

TERMS OF REFERENCE

for two national consultants to provide expert support on drafting the new policy document on gender equality

Project:	99886
Duty Station:	Chisinau, Moldova
Type of contract:	Individual Contract
Post Level:	National Consultant
Languages required:	Romanian and Russian (written and verbal). Working knowledge of English (preferred)
Application deadline:	23 August 2021
Starting date:	1 September 2021
Expected Duration of Assignment:	Up to 25 working days within a 6 calendar months period (Thematic consultant) Up to 10 working days within a 6 calendar months period (Logistic and secretariat consultant)

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](#), which is aligned with the [Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022](#) and the [Global Strategic Plan of UN Women](#). 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 is providing technical assistance to national partners (governmental and non-governmental) in the implementation of existing international and national commitments to women's rights and gender equality, it facilitates networking and exchange of good practices and advocates for women's rights and gender equality in all areas of life.

Ministry of Health, Labour and Social Protection (MHLSP) is one of the key UN Women's national partners, collaborating and cooperating in the framework of the Memorandum of Understanding, signed between parties at the beginning of 2018 year. One of the common objectives of the strategic partnership is to contribute to the implementation of the [Strategy to ensure equality between women and men for 2017-2021](#) (GES) and its associated Action Plan (AP), approved in early 2017. The GES focuses on ten areas of interventions such as: women's participation in decision-making, labor market and gender pay gap, social protection and family policies, health, education, climate. In 2020 MHLSP, with UN Women support undertook the mid-term review of the GES, aiming to update the content and realign the future interventions in accordance with the current national context and taking into consideration the [2020 CEDAW's Committee Concluding Observations](#) along with the key challenges deriving from COVID-19 pandemic. However, taking

into consideration that the GES is coming to its end this year, MHLSP found more reasonable to initiate the development of the new policy document – Gender Equality Program (GEP), rather than amend the current strategy.

Therefore, following the MHLSP request to support the process this process, UN Women, under the current advertisement intends to hire two national consultants to support in undertaking this exercise. They will team up with the third national consultant that will lead the work under the current assignment.

Scope of Work:

Under overall supervision of the Partnership and Coordination Officer and overall guidance of the UN Women Programme Specialist and Programme Analyst on Women in Leadership and Governance, in coordination with the Department of policies for ensuring equality between women and men, MHLSP, but as well under the leadership of the lead national consultant, the thematic consultant and logistic and secretariat consultant. will provide expert support in drafting the Gender Equality Program (GEP), and its subsequent Action Plan.

Tasks:

The following tasks will be undertaken by two consultants who will provide support in developing of the GEP and its Action Plan:

Tasks and activities	Estimated workload (workdays)
A. Tasks for the thematic consultant (that will be common with the lead consultant):	
Review the results achieved by the country so far in promoting gender equality and women empowerment, including, but not limited to: <ul style="list-style-type: none"> • GE Strategy (GES) and Action Plan (AP) 2017-2021; • Annual reports 2017,2018, 2019 and 2020 on the implementation of the GES and AP • Mid-term evaluation report of the GE Strategy for 2017-2021; • Law on ensuring equal opportunities between women and men (Law No.5 from 09/02.2006 and subsequent amendments); • Law on ensuring equality (Law No. 121 from 25.05.2012 and subsequent amendments); • Law on preventing and combating domestic violence (Law Nr. 45 from 01.03.2007 and subsequent amendments) • Electoral Code, Law on Political parties, Law on Political Party financing, etc. • National Programme on Implementation of UN Security Council Resolution 1325 on Women, Peace and Security for 2018-2021 (NAP 1325) and its Action Plan; • Evaluation report of the first NAP 1325 and annual reports developed by Bureau of Reintegration. • National Human Rights Action Plan 2018-2022. • Etc. 	Up to 2 days
Review the international recommendations from UN mechanisms (Beijing+25 national and regional reports, CEDAW CO 2020, UPR, etc) and the existing studies in the ECARO in the area of gender equality relevant for the national context	Up to 1 days
Organize/conduct meetings with the Gender coordination groups, within line ministries and other relevant stakeholders in the process of reviewing the achieved results, identifying the gaps and priority interventions of the draft GEP	Up to 2 days
Provide support to MHLSP in collecting all the proposals and suggestions made by the stakeholders active in the area of gender equality, revise and structure the collected proposals in order to include them in the draft GEP and its subsequent Action Plan.	Up to 2 days
Elaborate the Concept of the Gender Equality Program for next period, according to the art.34 of GD 386/2020 on planning, developing, approving, implementing, monitoring and evaluating the public policy documents, with the following content: <ul style="list-style-type: none"> • Public policy document name • Public policy document type • Problem addressed 	Up to 2 days

