**TERMS OF REFERENCE**

**Individual consultant to perform the technical design and supervision of refurbishment of children and women’s friendly spaces**

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| **Duty Station:** | Chisinau, Moldova |
| **Type of Contract:** | Individual Contract |
| **Post level:** | National Consultant |
| **Starting Date:** | 20 April 2022 |
| **Expected Duration of Assignment:** | 20 April – 30 November 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.

Through its programmes and projects, UN Women is providing technical assistance to national partners (governmental and non-governmental), including private sector, in the implementation of existing international and national commitments to women’s rights and gender equality, it facilitates networking and exchange of good practices and advocates for women’s rights and gender equality in all areas of life.

**Rationale**

During pandemic, many parents have found themselves struggling with work-life balance. As they juggle a full-time job with taking care of their children, many find themselves not having the emotional and mental capacity to commit themselves to both fully. Worse still, in the Republic of Moldova, many working parents don't have support or childcare benefits from their employers.

According to the [Research](https://moldova.unwomen.org/ro/biblioteca-digitala/publicatii/2020/09/gender-assessment-on-covid-19) UNEQUAL WORK DURING THE PANDEMIC - Analysis of Gender Inequalities on the Labour Market during the Pandemic, the COVID-19 crisis increased the demand in family care, which was essentially responded to by women. The same research reveals that in over 60% of cases women are engaged in taking care of children and performing household chores. In this context, it is important that the authorities take supportive measures such as alternative childcare options for parents or for single-parent families with ‘essential’ jobs.

Workplace childcare services are an important benefit for many employees, not only in pandemics, allowing them to spend more time with their children during the workday, in a secured way, meanwhile delivering their work responsibilities in time. These benefits are breaking down barriers that are keeping some parents out of the workforce to successfully balance their work and caregiving responsibilities. These benefits offered by public institutions and private companies (childcare facilities) are particularly important to women, who are still withstanding the most of domestic obligations.

Caring for children and parents might not seem like an economic act, but the way how carework is organized has a significant impact on the economy. Workplace day care can improve employee morale and lower absenteeism and turnover because fewer employees need to take time off to look after their children.

The work schedule of a public servant is 8 hours, from 08:00 to 17:00, while the program of the primary school pupil is from 08:00 to 12:00. Within private companies, the situation is even more difficult as some companies, especially in production, are working in shifts. Therefore, the mismatch of the parent's work program with the children's school and kindergarten schedule, creates stressful situations for the employees who are forced to leave the job before the program to take the child from school, and respectively causing conflicting situations in the office, in relation to the supervisor.

For the security and defense institutions, the situation is burdened even more by the working schedule and imbalance between family and professional life. To assess existing structural and infrastructural barriers which hinder gender mainstreaming in police and defense sectors, UN Women, together with Center “Partnership for Development”, developed the [Feasibility Study](https://progen.md/wp-content/uploads/2020/12/7023_studiul_de_fezabilitate_mai_si_ma__final.pdf) on implementation of temporary special measures and reasonable accommodation for gender mainstreaming in Ministry of Internal Affairs and Ministry of Defense. The study among the recommendations provided, also highlights the need for special measures to ensure the reconciliation of work and family life in the security system, including providing parenting/ child care facilities within or near the unit/institution, development of alternative services for the care of preschool children at work, flexibility of the work schedule as well as providing adequate infrastructure for women's needs: from segregated spaces in school dormitories or military units, to sanitary facilities, equipment to ensure reasonable accommodation within the gyms.

Within the Ministry of Internal Affairs and its subordinated structures, the study revealed that arrangements for the care of preschool children are missing. In the focus groups, women officers and non-commissioned officers from the MIA and subordinate institutions mentioned that the lack of arrangements for the care of children of preschool age is an impediment in the professional career. They specified that usually, after the birth of a child, due to the lack of nurseries, kindergartens, for a period of at least 1 year to 3 years, they do not return to work. Also, some of them later give up their career in the Ministry of Interior and subordinate institutions.

In line with the provisions of Article 11 (2) (c) of the UN Convention on the Elimination of All Forms of Discrimination against women which establishes the obligation of states to provide social support services to enable parents to combine family obligations with professional responsibilities, UN Women will embark in the initiative to accommodate a children friendly space for the employees of the Inspectorate. Additionally, in line with the recent successful approval of amendment to the Labor Code and Education Code by Parliament of Moldova (with support of UN Women) and continuing with the efforts on reinforcing the factors that positively impacts women’s income, including in partnership with private sector on the possibility of alternative models of childcare services, Un Women will launch an initiative to pilot a similar child friendly space for the employees of a private partner.

According to the data provided by the Carabinieri General Inspectorate, there are 192 children of 7 to 12 years in the subdivisions of the Inspectorate based in Chisinau and 129 children of same age of Conteyor employees, which was selected as pilot initiative. Selected company is in the region, Causeni city, but the employees, 90% women, are from the villages from close neighborhood, in which pre-school or kindergarten possibilities are limited or missing totally.

