

TERMS OF REFERENCE

Local consultants to provide administrative support to UN Women in Cahul and Ungheni

Location:	Chisinau, Republic of Moldova
Type of contract:	UN Women Individual Contract
Languages required:	Romanian, English, Russian
Application deadline:	August 20, 2021
Starting date:	September 01, 2021
Duration of the contract:	Up to 160 working days/consultant, from September 2021 to December 2022
Project:	Strengthened Gender Action in Cahul and Ungheni districts, funded by the European Union, PID 119802
Purpose of the activity:	Provide administrative support in the implementation of activities in Cahul and Ungheni districts

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

In the framework of EVA Project, 24 localities from Cahul and Ungheni are engaged in a transformation process to become gender champion communities. Different local stakeholders are involved in capacity building activities, mentoring and coaching, in policy making exercises and in the organization of local initiatives involving local community for advancing gender equality, preventing and combating gender-based violence. A range of activities are being organised in this sense in two districts by UN Women directly and through a range of partners.

For the efficient implementation of the EVA Project activities at local level, additional administrative support is needed to assist the team in organizing local events.

SCOPE OF WORK

UN Women within EVA Project seeks to contract **two (2) local consultants (1 – in Cahul, 1 – in Ungheni)** (hereinafter “the Consultants”) **to provide administrative support in the organization of activities in Cahul and Ungheni districts.** The consultants will work under the supervision and in close collaboration with EVA Project Local Coordinators in Cahul and Ungheni.

Each of the consultants will be responsible for the following main tasks:

Task 1. Provide logistic and administrative support in the organization of events in Cahul and Ungheni districts in close cooperation with the Local Coordinators and contracted third parties/partners;

Task 2. Provide administrative support to Local Authorities upon need in the implementation of local initiatives for advancing gender equality and women empowerment.

If the Covid19-situation keeps being an obstacle for safe physical meetings, the support will be provided online. The Consultants are solely responsible for arranging the visits in partner localities from Cahul and Ungheni districts for the successful delivery of the assignment.

DELIVERABLE

The assignment should be carried out within a period of **16 months**, not exceeding **160 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 logistic and administrative support in the organization of events in Cahul and Ungheni districts in close cooperation with the Local Coordinators and contracted third parties/partners.	From September 2021 to December 2022	16 months with an average involvement of 80 hours/month
2.	Provide administrative support to Local Authorities upon need in the implementation of local initiatives for advancing gender equality and women empowerment.		
3.	Monthly activity reports on activities completed and results achieved under deliverable 1 and 2 with relevant outputs worked on included as Annexes. A time sheet indicating the number of days worked under each deliverable shall be included to the monthly reporting.		

	TOTAL		Up to 160 days/consultant
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DURATION OF THE ASSIGNMENT

It is expected that the consultant shall begin work in **September 2021** with work being completed by the **end of December 2022**, 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.

MANAGEMENT ARRANGEMENTS

The consultant will be working under the supervision and in collaboration with EVA Local Coordinators. The Consultant will not be located in the premises of UN Women and will have to work remotely. However, the consultant is expected to have periodical coordination meetings with Local Coordinators in Cahul/Ungheni and participate in relevant UN Women EVA project staff meetings. If COVID-19 restrictions will not allow for physical presence, the support will be provided online.

INPUTS

UN Women will provide the Consultant with the background materials, UN Women project documents, 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 through Cahul/ Ungheni district must be foreseen in the “all-inclusive” daily fee. 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.

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 monthly, upon submission of the monthly reports 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 Local Coordinator concerning the progress of the completion of the tasks and 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:

- A first-level university degree in the area of public administration, social sciences, law, or any other area relevant for the assignment;

Experience:

- At least two (2) years of relevant experience in working with/in local public sector or civil society with administrative/ programming responsibilities;
- Experience in organising training events 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 is required.

Other skills/ requirements:

- Availability to travel within the district 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 **August 31, 2021** with the following documents.

- A) Duly filled Personal History Form PHF11/CV (downloadable from <https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-p11-personal-history-form.doc?la=en&vs=3539>);
- 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, local administrative consultants will be short-listed based on the following minimum qualification criteria:

- A first-level university degree in the area of public administration, social sciences, law, or any other area relevant for the assignment;
- At least 2 (two) years of relevant experience in working with/in local public sector or civil society with administrative/ programming responsibilities;
- Fluency in written and oral Romanian, Russian, English.

For evaluation of short-listed candidates, via 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 based on its responsiveness to the Terms of Reference (TOR) and results from written test and interview.

#	Criteria for technical evaluation	Scoring	Max. points
1.	A first-level university degree in the area of public administration, social sciences, law, or any other area relevant for the assignment;	First-level university degree in public administration, social sciences, law – 70 pts.	70

#	Criteria for technical evaluation	Scoring	Max. points
		First-level university degree in other areas – 55 pts.	
2.	At least 2 (two) years of relevant experience in working with/in local public sector or civil society with administrative/ programming responsibilities;	2 years – 90 pts, each year over 2 years – 20 pts, up to a max of 130 pts	130
3.	Experience in organising training events is an asset;	Evidence that the candidate has previously organized at least 3 trainings/ workshops – 50 pts	50
4.	Written test	50 pts	50
5.	Interview	50 pts	50
Total Technical Scoring			350

– **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).