**TERMS OF REFERENCE**

**Group of 4 national consultants to support the establishment of Specialized Service for Victims of Sexual Violence in Ungheni**

1 team leader with expertise in social area and specialized service development

1 team member with legal background

1 team member with expertise in medicine

1 team member with expertise in forensics

|  |  |
| --- | --- |
| **Duty station:** | Chisinau, Republic of Moldova |
| **Type of contract:** | Individual Consultant - Special Service Agreement (SSA) |
| **Languages required:** | English, Romanian |
| **Starting date:** | October 24, 2022 |
| **Duration of the contract:** | Team leader: Up to 40 days, from October 2022 to 30 March 2023  Members: Up to 10 days (each) from October 2022 to 30 March 2023 |
| **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 support in developing the Specialized Service for Victims of Sexual Violence in Ungheni. |

**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.

A recent study on Systemic response to cases of sexual violence in Cahul and Ungheni districts 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 procedures, face repeated victimization and have a slim chance to fully recover.

According to national and international legislation, 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. As set out in the [Convention on preventing and combating violence against women and domestic violence](https://rm.coe.int/168008482e), recently ratified by the Republic of Moldova, women and girls should have access to an array of general and specialized services. Specifically, art. 25 of Istanbul Convention stipulates that parties shall take the necessary legislative or other measures to provide for the setting up of appropriate, easily accessible rape crisis or sexual violence referral centers for victims in sufficient numbers to provide for medical and forensic examination, trauma support and counselling for victims.. It is important to mention that [report on costing of domestic violence and violence against women in Moldova](https://cdf.md/files/resources/114/Raport%20UN%20-%20EN.pdf), asserts that over 30% of the services listed as essential in the international standards do not exist in Moldova or are not efficient. For a better response on cases of sexual violence, state measures should be appropriated in line with [CoE minimum standards for support services in combating violence against women](https://www.coe.int/t/dg2/equality/domesticviolencecampaign/Source/EG-VAW-CONF(2007)Study%20rev.en.pdf).

Despite the ratification of the Council of Europe Convention on Preventing and Combating Violence against Women and Domestic Violence (Istanbul Convention), serious concerns remain regarding ensuring effective prevention and combating of violence against women and rehabilitation of victims, including sexual violence against women due to 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.

**RATIONALE**

In order to develop a specialist service for victims of sexual violence in Ungheni region in line with the Istanbul Convention, essential services package for women and girls subject to violence, and the good practices from EU countries. UN Women seeks to contract a team of 4 national consultants that will provide expert advice on regulatory framework (social, legal, medical, and forensic aspects), on standards and procedures for accreditation of the specialist service for victims of sexual violence in Ungheni district.

**SCOPE OF WORK**

Under the overall guidance and direct supervision of the EVA Programme Manager and in close collaboration with the EVA EVAW Officer and UN Women partners, the consultants will provide technical support in development of the normative framework for establishment of Specialized Service for Victims of Sexual Violence in Ungheni

More specifically, the national consultants will be responsible for the following tasks:

**Duties and responsibilities:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item # | | Activities and Deliverables | Task completion due time | Team leader workload (days) | Legal, medical, and forensic members workload (days) |
| 1. | | Development of the normative framework (draft Government decision, draft regulation for establishment of Specialized Service for victims of Sexual Violence (social, legal, medical, and forensic aspects, including minimum quality standards, informative note, divergence table, costing of development of such service). | Oct 2022 | Up to 10 days | Up to 2 days for each member |
| 2 | | Prepare the operational manual for Specialized Service for victims of Sexual Violence. | Oct 30, 2022 | Up to 13 days | Up to 2 days for each member |
| 3. | | Ensure coordination of the tasks with other national consultants and international consultant. | Oct 2022 - Mar 2023 | Up to 2 days |  |
| 4. | | Organize and facilitate meetings and working groups with national and local stakeholders, advocacy for approval of the normative framework for development of Specialized Service for victims of sexual violence. | Oct 2022 - Mar 2023 | Up to 5 days | Up to 3 days for each member |
| 5. | | Prepare the internal Regulation of the Specialized Service for Victims of Sexual Violence in Ungheni. | Jan 15, 2023 | Up to 7 days | Up to 2 days for each member |
| 6. | Participate as a facilitator for trainings on the multi-disciplinary response to cases of sexual violence for the staff involved within the service, and stakeholders involved in the referral system. | Feb 01, 2023 | Up to 2 days |  |
| 7. | | Final report, with lessons learnt. | Mar 30, 2023 | Up to 1 day | Up to 1 day for each member |
|  | | **Total** | | **Up to 40 working days** | **Up to 10 working days for each member** |