**Scope of Work**

Following the request from the Ministry of Internal Affairs of the Republic of Moldova (hereinafter referred to as MAI), UN Women intends to engage an individual consultant to support its subordinated institution - the (General Inspectorate of Carabineers (hereinafter referred as GIC), in performing the technical design and ensure the supervision of the refurbishment of a specially allotted area in one of the MAI’s premises to serve as a place where children of GIC personnel can spend the rest of the day doing their homework or be involved into other educational activities while being supervised by a specially hired person by IGC. The same scope of work to be extended for private company, Conteyor SRL.

**Duties and responsibilities**

Under the overall guidance and supervision from UN Women in Moldova, the selected individual will be responsible for following tasks:

1. Develop a technical design concept for women lockers room and children’s' room for MAI (IGC) with minimum intervention upon existing infrastructure, by providing presentations and pictures of the idea and mentioning materials, and tools for the project. The design of the children’s' room will be based on the regulations to be developed by MAI.
2. Develop a technical design concept for children’s room within existing spaces of Conteyor SRL
3. Generate cost estimates (Bills of Quantities) for the refurbishment of women lockers room and children’s' room of both GIC and Conteyor SRL based on the technical design.
4. Inputs for tender and support to project team in evaluation of the received bids.
5. Act as a technically responsible person and supervise the renovation works and space arrangements.

All activities under this assignment shall be carried out in accordance with UN Women applicable regulations, rules, directives, and procedures.

**Inputs**

UN Women and the MAI (IGC) will provide the individual consultant with all the necessary information and support on the project and materials for a better understanding of the task and for successful fulfilment of the job.

**Deliverables and timeframe:**

The selected candidate will be responsible to provide the following deliverables:

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| # | **Deliverables** | **Time frame** |
|  | One technical design of the child friendly area and women lockers room GIC, accompanied by drawings, 3D sketches (~150 sq m). | 20 May 2022 |
|  | One technical design of the child friendly area for Conteyor SRL  | 01 June 2022 |
|  | Bills of Quantities for children and women lockers rooms GIC | 15 June 2022 |
|  | Bills of Quantities for child friendly area for Conteyor SRL | 30 June 2022 |
|  | Inputs for tender dossier and support to project team in evaluation of the received bids for Conteyor SRL | 30 July 2022 |
|  | Provision of works supervision services, (including recommendation on the work approach and materials to be used) | 30 November 2022 |

**Duration of the assignment**

The expected duration of this assignment is for the period of **May - November 2022**, according to the indicative timeframe from the table above.

**Management arrangements**

The Consultant will work under direct supervision of the UN Women WEE Coordinator. UN Women will support the Contractor to cooperate with the MAI (General Inspectorate of Carabineers).

**Travel**

No travels are 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**

The Contractor’s performances will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the service and products delivered.

**Financial arrangements**

Payment will be disbursed to the consultant in 2 instalments, upon submission and approval of the reports on deliverables, achieved results, and certification by the supervisor that the services have been satisfactorily performed.

**Requirement to the Consultant/ designer**

*Education:*

* Professional certification in design.

*Experience:*

* Minimum 3 years of work experience in Design of Interiors;
* Successfully completed design projects with focus on providing socially responsive solutions (accessible/inclusive/child-friendly spaces).
* Experience with Government Institution or International Organizations.

**Application procedure**

The candidates are invited to send their online applications to by April 11, 2022, with the following documents.

* Professional Certificate in Design;
* Duly filled Personal History Form P11 or CV;
* Portfolio of previous work/ portfolio of successfully completed projects;
* 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. Please see ANNEX I and ANNEX II.

**Evaluation procedure**

The candidates should meet the following minimum qualification criteria:

* Professional certification in design;
* Minimum 3 years of work experience in Design of Interiors;
* At lest one successfully completed design projects with focus on providing socially responsive solutions.
* Experience with Government Institution or International Organizations;

The candidate submitting the lowest price qualified offer should be selected and contracted.

*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 Guideline and Template**

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

1. **Daily fee**

The price proposal per square meter should indicate a "lump sum amount" which is "all-inclusive"; All costs (professional fees, communications, consumables, 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.

1. **Travel costs**

No travels are 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.

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 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:** Individual consultant to perform the technical design and supervise the refurbishment of a children friendly space and women lockers room within the MAI premises (General Inspectorate of Carabineers) and Conteyor SRL.

**Dear Sir / Madam,**

I, the undersigned, offer to provide professional technical design 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:

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| --- | --- | --- | --- | --- |
| **Deliverables** | **UoM**  | **No. of units** | **Unit price, MDL**  | **Total Price, MDL** |
| One technical design of the child friendly area and women lockers room GIC, accompanied by drawings, 3D sketches (~150 sq m). | Sq. m | 200 |  |  |
| One technical design of the child friendly area for Conteyor SRL |  |  |
| Bills of Quantities for children and women lockers rooms GIC |  |  |
| Bills of Quantities for child friendly area for Conteyor SRL |  |  |
| Inputs for tender dossier and support to project team in evaluation of the received bids for Conteyor SRL |  |  |
| Provision of works supervision services, (including recommendation on the work approach and materials to be used) |  |  |

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, visa 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: