

## Terms of Reference

### National Consultant to provide support in conducting an emergency response intervention for vulnerable women and their dependents, shelters in the context of COVID-19 impact

<b>Location:</b>	Chisinau, Moldova
<b>Type of Contract:</b>	Individual contract
<b>Expected duration of the assignment:</b>	Up to 70 days (January – November 2022)
<b>Starting Date:</b> (date when the selected candidate is expected to start)	End-January 2022

## 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 new [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 Preventing and Combating Violence against Women and Domestic Violence for the Period 2018-2023](#), and aims to contribute to the gender-responsive implementation of the 2030 Agenda for Sustainable Development. The Strategic Note 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.

In the context of world-wide pandemic due to new corona virus COVID-19, announced by WHO on 12 March 2020, UN Agencies undertook interventions to embark more on supporting national response to halt, reverse and eliminate the outbreak in Moldova, focusing on both lifesaving (health specific), as well as community engagement and public health awareness and communication to limited exposure to the infection. Since the outbreak of the COVID-19 pandemic, UN Women has been at the forefront in providing evidence on its impact on women and men, in advocating for building back better in gender responsive manner, as well as in mobilizing jointly with the UN sister agencies and women's NGOs/grassroots organizations, in providing direct support and assistance to people and families most in need of immediate supplies and protective items.

During 2020, with the funding support from the UN SGs COVID-19 MPTF, participating UN agencies (UNICEF, UN Women and IOM) were able to make considerable contribution to the country response to COVID-19 in the Republic of Moldova. To prevent the spread of COVID-19 and protect the most vulnerable, UN Women was able to provide direct support to 4157 direct beneficiaries from both banks of Dniester river (exceeding the initial target of 3500), 616 indirect beneficiaries, 14 staff of NGO Vesta and 500 members of multidisciplinary teams in the form of masks, gloves, hand sanitizers, surface sanitizers, food packs, packs with hygienic and cleaning products, packs with pads for women and diapers for kids and adults. In addition to that during 2020, 3,279 social assistants and social workers, from 36 territorial structures of social assistance across the country, including the Transnistrian region have been equipped with personal protection equipment (PPE) containing locally produced respiratory protection masks, gloves and disinfectant solutions to better respond to cases of gender-based violence as well as to better respond to the needs of the most vulnerable groups of persons. Also, 579 women and girls from Moldova, including from Transnistria region - representing 353 women and girls affected by violence, 156 women migrants (including some affected by violence, or in high risk), 42 women with disabilities, 28 women with children with disabilities- 2 men and 54 children could cope with stress/benefit from a strengthened general and specialized services during COVID-19 pandemic due to the provision of on-line essential services provided by 6 national and local NGO's with UN Women support for a 4-month period in total.

During 2021, over 4835 direct beneficiaries (3522 women and 1313 men from vulnerable groups) and 6563 indirect beneficiaries, people in vulnerable situations, including older persons, people living with HIV, persons with disabilities and

their families, Roma families and children in vulnerable situation from both banks of the Dniestru river, single mothers have improved their resilience against COVID-19. Also, 55 staff and volunteers of 48 NGOs and Initiative groups from both banks of Dniestru river working at the national and local level, who are members of the NGO Task Force on COVID-19 and Human Rights, have been supported to provide direct social support services in response to the immediate needs of people in vulnerable situations. At the same time, UN Women thanks to the support of the Japanese Government and the Government of Sweden, has worked with State Agency for Small Medium Enterprise Development (ODIMM) and Business Pre-Accelerators to support women in recovering or starting new business to recover from the impact of COVID-19.

In line with the Socio-Economic Response Plan<sup>12</sup>, under *Activity 2.1, Increasing the access of vulnerable women and their dependents to food and other essential supplies, including prevention supplies and following Output: Women from vulnerable groups (including Roma women, women with disabilities, sex workers, single mothers, women with low or no income and others) have access to food, personal care and hygiene products, and protection supplies*, UN Women will conduct another intervention with support of Netherlands with the aim to contribute to the improvement of the well-being of people of Moldova, in particular of the most vulnerable women. The intervention will equip women from underrepresented groups and their families from selected communities with essential products and protective equipment, in order to improve their resilience against COVID-19 and its consequences.

For this initiative, additional coordination support is critical for managing the successful implementation of the COVID-response activities.

### Objectives and expected outputs

The UN Women Country Office seeks to contract a local individual outreach consultant (*hereinafter "the Consultant"*) to provide coordination support to the Country Office team in the implementation of the COVID-response activities for 10 months period. She/he is expected to work closely with UN Women delegated personnel for this intervention, beneficiary institutions and stakeholders in order to deliver professional, effective and qualitative services.

The Consultant is expected to carry out the following tasks:

- Provide overall coordination support in accordance with UN Women rules, regulations, policies, and strategies for successful implementation of the project activities;
- Draft ToRs/technical specifications, letters, contribute with inputs to the procurement plan;
- Keep abreast communication with beneficiaries and relevant counterparts, from both CSO's and Government organizations, including service providers from different regions of the country, regarding the beneficiaries' needs, distribution of goods, etc;
- Ensure the collection of beneficiaries' needs and prepare aggregated lists for procurement of goods and distribution;
- Support and monitor the distribution of good/services to beneficiaries;
- Maintain records on receipt and distribution of goods, ensure proper documentation of processes, monitor contractors' performance;
- Organize, compile documentation on organized interventions/activities, ensures collection and use of materials for visibility activities (photos from ONGs with products received, beneficiaries);
- Prepare periodic reports on activities done;
- Draft reports, concept notes, agendas, minutes for coordination meetings;
- Support the UN Women team in preparation of briefing materials and presentations related to COVID-response activities;
- Other related tasks.

### Deliverables

The assignment should be carried out within a period of 10 months, not exceeding 70 working days, with the incumbent being responsible for delivering services in agreement with the weekly workplans established, including. The deliverables stated in the table below will confirm execution of the tasks:

Key Deliverables	Estimated workload (Workdays)	Tentative Deadline
Report on tasks performed during each month period	Up to 15 days	End of each month

The following to be attached to the monthly reports, which are applicable:

- a) Agendas of the meetings;
- b) Developed databases;

- c) ToRs, reports, concept notes, agendas, minutes;
- d) Briefing materials and presentations;
- e) And others, as may apply.

**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 the UN Women Programme Specialist shall be the only criteria for Consultant work being completed and eligible for payment/s.

### **Duration of the assignment**

The total duration of the contract is tentatively planned for up to 10 calendar months starting end-January 2022.

### **Management arrangements**

Organizational Setting: The local consultant will work under direct supervision of the UN Women Programme Officer and Analyst.

### **Travel**

No travel is 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 Consultant, prior to travel and will be reimbursed.

### **Performance evaluation**

Consultant's 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 on a monthly basis, upon submission and approval of deliverables and timesheets with actual days worked and certification by the Programme Analysts that the services have been satisfactorily performed.

### **Required Skills and Experience**

#### **Education:**

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

#### **Experience:**

- 4 (four) years of progressively responsible experience in project management, in supervision of various project activities;
- One similar intervention supported is an asset;
- At least 2 years of experience of communication, cooperation with organizations at local level and beneficiaries;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.);
- Experience with UN is an asset.

#### **Language skills:**

- Fluency in Romanian is required; Good knowledge of English is an asset;
- Working knowledge of one or more additional languages relevant for Moldova, including Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

### **Application Procedure:**

- Duly filled Personal History Form PHF11;
- Letter of Intent to describe the motivation and relevance of previous experiences;
- Proposed work schedule;
- Financial proposal (in MDL) - specifying daily fee and total lump sum as per attached Annex I

**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.

## Annex I: Price Proposal Submission Form

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

Ref: National Consultant to provide support in conducting an emergency response intervention for vulnerable women and their dependents, shelters in the context of COVID-19 impact

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 for 70 working days	

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: