**TERMS OF REFERENCE**

**Local Individual** **Consultant on monitoring and reporting**

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| **Location:** | Chisinau, Republic of Moldova |
| **Type of contract:** | UN Women Individual Contract |
| **Languages required:** | Romanian, English |
| **Application deadline:** | 27 July 2022 |
| **Starting date:** | 15 August 2022 |
| **Duration of the contract:** | Up to 150 days, from 15 August 2022 to 31 August 2023 |
| **Project:** | UN Women Humanitarian Response Project |
| **Purpose of the activity:** | Provide expert support in monitoring and reporting within humanitarian response 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.

As of 13 May, 6.1 million refugees have already fled Ukraine[[1]](#footnote-2), and the number of internally displaced people (IDPs) has reached 7.7 million.[[2]](#footnote-3) Of those who have fled the country, it is estimated that 90 per cent are women and children, while most men aged 18–60 are required to stay behind under martial law.[[3]](#footnote-4) Based on current data from the International Organization for Migration, 60 per cent of the adult internally displaced population are female, while 40 per cent are male.[[4]](#footnote-5)

On 24 February the Government of the Republic of Moldova declared a state of emergency, following the outbreak of hostilities in neighbouring Ukraine. Authorities established a special regime of entry and exit from the country, special measures for the protection of refugees, the protection of the population and of the country’s institutions. The Government has declared its readiness to receive refugees from Ukraine and is cooperating with the UN, as well as local and international organizations to respond to the unfolding crisis[[5]](#footnote-6). As of 22 April, Moldovan authorities have reported 430,226 arrivals from Ukraine, of whom 393,192 are Ukrainian refugees and 37,034 third-country nationals (TCNs).[[6]](#footnote-7)

Considering emergency and humanitarian needs of refugees from Ukraine, the country-level refugee coordination structure was set up by the Government of Moldova and UNHCR, with participation of Government Ministries and other entities, UN organizations, international and local NGOs. The country-level refugee coordination structure brings all players together and coordinates the multi-partner response in support of refugees and the Government of Moldova. It also aims at guiding joint advocacy initiatives and resource mobilization efforts in support of the country-level response.

To mainstream people-centred and gender-sensitive approach in emergency response, the Gender Task Force (GTF) was established and is being Co-chaired by UN Women and Gender Equality Platform. 50 representatives from Government, UN, INGO and local women’s organizations, including grassroots, take part in the GTF and work hand in hand to provide cross-sectoral and interorganizational support to ensure the integration of gender dimensions into the refugee response by addressing protection and gender mainstreaming gaps and strengthening access to services for people of all ages, genders, and diversities, including women, men, adolescents/youth, boys and girls, as well as vulnerable groups such as older adults and persons with disabilities.

The Women’s Peace and Humanitarian Fund (WPHF) opened a call for grants to women and young women’s civil society organizations in Ukraine and Moldova that focus on the protection of women and girls and ensure the integration of needs of women are girls into humanitarian response in conflict and humanitarian contexts. The WPHF is a global pooled funding mechanism which aims to stimulate a significant increase in financing for women’s participation, leadership, and empowerment in peace and security processes and humanitarian response and supports quality interventions designed to enhance the capacity of local women to prevent conflict, respond to crises and emergencies, and seize key peacebuilding opportunities. The overall goal of the WPHF’s theory of change is to contribute to **peaceful and gender equal societies**.

UN Women CO Moldova applied for funds of WPHF under the current Strategic Note, specifically priority area 1: “*Women lead, participate in and benefit equally from governance system, including peace and security*” and facilitated signature of 6 Partner Agreements with women led CSOs that will directly target women and children refugees from Ukraine, CSO representatives, activists /defenders working for women’s rights and gender equality, media outlets and central and local authorities.

Under Humanitarian Support project, UN Women in Moldova collaborates with the central government, local authorities, civil society organizations and other UN agencies to empower Ukrainian women and girls under temporary protection as well as other refugee women and vulnerable women from the host communities, and to improve their access to opportunities, rights and services, as required by international treaties and national legislation.

**RATIONALE**

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

**SCOPE OF WORK**

Reporting to the Project Officer, the consultant will be responsible for high-quality monitoring and reporting of results under the humanitarian support project, in line with UN Women and donor requirements. She/he will provide support to UN Women Moldova Office in incorporating monitoring and reporting into programme formulation as well tracking against SN /project targets and the reporting of results to internal and external audiences. The Monitoring and Reporting Consultant will work in close coordination with the Monitoring and Reporting Analysts under the Moldova Country Office.

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

Under the direct supervision of the Project Officer, the Monitoring and Reporting Consultant will undertake the following tasks:

**1. Provide guidance to the Project Officer in incorporating monitoring and reporting into programme formulation**

• Provide quality assurance of program documents and applications through review of results frameworks in order to meet SMART criteria;

• support responsibile partners in the development of monitoring indicators, monitoring calendars, and field monitoring plans and quality assurance processes;

• Provide inputs to the project annual work plan monitoring, reviews and reporting;

• Provide inputs and guidance to partners and CO in developing Performance Monitoring Frame-works (PMFs) and Baseline Surveys upon needs ;

• Sugest to Project Officer the needed allocation of funds for monitoring, evaluation and reporting under the projects.

**2. Provide technical guidance to the CO and partners and oversee monitoring and tracking of results against country targets and UN Women Strategic Plan pertaining to the WPHR projects, specifically under WPHF**

• Ensure data collection and analysis from field visits are coordinated and standardized;

• Monitor data from partners and beneficiaries on a regular basis and draft regular management briefs to inform decision making;

• Meet with partners and key beneficiaries to support monitoring of results and planning processes and provide technical support to beneficiary and partner organizations in planning, monitoring, reporting, developing Performance Monitoring Frameworks (PMFs), development and implementation of Baseline and End Line Surveys.

**3. Oversee reporting of results to internal and external audiences**

• Coordinate and provide technical guidance to the Country Office in meeting WPHF reporting requirements and deadlines, including annual reporting process.

• Review and provide feedback to quarterly reports of Partners.

• Provide inputs for the CO six months and annual reports;

• Prepare result-oriented and user friendly donor and programme reports;

• provide inputs on use of relevant evaluation findings, conclusions and recommendations are incorporated into programme reporting;

• Review progress reports submitted by partners and beneficiaries and provide feedback to improve quality and timeliness of reporting;

• Ensure all reports are meeting the deadline and monitoring milestones, including through their upload in the system

• Ensure the availability （including collecting and maintaining）of data for country, regional and global corporate reports, mid-term reviews, and final evaluations;

• Provide support for reporting to UN INFO or other relevant platforms.

**4. Contribute to knowledge building and capacity building**

• Identify and disseminate good practices, lessons and knowledge; as identified through project implementation, monitoring and evaluation activities;

• Ensure the knowledge products under the WPHR are following the UN Women corporative requirements.

The above-mentioned tasks are indicative and subject to further detailing through specific service requests to be made by UN Women Moldova CO during the course of the contract duration and any other tasks and duties may be added as required.

**DELIVERABLES**

The assignment should be carried out starting with 15 August 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.

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|  | **Activities/tasks** | **Output (deliverables)** | **Workdays**  **Up to** | **Target**  **Deadline** |
|  | Providing guidance to the Country Office (CO) in incorporating monitoring and reporting into project formulation | Monitoring, Evaluation and Research (MER) Plans | Up to 30 days | By the end of each month between 15 August 2022– 31 August 2023 |
|  | Providing technical guidance to the CO in and oversee monitoring and tracking of results against country targets and UN Women Strategic Plan pertaining to the WPHF project | Performance Monitoring Frameworks (PMFs)  Assessment Reports | Up to 45 days |
|  | Overseeing reporting of results to internal and external audiences | Institutional plans and reports  Donor specific progress reports  Meeting minutes | Up 45 to days |
|  | Contributing to knowledge building and capacity building | Number of knowledge products developed according to the KM requirements (good practices, lessons, etc.) | Up to 30 days |
| **Total** | | | **Up to 150 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 on **15 August 2022** with work being completed by the **31 August 2023** 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 Project Officer 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**

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**

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**

The Consultant shall be paid monthly based on a timesheet and a monthly activity report on completed specific activities under each deliverable within the reporting period. Documents supporting the completed activities should be attached as annexes to the activity report. Payment shall be affected only if the monthly report and the timesheet are submitted to and approved by the Project Officer.

**COMMUNICATION AND REPORTING OBLIGATIONS**

The Consultant is expected to report and coordinate regularly with the UN Women Monitoring and Reporting Analyst and 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.

**Mandatory Courses:**

The Consultant shall complete all the mandatory and further required UN courses, training and modules on time. Their certificates shall be submitted to the Hiring Manager during the contract preparation process. Please note that the required training courses could vary based on contract content and duration, the nature of the work and inclusion of travel. Hence, the Consultant is obliged to follow the instructions of his/her Hiring Manager upon which training modules to complete and when to complete them.

**REQUIRED SKILLS AND EXPERIENCE**

***Education:***

Master Degree in Public Administration, International Development, International Management, Project Management, Statistics, Gender Studies, Social Science, International Relations, Political Science or related field is required. University degree in combination with two additional years of qualifying experience may be accepted in lieu of the Master`s Degree.

***Experience:***

* Minimum 3 years’ experience in Results-Based Management (RBM), strategic planning, results-based monitoring, reporting and evaluation, and/or statistics in development work is required.
* Experience in gender equality projects/programmes is a strong asset.
* Previous professional experience with the United Nations or similar organisations in this or a related field would be considered an asset.

***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: <https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/About%20Us/Employment/UN-Women-values-and-competencies-framework-en.pdf>

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 27 July 2022 with the following documents.

* Duly filled Personal History Form PHF11/CV (please download from [**UN Women Personal History Form**](https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/About%20Us/Employment/UN-Women-P11-Personal-History-Form.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:

* Master Degree in Public Administration, International Development, International Management, Project Management, Statistics, Gender Studies, Social Science, International Relations, Political Science or related field.
* Minimum 3 years’ experience in Results-Based Management (RBM), strategic planning, results-based monitoring, reporting and evaluation, and/or statistics in development 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:



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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 Degree in Public Administration, International Development, International Management, Project Management, Statistics, Gender Studies, Social Science, International Relations, Political Science or related field. | 150 |
|  | 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 – 100 pts, for each year over 3 years – 25 pts, up to a max of 150 pts). | 150 |
|  | Experience in gender equality projects/programmes is a strong asset | 25 |
|  | Previous professional experience with the United Nations or similar organisations in this or a related field. | 25 |
|  | **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 monitoring and reporting**

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:

1. UNHCR (8 April 2022). Ukraine Refugee Situation. Available at: link. [↑](#footnote-ref-2)
2. IOM (17 April 2022). Ukraine Internal Displacement Report Round 3. Available at: link. [↑](#footnote-ref-3)
3. United Nations (24 March 2022). “One month of war leaves more than half of Ukraine’s children displaced.” Available at: link. [↑](#footnote-ref-4)
4. IOM (17 April 2022). Ukraine Internal Displacement Report Round 3. Available at: link. [↑](#footnote-ref-5)
5. UN Women fact Sheet on Gender Data on Refugees at a Glance: The Republic of Moldova https://eca.unwomen.org/en/digital-library/publications/2022/03/gender-data-on-refugees-at-a-glance-the-republic-of-moldova-0 [↑](#footnote-ref-6)
6. UN Women and IOM “Displacement Survey Overview: Ukrainian Refugees and Third-Country Nationals” https://displacement.iom.int/reports/republic-moldova-displacement-surveys-ukrainian-refugees-and-tcns-09-march-22-april-2022 [↑](#footnote-ref-7)