

TERMS OF REFERENCE

National consultants on gender equality and women empowerment to conduct debates

Location:	Chisinau, Republic of Moldova
Type of contract:	SSA Retainer contract
Languages required:	Romanian, English, Russian
Application deadline:	August 19, 2021
Starting date:	September 01, 2021
Duration of the contract:	Up to 25 working days/consultant, from August to December 2021
Project:	Strengthened Gender Action in Cahul and Ungheni districts, funded by the European Union, PID 119802
Purpose of the activity:	Provide expert support in organising discussions/ debates with the local public form Cahul and Ungheni districts on gender equality and women's human rights

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 UN Women EVA Project, a series of cultural events are being organised in Cahul and Ungheni districts for raising awareness among the general public on gender equality, women empowerment, on ending violence against women and girls, toxic masculinity.

During August-December 2021 cultural events in the format of theatre performances and movie screenings are planned in 24 localities that partner with UN Women for becoming gender champion communities: (1) Theatrical performance “Liberă” that highlights the adverse effects of gender prejudices and stereotypes on young generations, triggering reflections on parents’ responsibility for children education; and (2) an artistic movie addressing toxic masculinity and challenging the patriarchal norms in the society.

Individual gender experts with extensive experience in conducting public discussions and debates on gender equality and women empowerment will be contracted to separately engage the audience¹ in discussions on gender norms and stereotypes in the aftermath of the local cultural events. The gender experts (hereinafter “the consultants”) will conduct a 45-minute guided discussion with the audience on the issues raised by the theatre performance/ movie, challenging in a positive manner the existent preconceptions, encouraging reporting violence and trigger behavioural change towards respect for women’s human rights.

SCOPE OF WORK

Under this announcement, the UN Women within EVA Project, seeks to contract a group of consultants on gender equality and women’s human rights to provide expert support in organizing and conducting 24 guided discussions with local audience from Cahul and Ungheni on gender norms and stereotypes in the aftermath of gender equality cultural events.

The consultants will work under the overall guidance and supervision of the Programme Manager of EVA Project and in close cooperation with EVA Programme Officers.

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

1. Provide expert support in designing the guided discussions concept;
2. Conduct a series of 45-minute guided discussions with the audience from Cahul and Ungheni localities on the issues raised by the theatre performance/ movie, challenging in a positive manner the existent preconceptions, encouraging reporting violence and trigger behavioral change towards respect for women’s human rights. The individual consultant should indicate the number of discussions/debates he/she can run alone in the period September – December 2021: minimum is of 4 debates; maximum is of 24 debates.

Note: *In the context of COVID-19 pandemic, the method for discussions (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. UN Women assumes the responsibility for arranging the travel to Cahul and Ungheni districts.

DELIVERABLE

The assignment should be carried out by individual consultants within a period of **5 months**, not exceeding **34 working days for each Consultant**, with the incumbent being responsible for delivering services in agreement with the deliverables stated in the table below.

¹ In the audience is expected to be around 50 people from different groups: young people 15 years old plus; parents of school children; adult women and men from the community; adults from families at risk of domestic violence; local leaders and decision makers.

No	Activities and Deliverables	Tentative timeframe for completion of task	Tentative # of days required for accomplishment of task
1.	Provide expert support in designing the concept for the guided discussions. A concept for the discussions with the audience from theatre performances and a concept for discussions after the movie submitted and approved by UN Women. The concepts must be harmonised with the message of the cultural pieces.	September 05, 2021	Up to 1 day/ consultant
2.	Conduct up to 24 guided discussions with the audience from Cahul and Ungheni localities for challenging gender preconceptions, encouraging reporting violence and trigger behavioural change towards respect for women's human rights. Short narrative reports after each debate submitted to UN Women.	September 07 – December 31, 2021	Up to 24 days
	TOTAL		Up to 25 days

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 2021**, in conformity with the indicative timeframe described under “Deliverables and Timeframe” section.

Note: The mentioned number of working days has been estimated as being sufficient/ feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of the assignment. It cannot and shall not be used as criteria for completion of work/assignment. The provision of envisaged deliverables approved by the UN Women EVA Programme Manager shall be the only criteria for the Consultant's work being completed and eligible for payment/s.

The consult has to indicate the tentative number of debates/discussions he/she can run during the period of the assignment: minimum is of 4 debates; maximum is of 24 debates.

MANAGEMENT ARRANGEMENTS

The consultant will be working under the supervision of EVA Programme Manager and in collaboration with EVA Programme Officers. The consultant will not be located in the premises of UN Women. The consultant is expected to have periodical coordination meetings with EVA project team. If COVID-19 restrictions will not allow for physical presence, the support will be provided online upon a formal decision agreed with UN Women and cultural events implementing partners.

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 to Cahul and Ungheni needed for the successful implementation of the tasks and deliverables presented above will be covered by UN Women EVA Project.

In the preparation stage, 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. All logistical arrangements related to organising the discussions with the local audience in Cahul and Ungheni localities will be ensured by UN Women through partners.

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 EVA Programme Officers 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:

- Master's degree in Human Rights, Gender Equality, Public Administration, Law, Business Administration or related fields;

Experience:

- Three (3) years of experience in the field of gender equality, ending violence against women, women's human rights;
- Experience in organizing and conducting at least five (5) training sessions/debates for different audiences on gender equality, ending violence against women, women's human rights in the last three years. Please list the topics of the training sessions/debates, the target audience and period in the letter of intent;
- Experience in UN, especially UN WOMEN is a strong asset

Language skills:

- Fluency in English, Romanian and Russian is required;

Other skills/ requirements:

- Availability to travel to Cahul and Ungheni districts 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 19, 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:

- Master's degree in Human Rights, Gender Equality, Public Administration, Law, Business Administration or related fields;
- Three (3) years of experience in the field of gender equality, ending violence against women, women's human rights;
- Experience in organizing and conducting at least five (5) training sessions/debates for different audiences on gender equality, ending violence against women, women's human rights in the last three years. Please list the topics of the training sessions/debates, the target audience and period in the letter of intent;
- Fluency in English, Romanian and Russian;

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).

#	Criteria for technical evaluation	Scoring	Max. points
1.	Three (3) years of experience in the field of gender equality, ending violence against women, women's human rights;	3 years – 145 pts, each year over 3 years – 10 pts, up to a max of 180 pts	180
2.	Experience in organizing and conducting at least five (5) training sessions/debates for different audiences on gender equality, ending violence against women, women's human rights in the last three years.	Evidence that the candidate has previously organized at least 5 trainings/ debates – 100 pts, each additional relevant training/debate – 25 pts, up to max of 150 pts	150
3.	Experience in UN, especially UN WOMEN is a strong asset	20 pts	20
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 candidates will be the candidates, who has accumulated the highest aggregated score (technical scoring + financial scoring) in descending order. He/ she will have priority in selecting the number of debates/discussions to be conducted by himself/herself in comparison with the rest.

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 cover separate transportation costs for the delivery of this assignment to Cahul and Ungheni localities.

3. Daily Subsistence Allowance

Not applicable.

4. Currency of the price proposal

The applicants are requested to submit their price proposals in MDL. In case of proposals in other currency, these shall be converted into MDL using the official UN exchange rate for currency MDL conversion to MDL at the date of applications' submission deadline.

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

Ref: Local Individual Consultant on civil society to provide programmatic support to UN Women within EVA project

Dear Sir / Madam,

I, the undersigned, offer to provide professional consulting services to UN Women within the scope of the referred Assignment.

Having examined, understood and agreed to the Terms of Reference and its annexes, the receipt of which are hereby duly acknowledged, I, the undersigned, offer to deliver professional services, in conformity with the Terms of Reference.

My maximum total price proposal for the assignment is given below:

Deliverables	MDL
Daily fee all inclusive	
Number of discussions/ debates the consultant can run in the period September-December 2021 (minimum 4 and maximum 24)	
Total price: [1 day for concept development + number of days (debates) to be conducted by the individual consultant] * Daily fee all inclusive	

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: