**TERMS OF REFERENCE**

**National consultant on creation of services for victims of sexual violence**

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| **Type of contract:** | UN Women Individual Contract – Special Service Agreement (SSA) |
| **Languages required:** | English, Romanian, |
| **Application deadline:** | December 27, 2021 |
| **Starting date:** | January 11, 2022 |
| **Duration of the contract:** | Up to 90 days, from January to December 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 technical and programmatic support in the coordination of developing the specialist service for victims of sexual violence in 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. 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.

In Moldova, sexual violence (SV) disproportionately affects women and girls. Women who experienced sexual violence require comprehensive and sensitive care to mitigate the negative consequences of SV including health consequences, minimize psychological trauma and promote long-term reintegration to society and recovery.

According to national legislation1, the State shall provide several services to support the victims of violence, including victims of sexual violence: legal counselling; psychological counselling; free legal aid assistance; financial compensation.

Despite progress towards the ratification of the Council of Europe Convention on Preventing and Combating Violence against Women and Domestic Violence (Istanbul Convention), serious concerns remain regarding the ensure effective prevention and combating of violence against women and rehabilitation of victims, including sexual violence against women. Main challenges persist, including underreporting of violence against women; owing to fear of stigmatization and re-victimization; the limited enforcement of the legislative framework to combat gender-based violence due to insufficient resource allocations; lack of shelters and support services for victims of gender-based violence, including counselling, legal assistance, and rehabilitation programmes, particularly in the rural areas.

A recent study on Systemic response to cases of sexual violence in Cahul and Ungheni districts2 shows that at the local level sexual violence among adult women is rarely reported and victims of SV are not provided with all necessary services. The existent services are not entirely appropriate (victim-centered), difficult to access and geographically spread all over the country. From the moment the crime is committed up until the conviction of the guilty person, victims of SV are forced to engage in lengthy travels and procedures, face repeated victimization and have a slim chance to fully recover.

The National Action Plan for years 2018-2020 on the implementation of the national EVAW Strategy, provides for the specific objective 2.2. "Creation of protection and assistance services for victims of sexual violence" several actions, such as: development of the working methodology of the intervention team in cases of sexual violence (action 2.2.1.), development of instructions for the intervention team in cases of sexual violence (action 2.2.2.) and piloting the activity of the intervention team in cases of sexual violence in 2 districts (action 2.2.4.).

**RATIONALE**

In order to advance the development of a specialist service for victims of sexual violence from selected district (Ungheni)in line with the Istanbul Convention and the good practices from EU countries, UN Women seeks to contract a national consultant that will coordinate works and initiations of creation of the specialist service between UN Women and national and local authorities, under the guidance of UN Women international consultant.

**SCOPE OF WORK**

Under the overall guidance and direct supervision of the EVA Programme Manager and in close collaboration with the EVA Officers, Programme Analyst EVAW, Programme Specialist and Operations Manager for the effective achievement of results.

**Duties and Responsibilities**

The assignment should be carried out starting with January 2022, with the incumbent being responsible for delivering services in agreement with the workplan and methodology established, including the deliverables stated in the table below.

| **Tasks and activities** | **Estimated workload (workdays)** |
| --- | --- |
| **Task 1: Support UN Women/EVA Project in the supervision of contracts related to (a) design of works (b) refurbishment works to be undertaken on space dedicated to the specialist service for victims of sexual violence in Cahul and Ungheni, including but not limited to the projection of the space/rooms set up, refurbishment of the space/rooms, (c) medical equipment and furniture for each of the rooms, office furniture, consultations rooms set-up, list of medical and office supplies, etc.** Under this task, the consultant will assist in coordinating the contracts on the design and renovation of the space in line with the best EU practices and the Essential Services Package for Women and Girls Subject to Violence. Regularly meetings with distinct councils’ representatives and hospital representatives to coordinate the process of design and renovations of the space/rooms for the specialist service for victims of sexual violence in Ungheni. | Up to 25 days |
| **Task 2: Provide expert support in establishing collaboration agreements/memorandum of understanding with central/district level authorities on ensuring the sustainability of the specialist service for VSV in Ungheni and Cahul regions:**  Under this task, the consultant will be engaged in coordination and advocacy consultations with the District Councils on how the Crisis Center for Victims of Sexual Violence should be designed, developed, and implemented, including financial sustainability. In collaboration with the District Councils, draft the collaboration agreements/memorandum of cooperation between the Crisis center for Victims of Sexual Violence and the relevant local and central authorities with competencies in the field and public institutions and NGOs relevant (service providers). The format of the service for victims of sexual violence may differ from region to region, considering existent infrastructure and available specialists. | Up to 20 days |
| **Task 3: In close cooperation with the international consultant contracted by UN Women for providing expert assistance in developing the specialist service for victims of sexual violence in Cahul and Ungheni districts, support to UN Women EVA team for the implementation of the following activities/deliverables.** Under this task, the national consultant will liaise the international consultant with the local stakeholders relevant for the contract implementation: provide peer-review of the sets of technical specifications for renovation/rebuilding and equipment of the spaces dedicated to the crisis center; provide peer-review of two tentative budgets reflecting costs for arranging the spaces; provide peer-review of the developed job descriptions of the employment specialist of the service/crisis center and delegated professionals as part of the multifunctional team of the center/specialized service; peer-review of the regulation of crisis center for victims of sexual violence submitted and approved by UN Women. Define and refine the SOPs and guidelines for the specialists within the Center, taking into account the existence of other related SOP’s in the field. | Up to 20 days |
| Assist EVA team in coordinating the activities carried out in Cahul and Ungheni by both UN Women and UNICEF in EVAW area. Participate in at least 10 UNW/ EVA project coordination meetings. | Up to 10 days |
| Monthly report containing a progress review/evaluation of the project initiative implementation, lessons learned, best practices and recommendations for scaling up, submitted. | Up to 12 days |
| **Final report**with insights, evaluation, lessons learned, and recommendations elaborated and submitted. | Up to 3 days |
| **Total** | **Up to 90 days** |

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

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 from **January 10, 2022** with work being completed by the **December 15, 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 procurement 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 should be organised and covered by the contracted party. All costs related to travel have to be foreseen in the “all-inclusive” daily fee.

**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 on a monthly basis, upon submission and approval of deliverables and timesheets with actual days worked and certification by the UN Women responsible staff that the services have been satisfactorily performed.

**COMMUNICATION AND REPORTING OBLIGATIONS**

The Consultant is expected to report and coordinate regularly with the 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:**

* Master’s degree in Law, Gender, Human Rights, Labor relations, Sociology or similar fields. A first-level university degree combined with two additional years of qualifying experience may be accepted in place of the master's degree.

**Experience**

* A minimum of 2 years of professional experience working in the field of gender-based violence and/or VAWG advocacy.
* A minimum of 1 year of experience working with institutions to strengthen national response to VAW from different sectors (e.g. police, justice, social services, health sector). Evidence about this experience should be reflected in the cover letter.
* Familiarity with working with the local public administrations. Evidence about this experience should be reflected in the cover letter.
* Proven experience in working with international organizations (successful experience in working with UN agencies is an asset).

**Language Requirements:**

* Fluency in written and oral Romanian, Russian, 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 **December 27, 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, national consultants will be short-listed based on the following minimum qualification criteria:

* Master’s degree in Law, Gender, Human Rights, Labor relations, Sociology or similar fields.
* A minimum of 2 years of professional experience working in the field of gender-based violence and/or VAWG advocacy.
* Fluency in written and oral Romanian, Russian, English are required.

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:



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| --- | --- |
| 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 |
|  | Master’s degree in Law, Gender, Human Rights, Labor relations, Sociology or similar fields. A first-level university degree combined with two additional years of qualifying experience may be accepted in place of the master's degree. | 90 |
|  | A minimum of 2 years of professional experience working in the field of gender-based violence and/or VAWG advocacy.  (*Up to 2 years- 0 pts, 2* *years –900 pts, each year over 1 year – 5 pts, up to a max of 100 pts)*; | 100 |
|  | A minimum of 1 year of experience working with institutions to strengthen national response to VAW (including sexual violence cases) from different sectors (e.g. police, justice, social services, health sector).  (*Up to 1 year - 0 pts, 1* *year –70 pts, each year over 1 year – 10 pts, up to a max of 90 pts)* | 90 |
| 4. | Familiarity with working with the local public administrations. Evidence about this experience should be reflected in the cover letter. | 30 |
| 5. | Proven experience in working with international organizations (successful experience in working with UN agencies is an asset).  (*1 year – 30 pts, for each year over 1 year – 5 pts, up to a max of 40 pts)* | 40 |
|  | **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 International 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/travel to Ungheni.

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: National consultant on services for victims of sexual violence**

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** | **Proposed Price** [[1]](#footnote-1) |
| **Daily fee all inclusive** | **MDL** |
| **Total price** | **MDL** |

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:

1. The financial proposal should reflect costs that would take into account possible travel/public gatherings restrictions due to COVID-19. [↑](#footnote-ref-1)