**DELIVERABLES**

The assignment should be carried out within a period of 6 months from October 2022 by March 2023 not exceeding indicated period for each consultant, with the incumbent being responsible for delivering the following outputs:

* Short reports in English on tasks performed and the results, including detailed descriptions of carried out activities and provided support, collected data, recommendations provided, etc.
* Final report with lessons learned

All written deliverables should be agreed with UN Women and be provided in English, in accordance with provision of legal national and international framework (social, legal, medical, and forensic aspects).

**DURATION OF THE ASSIGNMENT**

The assignment should be carried out within the period of 6 months (October 2022 – 31 March 2023), not exceeding 40 working days for team leader and up to 10 working days for members within indicated period. The national consultants are responsible for accomplishing the deliverables as set forth under the *“Activities and Deliverables”* column of the above table.

It is expected that the consultants shall start working in October 2022 with assignment being completed by end of March 2023 as per 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.*

**TRAVEL AND OTHER LOGISTIC ARRANGEMENTS**

No travels are envisaged under the current assignment. In the case of unforeseeable travel, UN Women will ensure transportation outside Chisinau. All travels shall be coordinated with EVA Programme Manager in advance.

**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 in one lump sum per actual number of days worked, upon submission and approval of the reports on deliverables and achieved results and certification by the supervisor that the services have been satisfactorily performed.

**COMMUNICATION AND REPORTING OBLIGATIONS**

The Consultants is expected to report and coordinate regularly with the EVA Programme Manager and EVA/EVAW Officer 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**

**Specific requirements for the team leader:**

*Education:*

1. Master’s degree in Law, Gender Studies, Human Rights, Psychology, and/or other social science related areas relevant for the assignment;
2. Additional trainings in one of the areas relevant for the assignment would be an asset.

*Experience:*

1. At least three (3) years of experience in the field of general/specialized social services;
2. At least three (3) years of relevant legal, policy initiatives elaborated and/or reviewed
3. At least one (1) year of experience in development of social services;
4. At least one (1) year of proven experience in the field of gender-based violence and gender equality would be an asset;
5. Experience with development organizations, including donors and stakeholders would be an asset;
6. At least one (1) year of experience as a team/group leader/manager in undertaking similar assignments.

*Language Requirements:*

1. Fluency in written and oral Romanian. Working language of English is required.

**Specific requirements for 1 team member with legal background:**

*Education:*

1. Master’s degree in law and/or other related areas relevant for this assignment;
2. Additional trainings in one of the areas relevant for the assignment would be an asset.

*Experience:*

1. At least three (3) years of experience in the field of law;
2. At least three (3) years of relevant legal, policy initiatives elaborated and/or reviewed;
3. At least one (1) year of proven experience in the field of human rights, gender-based violence and gender equality would be an asset;
4. Experience with development organizations, including donors and stakeholders would be an asset

*Language Requirements:*

1. Fluency in written and oral Romanian. Working knowledge of English is required.

**Specific requirements for 1 team member with expertise in medicine:**

*Education:*

1. Master’s degree in medicine or other related areas relevant for this assignment;
2. Additional trainings in one of the areas relevant for the assignment would be an asset.

*Experience:*

1. At least three (3) years of experience in the field of medicine.
2. At least three (3) years of relevant legal, policy initiatives elaborated and/or reviewed ;
3. At least one (1) year of proven experience in the field of gender-based violence and gender equality would be an asset;
4. Experience with development organizations, including donors and stakeholders would be an asset.

*Language Requirements:*

1. Fluency in written and oral Romanian. Working knowledge of English is required.

**Specific requirements for 1 team member with expertise in forensics:**

*Education:*

1. Master’s degree in in medicine, forensics and/or other related areas relevant for this assignment;
2. Additional trainings in one of the areas relevant for the assignment would be an asset.

*Experience:*

1. At least three (3) years of experience in the field of forensics;
2. At least three (3) years of relevant legal, policy initiatives elaborated and/or reviewed ;
3. At least one (1) year of proven experience in the field of gender-based violence and gender equality would be an asset;
4. Experience with development organizations, including donors and stakeholders would be an asset.

*Language Requirements:*

1. Fluency in written and oral Romanian. Working knowledge of English is 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>

**Application PROCEDURE**

Interested candidates are invited to submit their online applications by 11 October 2022 with the following documents.

* Duly filled Personal History Form P11/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, Medicine, Human Rights, Labor relations, Sociology or similar fields.
* A minimum of 3 years 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).
* Excellent command of English and Romanian language.

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).

|  |  |  |
| --- | --- | --- |
| # | **Criteria for technical evaluation** | **Max. points** |
| **Team leader** | | |
|  | Master’s degree in Law, Gender Studies, Human Rights, Psychology, and/or other social science related areas relevant for the assignment. Additional trainings in one of the areas relevant for the assignment would be an asset. Additional points will be granted for PhD degree in the fields mentioned above. *(Master – 70 pts; PhD – 80 pts)* | **80** |
|  | At least three (3) years of experience in the field of provision of social services.  (*Up to* 3 *years – 60 pts, each year over 1 year – 5 pts, up to a max of 70 pts)* | **70** |
|  | At least three (3) relevant legal, policy initiatives elaborated and/or reviewed  *(3* *initiatives – 50 pts, from 4 to 5 initiatives – 60 pts, up to 6 initiatives – 70 pts)* | **70** |
|  | At least one (1) year of experience in development of social services | **45** |
|  | At least one (1) year of proven experience in the field of preventing gender-based violence and promoting gender equality | **40** |
|  | At least one (1) year of experience as a team/group leader/manager in undertaking similar assignments | **30** |
|  | Experience with development organizations, including donors and stakeholders | **15** |
|  | **Total Technical Scoring** | **350** |
| **1 team member with legal background:** | | |
| 1. | Master’s degree in law and/or other related areas relevant for this assignment. Additional trainings in one of the areas relevant for the assignment would be an asset. Additional points will be granted for PhD degree in the fields mentioned above.  *(Master – 70 pts; PhD – 85 pts)* | **85** |
| 2. | At least three (3) years of experience in the field of law | **85** |
| 3. | At least three (3) relevant legal, policy initiatives elaborated and/or reviewed  *(3* *initiatives – 60 pts, from 4 to 5 initiatives – 70 pts, up to 6 initiatives – 85 pts)* | **85** |
| 4. | At least one (1) year of proven experience in the field of human rights, gender-based violence and gender equality | **80** |
| 5. | Experience with development organizations, including donors and stakeholders | **15** |
|  | **Total Technical Scoring** | **350** |
| **1 team member with expertise in medicine:** | | |
| 1. | Master’s degree in medicine and/or other related areas relevant for this assignment; Additional trainings in one of the areas relevant for the assignment would be an asset. Additional points will be granted for PhD degree in the fields mentioned above. *(Master – 70 pts; PhD – 85 pts)* | **85** |
| 2. | At least three (3) years of experience in the field of medicine | **85** |
| 3. | At least three (3) relevant legal, policy initiatives elaborated and/or reviewed  *(3* *initiatives – 60 pts, from 4 to 5 initiatives – 70 pts, up to 6 initiatives – 85 pts)* | **85** |
| 4. | At least one (1) year of proven experience in the field of preventing gender-based violence and promoting gender equality would be an asset | **80** |
| 5. | Experience with development organizations, including donors and stakeholders would be an asset | **15** |
|  | **Total Technical Scoring** | **350** |
| **1 team member with expertise in forensics:** | | |
| 1. | Master’s degree in in medicine, forensics and/or other related areas relevant for this assignment; Additional trainings in one of the areas relevant for the assignment would be an asset. Additional points will be granted for PhD degree in the fields mentioned above. *(Master – 70 pts; PhD – 85 pts)* | **85** |
| 2. | At least three (3) years of experience in the field of forensics; | **85** |
| 3. | At least three (3) relevant legal, policy initiatives elaborated and/or reviewed  *(3* *initiatives – 60 pts, from 4 to 5 initiatives – 70 pts, up to 6 initiatives – 85 pts)* | **85** |
| 4. | At least one (1) year of proven experience in the field gender-based violence and gender equality would be an asset | **80** |
| 5. | Experience with development organizations, including donors and stakeholders would be an asset | **15** |
|  | **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**

No travels are envisaged under the current assignment. In the case of unforeseeable travel, UN Women will ensure transportation outside Chisinau. 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: National consultant to support the establishment of Specialized Service for Victims of Sexual Violence in Ungheni from health perspective**

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, 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: