to 80 working days within a 15 calendar months period |

**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.

In 2018 UN Women Moldova Country Office started to implement its new [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, 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**

One of the three priority areas of UN Women is working on advancing women’s leadership and participation. Women and girls constitute more than half of Moldova’s population, yet they are under-represented in the bodies that make key decisions affecting their lives. Despite an increase in women’s representation in the Parliament and at local level over the past years, the country plans to achieve 50/50 representation as per SDG commitments the value of the Political Empowerment Sub-index of the Gender Gap Index is still low (0.176 – placing Moldova on 72th place).

The complete and equitable participation of women in public life is essential to building and sustaining strong and lively democracies. Getting women elected is the most critical impediment for ensuring women’s representation, but to achieve policy impacts and reforms in governance, it is critical that these women are effective legislators and executives once elected. Elected and appointed women, as well as women willing to run for offices, still struggle with a lot of stereotypes and prejudices related to women in decision-making.

When women do get a seat on the decision-making table, their ability to act as gender equality advocates is influenced by the governance systems in place. Without adequate understanding within the executive and legislature of gender equality principles and gaps and how to apply gender analysis to the entire policy making cycle, including at the last critical stage of budgeting, even well-meaning or presumably gender neutral policies and laws may not make a difference, or worse -have a negative effect. In order to address these and other gender inequalities, a systematic approach to integrating gender perspective in all sectoral policies, plans and budgets is needed, backed up by adequate gender capacity within the government institutions. While some pilot actions have been undertaken at the district level on gender responsive budgeting (GRB) and there have been recent advances in academia, the integration of GRB at local and national level is still at an early stage. The capacities of the gender equality machinery, including gender focal points and units in central and local public institutions, need to be further strengthened.

Elected and appointed women, as well as women willing to run for offices, still struggle with a lot of stereotypes and prejudices related to women in decision-making. Besides this, it has been noticed the low level of knowledge of the local public officials and civil servants on how to mainstream gender equality principles and gender responsive budgeting in the local decision making. This contributes to the perpetuation of gender inequalities, as the local decisions, plans and budgets don’t come to solve the gender issues or to respond to the specific needs of women and men, girls and boys.

In 2021, in line with its Strategic Note 2018-2022, UN Women Moldova within Women in Leadership and Governance Area signed several Partner Agreements (PCA) for strengthening the capacities of the public authorities' representatives, including from Women, Peace and Security sector in applying the gender perspective at central and local level, and namely with:

1. Governmental Institution from Moldova, **Academy of Public Administration (APA)** to act as Responsible Party for initiatives resulting in the provision of continuous support to elected civil servants and public officials, and personnel from security and defence sectors to enhance their capacities to integrate the gender equality perspective in their daily activities at local, district and central levels. The gender related skills and capabilities gained by the targeted civil servants and public officials, as result of the project, are expected to contribute towards advancing the mainstreaming of gender equality across public decisions, policies, plans and budgets.

Under this Partner Agreement the following results are expected:

* *Output 1:  Civil servants and public officials, from central and local public authorities gained new skills and strengthened the capacities and knowledge in the field of gender equality.*
* *Output 2: Representatives and political decision makers from local public authorities from Cahul and Ungheni districts strengthened their knowledge and technical capacities on gender responsive budgeting.*
* *Output 3: Civil servants and public officials received coaching on gender mainstreaming and gender-sensitive budgeting in planning programmes.*
* *Output 4: Academy developed an e-course of professional development for civil servants and public officials on "Integration of the gender perspective in public policies" .*
* *Output 5: Staff of the Defence, Security Sector Ministries and Ministry of Finance improved their knowledge on Gender Equality, GRB, Gender Mainstreaming and leadership.*
* *Output 6: Academy conceptualized, developed and digitized an e-course on "Sexual harassment at the workplace".*
* *Output 7: An e-course on "I know Gender – Women, Peace and Security " conceptualized, developed and digitized.*

1. Non-governmental organization “**The Congress of Local Authorities from Moldova (CALM)**” to act as Responsible Party for initiatives that will contribute to the fulfilling of the following outputs:

* *Output 1. Capacities of CALM Women’s Network members on gender mainstreaming in policies and budgets increased and the Network’s visibility and advocacy for gender equality consolidated.*
* *Output 2. Up to 12 selected communities from Cahul and Ungheni districts are enabled to develop gender mainstreamed local budgets.*
* *Output 3. Women members of the professional networks of employees within LPAs have strengthened the capacities and knowledge on gender mainstreaming in local public policies.*
* *Output 4. Local women leaders’ visibility increased and public’s awareness on women’s leadership at local level raised.*
* *Output 5. Local initiatives advancing gender equality derived from participatory gender sensitive planning and budgeting processes piloted in 20 women-led communities.*
* *Output 6. CALM Women’s Network shares regionally, on NALAS platform, Moldova’s experiences and lessons learned in advancing women leadership in local governance and the progress in implementing NALAS Women’s Forum recommendations on GRB implementation.*

UN Women also cooperates with a wide range of other institutions, including Civil Society Organizations, through partner agreements as well as institutional contracts, to provide extensive support to relevant national and local stakeholders to ensure promotion and meaningful participation of women at different levels and in different sectors, including the security and defence area.

To ensure a consistent integration of the gender perspective, from a qualitative perspective, into the activities delivered by the responsible partners under the WILG Area, UN Women is seeking to engage a national consultant to ***provide expertise and recommendations on gender mainstreaming into the analytical and informational products developed primarily by CALM and APA, but also*** ***other institutions/partners within the WILG area, upon request***

**Scope of Work:**

Under the overall guidance and direct supervision of the UN Women Programme Analyst and Programme Officers of Women in Leadership and Governance Area, the selected national consultant will support the WILG team and its partners by providing **gender expertise for designing and implementing programmatic interventions at central and local levels**, primarily for activities implemented in partnership with Congress of Local Public Authorities from Moldova (CALM) and Academy for Public Administration (APA) as well as other UN Women partners on WILG area, upon request

**Duties and Responsibilities**

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

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| **Tasks and activities** | **Estimated workload (workdays)** |
| 1. Prepare a detailed work plan describing the methodology and approach to be applied for this assignment, including possible timeframe | Up to 2 days |
| 1. Provide gender expertise and recommendations from gender perspective for the work papers and informational, analytical materials, agendas, presentations produced, primarily, by the UN Women implementing partners CALM and APA, as well as other institutions (Government and Non-Government entities) – potential partners on WILG area, upon request.   Provide **monthly progress reports** to UN Women on undertaken work. | Up to 4 days per month |
| 1. Provide strategic advice on institutionalizing the gender aspects into APA courses and curricula for civil servants on permanent basis, including within the state order of courses, to CALM on gender mainstreaming in local policies and budgets as well as to and other institutions/partners on WILG area, upon request.   Provide **quarterly progress reports** to UN Women on undertaken work. | Up to 3 days per quarter |
| 1. Provide **Gender Equality, Gender Mainstreaming trainings** to APA and CALM, as well as to other partners staff, upon request, to increase gender equality awareness and expertise.   Provide **training reports**  as conducted | Up to 5 days, including preparation |
| Total: | **Up to 80 days** |

***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 and Programme Officer WILG or WPS shall be the only criteria for the National Consultant work being completed and eligible for payment/s. UN Women takes the responsibility, in case of more than one application, to divide the tasks among more relevant consultant based on their field of expertise. It is suggested that the submitted application to contain the number of tasks mentioned to be undertaken in the attached ToR and what are the task beyond their knowledge.

**Deliverables**

The assignment should be carried out within a period of 15 months, not exceeding 80 working days, with the incumbents being responsible for delivering the following outputs:

* Monthly reports in English on major tasks performed and the results, related to support provided to the WILG team and its UN Women implementing partners (APA and CALM as well as other institutions/partners on WILG area, upon request), including detailed description of carried out activities and provided support, collected data, recommendations provided, analytical work papers on GE aspects etc.
* Training reports, other periodic or/and ad-hoc reports that may be requested by UN Women.

**Management arrangements**

Organizational Setting: the National Consultant will work under the overall guidance and direct supervision of the UN Women Programme Analyst and Programme Officer on Women in Leadership and Governance in close cooperation with CALM and APA and other institutions/partners.

The consultant is expected to work separately as per agreed working plan and methodology. UN Women, after selection, will organize a common meeting to agree on modality of work with CALM and APA and other institutions/partners.

Contributions: UN Women will put at the disposal of selected individual all available materials and necessary information for tasks achievement and will facilitate the meetings and discussions, as needed. UN Women shall create zoom access for the events and other logistic support. The consultant is expected to use their own personal computer.

**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**

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 upon submission and approval of deliverables and timesheets with actual days worked and certification by the WILG Programme Analyst or Officer that the services have been satisfactorily performed.

As this is a retainer contract, the consultant will be paid on a monthly basis (dependant on volume of work assigned).

**Competencies**

**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>

**Functional Competencies:**

* Mature judgment and initiative;
* Ability to think out-of-the-box;
* Promotes the vision, mission, and strategic goals of UN Women;
* Ability to work in multi-disciplinary and multi-cultural teams;
* Ability to work under pressure against strict deadlines;
* Ability to present complex issues persuasively and simply;
* Flexible and open to learning and new experiences;
* Displays cultural, gender, religion and age sensitivity and adaptability.

**MINIMUM REQUIREMENTS FOR GENDER EXPERT :**

**Education**

* Master’s Degree in gender equality, human rights, public administration, law, political science, sociology, international relations, security or other related fields.

**Experience**

* At least five (7) years of proven track record of working on gender equality and women’s empowerment in the Republic of Moldova, including conducting participatory trainings, workshops, and presentations stated;
* At least three (3) years of professional experience in conducting capacity building activities on Gender Equality and related aspects.
* Proved work experience with central and local public authorities on gender mainstreaming in public policy documents, in analysing/developing policies or provision of recommendations and/or amendments to national legal framework from Gender Perspective
* Experience in working with UN WOMEN or other UN agencies is a strong asset

**Language Requirements**

* Excellent command of Romanian, Russian and English languages.

**Application Process and submission package**

Interested candidates must submit via online submission system the following documents/ information to demonstrate their qualification:

* Letter of Intent with justification of being the most suitable for the work, vision and working approach, specifically indicating experience of promoting gender equality and strategic planning
* Duly filled Personal History Form (P11) and/or CV, including records on past experience in similar projects/assignments and specific outputs obtained; P11 can be downloaded at <http://www.unwomen.org/about-us/employment>;
* Financial proposal (in MDL) - Specifying a total lump sum amount for the tasks specified in this Terms of Reference). The financial proposal shall include a breakdown of this lump sum amount (daily rate and number of anticipated working days and any other possible costs); Please see Annex I: Price Proposal Guideline and Template and Annex II: Price Proposal Submission Form

***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 Procedure**

Initially, candidates will be short-listed based on the minimum qualification criteria of education, experience and language indicated in ToR:

The short-listed individual consultant 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:



where:

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| --- | --- |
| *T* | is the total technical score awarded to the evaluated proposal (only to those proposals that pass 70% m 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).

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| **No.** | **Criteria for Gender Expert** | **Maximum points** |
| **1.** | Master’s Degree in gender equality, human rights, public administration, law, political science, sociology, international relations, security or other related fields *(Master– 50 pts, PhD- 60 pts)* | 60 |
| **2.** | At least five (7) years of proven track record of working on gender equality and women’s empowerment in the Republic of Moldova, including conducting participatory trainings, workshops, and presentations stated;  (*Up to 7 years- 0 pts,* 7 *years –50 pts, each year over 7 years – 5 pts, up to a max of 60 pts)*; | 60 |
| **3.** | At least three (3) years of professional experience in conducting capacity building activities on Gender Equality and related aspects.  (Up to 3 years- 0 pts, 3 years –20 pts, each year over 3 years – 5 pts, up to a max of 30 pts); | 30 |
| **4.** | Proved work experience with central and local public authorities on gender mainstreaming in public policy documents, in analysing/developing policies or provision of recommendations and/or amendments to national legal framework from Gender Perspective  (Up to 30 pts); | 30 |
| **5.** | Experience in working with UN Women or other UN agencies is a strong asset  (Up to 20 pts); | 20 |
| **6.** | Interview | 150 |
|  | **Maximum 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.

**UN Women reserves the right to select several candidates for further consider under similar assignments.**

### 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.

# Lump Sum Amount

The price proposal should indicate a "lump sum amount" which is "all-inclusive"; All costs (professional fees, living allowances, communications, consumables, travel and accommodation expenses 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.

Contract price is fixed to activities/deliverables indicated in the ToR, regardless of the changes in the cost components (such as days invested for completion of the deliverables.)

# Travel costs

All envisaged in-country travel costs will be covered by UN Women based on prior agreement. In case of an international travel, UN Women shall not accept travel costs exceeding those of an economy class ticket. Should the national consultant wish to travel on a higher class he/she should do so using his/her own resources.

# 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 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 gender expertise for the Women in Leadership and Governance programmatic interventions at central and local levels**

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:

1. **Cost Breakdown by Cost Component[[1]](#endnote-1):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Unit of measure (e.g., day, month, etc.)** | **Unit price, MDL** | **No. of units** | **Total Price, MDL** |
| Consultancy (daily) fee  Gender Expert |  |  |  |  |
| Other related costs (please specify): |  |  |  |  |
|  |  |  |  |  |

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, visa etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me for 90 days.

I understand that you are not bound to accept any proposal you may receive.

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email:

1. The Applicants are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UN Women shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services. [↑](#endnote-ref-1)