Tasks and activities	Estimated workload (workdays)
<ul style="list-style-type: none"> • Scope of public policy document • Correlation with the National Development Strategy, National Development Plan, Budgetary framework for medium term etc. • Planned period for drafting the public policy document. • Stakeholders 	
Consult the Concept of the GEP with State Chancellery, Gender coordination Groups and other relevant stakeholders	Up to 1 days
<p>Draft the GEP according to the provisions of GD nr.386/2020 with the following content:</p> <ul style="list-style-type: none"> • Introduction (indication of importance and relevance of the subject, proposed implementation period, parties involved in the Program etc.) • Analysis of the situation (state of play in the field, including description of possible consequences in case of non-intervention in solving the problem and impact on main affected vulnerable groups, using records according to quantitative and qualitative data) • General objectives of the field (description of the results to be reached) • Specific objectives of the field (specific and measurable results derived from the general objectives) • Impact (description of medium-term effects as a result of Program implementation) • Costs (estimate of the financial and non-financial resources necessary for the implementation of each specific objective, planned expenditure for the following period, budgetary framework for medium term, estimates of resources available from the external assistance) • Implementation risks (identification of risks that may arise during Program implementation, probability of intervention and mitigation measures) • Responsible authorities/institutions (indication of responsible public authorities/institutions, as well as other stakeholders involved in the implementation of the Program) • Reporting procedures (description of monitoring/evaluation methods, public authorities/institutions responsible for reporting, periodicity of monitoring, evaluation and reporting) 	Up to 6 days
<p>Elaborate the Action Plan for implementing the GEP for the next period, according to the art.12 of GD 386/2020, with the following content:</p> <ul style="list-style-type: none"> • Specific objectives (taken from the descriptive part of the Program) • Actions (concrete measures to be carried out in the short and medium term for achieving specific objectives) • Monitoring indicators (relevant indicators for each planned action with reference values and planned targets) • Implementation costs (costs needed to implement the actions and their funding source) • Deadline (period and deadline for each action) • Responsible institution (public authority/institution responsible for carrying out planned activities) 	Up to 4 days
Elaborate the Informative Note to the draft Government Decision on approving the Gender Equality Program for the next period, according to the Law 100/2017 on legal acts.	Up to 1 day
Support in consulting the draft policy documents with line ministries, including Gender coordination groups, and other relevant stakeholders, including UN Women, and address all comments/suggestions and recommendations received in the process of official consultations (table of divergence)	Up to 2 days
Finalize the draft Gender Equality Program and its Action Plan	Up to 1 day

Tasks and activities	Estimated workload (workdays)
Perform any other tasks required to ensure successful development of the the Gender Equality Program and its Action Plan	Up to 1 day
Sub-total A	Up to 25 days
B. Distinct tasks for the logistic and secretariat consultant:	
Provide support in organization of the meetings, drafting agendas and invitations and follow-up on confirmations, ensure logistical arrangements (set up the link/ book venue and catering, print all relevant materials, book translators, keep list of participants etc.)	Up to 2 days
Provide logistical support for preparation of other meetings related to the process, like broad consultations with civil society;	Up to 2 days
Provide secretariat support (e.g. drafting minutes of the meetings, etc.);	Up to 1 day
Drafting posts for social media, drafting articles and other communications materials (communications materials shall be revised and final approved by UN Women and MHLSP)	Up to 1 day
Facilitating coordination among consultants and UN Women on logistic arrangements;	Up to 2 days
Perform any other tasks required to effectively support the development of the draft policy document on gender equality and its Action Plan.	Up to 2 days
Sub-total B	Up to 10 days
TOTAL (A+B)	35 Days

Note: The overall expected duration of the assignments is up to 35 working days jointly for thematic consultant and logistic and secretariat consultant. The thematic consultant is expected to be involved up to 25 working days, while logistic and secretariat consultant is expected to be involved up to 10 working days. The financial proposals shall be submitted accordingly.

Both consultants will be working under the leadership of the lead consultant, that is currently at the final stage of recruitment process. The tasks under the section A are expected to be carried out by the lead and thematic consultants, estimative workload for each of them being up to 25 working days, that is cumulatively 50 working days for the task under section A.

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 World Health Organization Country Office.

Expected deliverables

The assignment should be carried out within a period of 6 months, not exceeding 65 working days, with the national consultants being responsible for delivering the following outputs:

No	Activities and Deliverables	Estimated workload (workdays)	Tentative timeframe for completion of task
1	A report on carried out activities related to meetings organized/conducted; proposals and suggestions collected from the relevant stakeholders, consultations on the draft Concept of for the upcoming period (including agendas, intervention materials)	<i>Thematic consultant: up to 8 days Logistic and secretariat consultant: up to 3 days</i>	<i>By mid-September, 2021</i>

No	Activities and Deliverables	Estimated workload (workdays)	Tentative timeframe for completion of task
2	Draft Concept of GEP for next period	<i>Thematic consultant: up to 5 days Logistic and secretariat consultant: up to 3 days</i>	<i>By end – October, 2021</i>
3	Draft Program on gender equality and its subsequent Action Plan according to the provisions of GD nr.386/2020, including the Informative Note to the draft Government Decision on approving the GES Program for the next period, according to the Law 100/2017 on legal acts.	<i>Thematic consultant: up to 9 days Logistic and secretariat consultant: up to 3 days</i>	<i>By end - November, 2021</i>
4	Final draft Government Decision on approving the Program on Gender Equality and its Action Plan, accompanied by the table with all comments and suggestions (table de divergențe).	<i>Thematic consultant: up to 3 days Logistic and secretariat consultant: up to 1 days</i>	<i>By end - January, 2022</i>

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

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 UN Women Partnership and Coordination Officer shall be the only criteria for the national consultants' work being completed and eligible for payment/s.

Duration of the assignment

The total duration of this assignment is tentatively planned for up to 65 total working days, for 5 months, starting on the 1st of September, 2021, with entire task being accomplished by 31 January, 2022. The consultants are responsible to accomplish the deliverables set up in the table "Activities and Deliverables".

Management arrangements

The National Consultants will work under overall supervision of the Partnership and Coordination Officer and overall guidance of the UN Women Programme Specialist and Programme Analyst on Women in Leadership and Governance, in coordination with the Department for policies on ensuring equality between women and men, MHLSP. **The lead consultant will represent the team of national consultants in report to UN Women and other direct/indirect beneficiaries and parties.**

Contributions: UN Women will provide the selected consultants with all available materials and information for the achievement of tasks. The consultants are 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 Consultants, prior to travel and will be reimbursed.

Performance evaluation

The National Consultants' 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 to the consultants based on deliverables presented, upon submission of the timesheet and reports on deliverables and achieved results and certification by UN Women Partnership and Coordination Officer 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

For the thematic consultant:

Education:

- University degree in human rights, gender studies, public relations, development studies, law, statistics and/or other social or economic science related to the areas relevant for the assignment.

Experience:

- Minimum 5 years of proven experience working/collaborating with the Government sectors in assisting/supporting drafting policy recommendations/ documents/ reports, coordinating activities.
- Minimum 3 years of proven work experience in the field of gender equality, human rights and development.
- Work experience in developing research, policies, studies, etc. in the field of gender equality and women empowerment will be considered an asset.
- Work experience with international organizations, including UN agencies, will be considered an asset.

Language skills:

- Excellent verbal and written Romanian and Russian languages. Working knowledge of English language is an advantage.

For the logistic and secretariat consultant:

Education:

- University degree in human rights, gender studies, public relations, development studies, law and/or other social or economic science related to the areas relevant for the assignment.

Experience:

- Minimum 3 years of proven experience in assisting with logistical and secretariat support, including in assisting/collaborating with the Governmental structures.
- Minimum 2 years of proven work experience in the field of gender equality, human rights and development.

- Work experience with international organizations, including UN agencies, will be considered an asset.

Language skills:

- Excellent verbal and written Romanian and Russian languages. Working knowledge of English language is an advantage.

Application Procedure

Interested candidates are invited to submit their online applications by 19 August, 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.

Note: Consultants must apply individually for either of the three positions. One consultant can apply for any of the positions advertised.

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 450 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 desk review of applications.

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

Nr.	Criteria for the thematic consultant	Maximum points
1.	University degree in human rights, gender studies, public relations, development studies, law, statistics and/or other social or economic science related to the areas relevant for the assignment <i>(Bachelor- 30 pts; Master– 40 pts)</i>	40
2.	Minimum 5 years of proven experience working/collaborating with the Government sectors in assisting/supporting drafting policy recommendations/documents/ reports, coordinating activities <i>(Up to 5 years- 0 pts, 5 years – 70 pts, each year over 5 years – 10 pts, up to a max of 90 pts);</i>	90
3.	Minimum 3 years of proven work experience in the field of gender equality, human rights and development <i>(Up to 3 years- 0 pts, up to 5 years – 60 pts, each year over 5 years – 10 pts, up to a max of 80 pts);</i>	80
4.	Proven experience in developing researches, policies, studies, etc. in the field of gender equality and women empowerment <i>(Up to 60)</i>	60
5.	Work experience with international organizations, including UN agencies, will be considered an asset <i>(Up to 30)</i>	30
Maximum total technical scoring:		300

Nr.	Criteria for the logistic and secretariat consultant	Maximum points
1.	University degree in human rights, gender studies, public relations, development studies, law and/or other social or economic science related to the areas relevant for the assignment <i>(University– 40 pts; Master’s- 50 pts)</i>	50
2.	Minimum 3 years of proven experience in assisting with logistical and secretariat support, including in assisting/collaborating with the Governmental structures <i>(Up to 3 years- 0 pts, 3 years –80 pts, each year over 3 years – 10 pts, up to a max of 110 pts);</i>	110
3.	Minimum 2 years of proven work experience in the field of gender equality, human rights and development <i>(Up to 2 years- 0 pts, 2 years –80 pts, each year over 2 years – 10 pts, up to a max of 100 pts);</i>	100
4.	Work experience with international organizations, including UN agencies, will be considered an asset <i>(Up to 40)</i>	40
Maximum total technical scoring:		300

B) Financial evaluation:

In the Second Stage, the financial proposal of candidates, who have attained minimum 70% score in the technical evaluation (at least 210 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 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 transportation cost within Chisinau.

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.

Annex II: Price Proposal Submission Form

To: United Nations Entity for Gender Equality and the Empowerment of Women

Ref: Thematic consultant to provide expert support on drafting the new Strategy on gender equality

Or

Ref: Logistic and secretariat consultant to provide expert support on drafting the new Strategy on gender equality

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: