**TERMS OF REFERENCE**

**Local Individual Consultant on knowledge management/ monitoring and evaluation**

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| **Location:** | Chisinau, Republic of Moldova |
| **Type of contract:** | UN Women Individual Contract  |
| **Languages required:** | Romanian, English  |
| **Application deadline:** | October 11, 2021 |
| **Starting date:**  | October 18, 2021 |
| **Duration of the contract:** | Up to 120 days, from October 2021 to March 2022 |
| **Project:**  | Strengthened Gender Action in Cahul and Ungheni districts, funded by the European Union, funded by the European Union, PID 119802 |
| **Purpose of the activity:** | Provide expert support in conducting knowledge management within an EU funded project  |

**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. Placing women's rights at the center of all its efforts, UN Women leads and coordinates the United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world.

The work of UN Women in Moldova is guided by its [Country Strategic Note for 2018-2022](http://moldova.unwomen.org/en/biblioteca-digitala/publicatii/2018/03/strategic-note-summary), 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), [the Global Strategic Plan of UN Women for 2018-2021](http://www.unwomen.org/en/executive-board/documents/strategic-plan-2018-2021), the [National Strategy on Gender Equality for 2017-2021 (NSGE)](https://gov.md/sites/default/files/document/attachments/intr16_85.pdf), 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](https://moldova.unwomen.org/en/biblioteca-digitala/publicatii/2018/03/strategic-note-summary) 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 Program 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 externa 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 Project 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 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; supporting LPAs to contribute 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 which advocate for gender equality; raising awareness of local population from selected regions on gender equality and empower 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 programs 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/children victims of domestic violence, empowering domestic violence survivors, and using innovative tools to raise the capacities of local civil society to change attitudes and behaviors on gender-based violence.

**RATIONALE**

For a well-documented and result orientated implementation of the EVA project, UN Women will contract a local consultant with experience in monitoring and evaluation/ knowledge management. The consultant, in close collaboration with UN Women, will offer expert support in conducting efficient knowledge management for EVA project using best practices from UN system.

**SCOPE OF WORK**

The UN Women within EVA project seeks to contract one consultant (hereinafter “the consultant”) to support the implementation of a tailored knowledge management process and activities by applying and promoting the principles of results-based management (RBM), as well as a client-oriented approach consistent with UN Women rules and regulations.

The consultant is expected to work under the supervision of the EVA Programme Manager and in close collaboration with the UN Women Monitoring and Evaluation Officer for the effective achievement of results.

More specifically, the consultant will be responsible for the following main tasks:

* Support successful implementation of knowledge management and research activities of the EVA project, including that of the partners;
* Participate in the project monitoring, evaluation, reporting and data collection;
* Provide expert support in strengthening knowledge production and analysis in the EVA project in line with UN Women Strategy on Knowledge Management, including support for the development of knowledge products, innovative practices and lessons-learnt documents of the implementation of EVA project;
* Test the tailored tools developed for the EVA Project for strengthening knowledge production, ensuring knowledge sharing, streamlining knowledge management activities within overall project implementation;

**DELIVERABLES**

The assignment should be carried out starting with August 2021, with the incumbent being responsible for delivering services in agreement with the workplan and methodology established, including the deliverables stated in the table below.

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|  | **Activities and Deliverables** | **Tentative timeframe for completion of task** | **Tentative number of days required for accomplishment of task**  |
|  | Support successful implementation of knowledge management and research activities of the EVA project, including that of the partners and participate in the project monitoring, evaluation, reporting and data collection.Monthly narrative reports illustrating the support offered to EVA team and its partners, including relevant annexes, submitted and approved by UN Women. The working report should also cover the inputs offered for quarterly reporting of EVA project and of its partners, annual reporting, and donor reporting | October 2021 – March 2022 | Up to 60 days |
|  | Provide expert support in strengthening knowledge production, analysis, sharing in the EVA project in line with UN Women Strategy on Knowledge Management. A short narrative report including the documented “what works practices” on Outcome 1 and Outcome 2 of the project, and list of knowledge products to be developed in the framework of EVA project, their description, and the timeline for their delivery, submitted and approved by UN Women.  | October-November 2021 | Up to 25 days |
|  | Test and coordinate the use of the tailored tools developed for the EVA Project for strengthening knowledge production, ensuring knowledge sharing, streamlining knowledge management activities within overall project implementation. At least two draft knowledge products submitted and approved by UN Women. It should contain the concept of the product, tentative contents, and methodology.  | December 2021 – February 2022 | Up to 35 days  |
|  | Total  | Up to 120 days  |

The consultant should be ready to conduct the assignment online if the COVID-19 restrictions are maintained. Zoom link will be provided by the UN Women office.

**DURATION OF THE ASSIGNMENT**

It is expected that the consultant shall start work in **October 2021** with work being completed by the **March 31, 2022** in conformity with the indicative timeframe described under “Deliverables” 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.*

**INPUTS**

UN Women will provide the Consultant with the background materials, UN Women policies and procedures, 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 will be covered by the candidate.

**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 consultant in up to four (up to 3) instalments upon submission of the report on deliverables and achieved results 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 UN Women Monitoring and Evaluation Officer and EVA Programme Manager on the progress of the completion of the 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:***

* Bachelor degree (or equivalent) in Human Rights, Gender Equality, Law, Social Sciences, Public Administration, Economy or other development related sciences.

***Experience:***

* At least three (3) years of relevant experience in working with governmental/ non-governmental/ business area. The candidate must prove evidence of experience in at least one of the following: project management, monitoring and/or evaluation, research in social-economic area, conducting assessments.
* Proven experience in research, writing analytical reports/articles. The candidate will have to present evidence of at least one such work.

***Language requirements:*** Fluency in written and oral Romanian and English are required.

**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>

Annex I: Price Proposal Guideline and Template

The prospective Local Individual Consultant should take the following explanations into account during submission of his/her price proposal.

**Application PROCEDURE**

Interested candidates are invited to submit their online applications by October 07, 2021 with the following documents.

* Duly filled Personal History Form PHF11/CV (please download from <http://www.unwomen.org/wp-content/uploads/2011/01/P_11_form_UNwomen.doc>)
* Letter of Intent to include a brief overview on consultant previous experiences makes the candidate the most suitable candidate for the advertised position. It should reflect the above-mentioned required skills and experience.
* 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, the applicants will be short-listed based on the following minimum qualification criteria:

* University degree in Human Rights, Gender Equality, Law, Social Sciences, Public Administration or other development related sciences. A first-level university degree in combination with three additional years of qualifying experience may be accepted in lieu of the advanced university degree.
* At least three (3) years of experience in monitoring and evaluation area (including project monitoring, teaching, methodologies development);
* Proven experience in research, writing analytical reports. The candidate will have to present evidence of at least one such work.

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:



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

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

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| --- | --- | --- |
| # | **Criteria for technical evaluation** | Max. points |
|  | Bachelor degree (or equivalent) in Human Rights, Gender Equality, Law, Social Sciences, Public Administration, Economy or other development related sciences is a minimum eligibility criteria and will be evaluated with 90 points; Master degree in Human Rights, Gender Equality, Law, Social Sciences, Public Administration, Economy will be evaluated with 110 points; | 110 |
|  | At least three (3) years of relevant experience in working with governmental/ non-governmental/ business area. The candidate must prove evidence of experience in at least one of the following: including project monitoring and/or evaluation, monitoring methodologies development, conducting assessments. (3 years – 80 pts, for each year over 3 years – 20 pts, up to a max of 120 pts); | 120 |
|  | Proven experience in research, writing analytical reports/articles. The candidate will have to present evidence of at least one such work. | 120 |
|  | **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).

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 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.

1. Travel costs

UN Women will not cover transportation cost within Chisinau.

1. Daily Subsistence Allowance

Not applicable.

1. 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: Local Individual Consultant on knowledge management/ monitoring and evaluation**

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: