

**TERMS OF REFERENCE**

**National Consultant to provide secretariat and technical and administrative support to the Informal Women´s Advisory Board for the Transnistrian Settlement Process**

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| **Duty Station:** | Chisinau, Moldova |
| **Type of Contract:** | Individual Contract |
| **Post level:** | National Consultant |
| **Languages Required:** | Fluent in Romanian, Russian and English |
| **Application deadline:** | 31 October 2022 |
| **Starting Date:** | 7 November 2022 |
| **Expected Duration of Assignment:** | Up to 120 working days within a 12 calendar months period |

**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. All over the world, UN Women works to promote peace by supporting women of all backgrounds and ages to participate in processes to prevent conflict and build and sustain peace.

UN Women’s work on women, peace, and security is guided by 10 UN Security Council resolutions—1325, 1820, 1888, 1889, 1960, 2106, 2122, 2242, 2467, and 2493—and is bolstered by a number of related normative frameworks, which make up the broader women, peace, and security (WPS) agenda. Although the Agenda achieved wide acceptance as an international policy framework, being integrated into various development and peace programs, women remain excluded or under-represented in most formal peace processes[[1]](#footnote-2).

In Moldova, since 1992, the protracted conflict between the two banks of the river Nistru poses a potential threat to the overall stability of the country and the region. The Transnistrian settlement process is conducted by using several formats of negotiations: 1+1 (at the level of Political Representatives of the Sides backed up by 11 Thematic Working Groups and three (3) subgroups on the level of experts) and the 5+2 format that includes OSCE, Russia and Ukraine as mediators and the US and the EU as observers.

Although a growing body of literature and studies demonstrate that women’s participation increases the probability of a lasting peace agreement[[2]](#footnote-3), they are under-represented at all three-levels of peace talks, both in decision-making and at the level of working groups, thus issues with different implications for women and men have rarely been considered or discussed. The issue of women’s rights, including on the left bank of the Transnistrian region, and the participation of women in peacebuilding processes and women’s social inclusion has been raised by various international and regional actors in the past few years, who encouraged the Sides to advance the role of women in the settlement process[[3]](#footnote-4).

The war in Ukraine launched by Russia on February 24, 2022, directly impacts the Transnistria conflict settlement process, particularly the “5+2 format” considering the stakeholders involved. However, meetings at the level of Political Representatives of the Sides and the activity of some of the joint thematic working groups continued. Considering the disproportionate consequences of the war on women and men, and the resulted predominantly women and children refugee inflow from Ukraine, seeking shelter on both banks of Nistru river, it becomes increasingly important that women’s perspectives and their role in all peacebuilding efforts, including post-conflict rebuilding, is elevated.

In light of the above-mentioned considerations and in line with its  [Strategic Note for 2018-2022](https://moldova.unwomen.org/en/biblioteca-digitala/publicatii/2018/03/strategic-note-summary), UN Women Moldova has established an informal Women´s Advisory Board (WAB) for the Transnistrian Settlement Process in the framework of the Memorandum of Understanding between the UN Women and OSCE, signed to ensure implementation of Women, Peace and Security (WPS) agenda and meaningful participation of women in peacebuilding processes.

**Rationale**

The mission of the Women Advisory Board is to provide inputs, advice and recommendations to the OSCE Special Representative for the Transnistrian settlement process and the Head of the OSCE Mission to Moldova on ensuring that issues discussed in the framework of the negotiations address/incorporate equally women and men’s rights dimensions. It constitutes a complementary structure/tool and is designed to add value to the overall efforts to promote women’s direct and equal participation and representation at high-level talks and mainstreaming of both women and men’s perspectives in the peacebuilding process. Bearing an informal character, the advisory board is mostly focused on making connections between grassroots and high-level talks and support in outreach to actors at tracks 1 and 2.

The Women’s Advisory Board consists of 14 recently selected subject matter experts and CSOs representatives (7 from the right bank and 7 from the left bank) who are expected to bring women voices/perspectives, including those of grassroots women’s movements and ensure that women’s perspectives on issues are equally defined and included in the peacebuilding process alongside those of men.

The Advisory Board will have a Code of Conduct and Ethical standards, as well as procedure Manual to define its business process in a transparent way. It is expected that the Advisory shall conduct regular, as well as ad-hoc meetings upon request.

The WAB’s Secretariat is ensured by UN Women, and a Chair will be elected out of the WAB members. An Expert Review Group, composed of human rights equality experts and thematic specialists on the negotiating issues, will be available to assist WAB in its work.

In order to achieve the Women’s Advisory Board objectives, UN Women intends to contract a national consultant to fulfill the functions of the Secretariat in order to support the full operationalization and well-functioning of the Advisory Board.

**Scope of Work:**

Under the overall guidance and direct supervision of the UN Women WILG Programme Analyst and Programme Officer of Women, Peace and Security, the selected national consultant will provide technical support to the Women Advisory Board, including capacity building on the linkage between conflict resolution and equal rights of men and women, analysis of topics under discussion during the settlement process from the gender equality perspective.

The Consultant is expected to carry out the following tasks:

* Provide administrative and logistical support to ensure WAB functionality, incl. but not limited to organizing meetings, roundtables according to the Work Plan;
* Keep regular communication with the members, collect and provide systematic feedback on the issues under discussion
* Gather the gender equality issues voiced by members from the constituencies they are coming from
* Consolidate the priorities and needs identified by WAB members, offering support with conceptualization and implementation of the proposals;
* Identify training needs and arrange the organization of capacity development activities on specific thematic topics required or needed by WAB members, in cooperation with UN Women and OSCE;
* Facilitate communication with OSCE on the outputs produced by WAB and other relevant matters, in consultation with UN Women;
* Perform other relevant tasks, as requested by UN Women for the successful implementation of the assignment.

**Duties and Responsibilities**

More specifically, the following tasks shall be undertaken by the national consultant:

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|  | **Tasks and activities** | **Estimated workload (workdays)** |
| 1. | Provide support in all organizational aspects of the WAB meetings and other events related to the activity of the Board, including logistical support and assistance in preparation and dissemination of supporting materials such as agendas, lists of participants, minutes of the meetings, template for the work plans etc. | Up to 35 days |
| 2. | Serve as contact point and facilitate coordination among WAB members, Expert Review Group and UN Women, incl. by collecting, and synthesizing the proposals and suggestions made by WAB members. Revise and structure the collected proposals in order to include them in working plans, also assisting the Chair in ensuring the Board members submit their required inputs/deliverables | Up to 30 days |
| 3. | Provide support with capacity development on specific topics required or needed by WAB members | Up to 25 days |
| 4. | Draft posts for social media, drafting articles and other communications materials to ensure visibility and transparency of the Board’s activity | Up to 10 days |
| 5. | Support with developing procedure Manual for Business Operations and Code of Conduct | Up to 15 days |
| 6. | Provide updates on a continuous basis and monthly progress reports to UN Women on the overall implementation of the assignment | Up to 5 day |
| **Total** | | **Up to 120 days** |

***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 WILG Programme Analyst and WPS Programme Officer shall be the only criteria for the National Consultant’s work being completed and eligible for payment/s.

**Deliverables**

The assignment should be carried out within an initial period of 12 months, not exceeding 120 working days, with the incumbent being responsible for delivering the following outputs:

* Monthly reports on major tasks performed and the results, related to support provided to the Women’s Advisory Board, including detailed description of carried out activities and provided support, collected data, drafted supporting materials of the meetings and capacity building activities, communication materials, etc.

**Management arrangements**

Organizational Setting: The National Consultant will work under the overall guidance and direct supervision of the UN Women WILG Programme Analyst and WPS Programme Officer and in close cooperation with the Chair and members of Women Advisory Board.

Contributions: UN Women will put at the disposal of selected individual all available materials and necessary information for tasks achievement. The consultant is expected to use his/her own personal computer.

**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**

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 WILG Programme Analyst that the services have been satisfactorily performed.

**Competencies**

**Core Values:**

* Respect for Diversity
* Integrity
* Professionalism

**Core Competencies:**

* Awareness and Sensitivity Regarding 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>

**Functional Competencies:**

* Mature judgment and initiative;
* Ability to think out-of-the-box;
* Promotes the vision, mission, and strategic goals of UN Women;
* Ability to work in multi-disciplinary and multi-cultural teams;
* Ability to work under pressure against strict deadlines;
* Ability to present complex issues persuasively and simply;
* Flexible and open to learning and new experiences;
* Displays cultural, gender, religion and age sensitivity and adaptability.

**Minimum Requirements:**

**Education**

* Bachelor’s degree in social sciences, law, communication, international relations, security or other related fields.
* Additional training and certifications on gender equality is an advantage

**Experience**

* At least three (3) years of administrative experience, organization and/or delivery of capacity building activities, organization of events, conferences etc.;
* Working experience and/or knowledge of the security context, particularly on the Transnistrian conflict settlement process is a strong asset
* Experience in working with civil society organizations, state institutions is a strong advantage
* Experience in working with UN agencies and/or other international organizations is an asset

**Language Requirements**

* Excellent command of Romanian, Russian and English languages.
* Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.

**Application Process and submission package**

Interested candidates must submit via online submission system the following documents/ information to demonstrate their qualification:

* Letter of Intent with justification of being the most suitable for the work, vision and working approach, specifically indicating experience of promoting gender equality and strategic planning
* Duly filled Personal History Form (P11) and/or CV, including records on past experience in similar projects/assignments and specific outputs obtained; P11 can be downloaded at <http://www.unwomen.org/about-us/employment>;
* Financial proposal (in MDL) - Specifying a total lump sum amount for the tasks specified in this Terms of Reference). The financial proposal shall include a breakdown of this lump sum amount (daily rate and number of anticipated working days and any other possible costs); Please see Annex I: Price Proposal Guideline and Template and Annex II: Price Proposal Submission Form

***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.***

**Evaluation Procedure**

Initially, candidates will be short-listed based on the minimum qualification criteria of education, experience and language indicated in ToR.

The short-listed individual consultants will be further evaluated based on a **cumulative analysis** scheme, 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% out of 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 desk review of applications and further interview will be organized if needed, depending on the short-listed candidates’ qualifications.

1. **Technical Evaluation and interview**: The technical part is evaluated on the basis of its responsiveness to the Terms of Reference.

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| --- | --- | --- |
| **No.** | **Criteria** | **Maximum points** |
| **Technical evaluation**  *(at least 70%, i.e. 189 pts, are required to pass the technical evaluation)* | |  |
| **1.** | Bachelor’s degree in social sciences, law, communication, international relations, security, or other related fields.  *(Bachelor – 70 pts, Master - 80 pts)* | 80 |
| **2.** | Additional training and certifications on gender equality is an advantage  *(no – 0 pts, yes – 20 pts)* | 20 |
| **3.** | At least three (3) years of administrative experience, organization and/or delivery of capacity building activities, organization of events, conferences etc.  *(3 years –60 pts, each year additional year – 10 pts, up to a max of 90 pts)* | 90 |
| **4.** | Experience in working with civil society organizations, state institutions is a strong advantage  *(For each assignment- 20 pts, up to a max of 60 pts)* | 60 |
| **5.** | Experience in working with UN agencies and/or other international organizations  *(no – 0 pts, yes – 20 pts)* | 20 |
| **Total technical scoring** | | **270** |
| **Interview**  *(at least 70%, i.e. 56 pts, are required to pass the interview)* | |  |
| **6.** | Working experience and/or knowledge of the security context, particularly on the Transnistrian conflict settlement process is a strong asset  *(no – 0 pts, yes – 40 pts)* | 40 |
| **7.** | Excellent command of Romanian, Russian and English languages. Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset  (*5 pts each, up to 20 pts*) | 20 |
| **8.** | Effective Communication and problem-solving skills  *(no – 0 pts, 10 pts for effective communication, 10 pts for problem solving skills)* | 20 |
| **Total Interview scoring** | | **80** |
| **Maximum total scoring:** | | **350** |

**B) Financial evaluation:**

*In the Second Stage, the financial proposal of candidates, who have attained a minimum 70% score in the technical evaluation and interview (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.

# Lump Sum Amount

The price proposal should indicate a "lump sum amount" which is "all-inclusive"; All costs (professional fees, living allowances, communications, consumables, travel and accommodation expenses during 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.

Contract price is fixed to activities/deliverables indicated in the ToR, regardless of the changes in the cost components (such as days invested for completion of the deliverables.)

# Travel costs

All envisaged in-country travel costs will be covered by UN Women based on prior agreement. In case of an international travel, UN Women shall not accept travel costs exceeding those of an economy class ticket. Should the national consultant wish to travel on a higher class he/she should do so using his/her own resources.

# Daily Subsistence Allowance

Not applicable.

# 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: National Consultant on Strategic Planning**

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:

1. **Cost Breakdown by Cost Component[[4]](#endnote-2):**

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| --- | --- | --- | --- | --- |
| Description of Activity | Unit of measure (e.g., day, month, etc.) | Unit price, MDL | No. of units | Total Price, MDL |
| Consultancy (daily) fee |  |  |  |  |
| Other related costs (please specify): |  |  |  |  |

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 90 days.

I understand that you are not bound to accept any proposal you may receive.

[Signature]

Date:

Name:

Address:

Telephone/Fax:

Email:

1. <https://www.unwomen.org/en/what-we-do/peace-and-security/facts-and-figures#participation> [↑](#footnote-ref-2)
2. <https://wps.unwomen.org/participation/> [↑](#footnote-ref-3)
3. The reports provided by the UN Human Rights Senior Expert, – Thomas Hammarberg in 2013 and 2018, included a series of findings and recommendations pertaining to the respect of human rights on the left bank of the Nistru River, particularly related to the rule of law, violence against women, trafficking in human beings, freedom of media and role of CSOs etc.

   In addition, the alternative reports provided by profile CSOs from the left bank during the fourth and fifth (2013) and sixth (2020) periodic reports of the Republic of Moldova to the Committee on the Convention of Elimination of Discrimination Against Women (CEDAW) led to the identification of specific recommendations provided to the Republic of Moldova, regarding women’s rights in Transdniestria <https://tbinternet.ohchr.org/_layouts/15/treatybodyexternal/Download.aspx?symbolno=CEDAW%2fC%2fMDA%2fCO%2f6&Lang=en> [↑](#footnote-ref-4)
4. The Applicants are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UN Women shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services. [↑](#endnote-ref-2)