

TERMS OF REFERENCE

for a National Consultant on Monitoring and Evaluation for UN Women component under the Peacebuilding Fund Project.

Project:	00133100, Building sustainable and inclusive peace, strengthening trust and social cohesion in Moldova
Duty Station:	Chisinau, Moldova
Type of contract:	Individual Contract
Post Level:	National Consultant
Languages required:	Romanian, English, Russian
Application deadline:	10 January 2023
Starting date:	01 February 2023
Expected Duration of Assignment:	125 working days, February 2023 – August 2024

Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

The work of UN Women in Moldova is guided by its new Country Strategic Note 2023-2027, aligned with the UN Sustainable Development Cooperation Framework for Moldova (2023-2027), [UN Women Global Strategic Plan](#), National Programs and Strategies and aims to contribute to the gender-responsive implementation of the 2030 Agenda for Sustainable Development. The Strategic Note focuses on four main areas: 1) Ending Violence against Women; 2) Women's Leadership and Governance; 3) Women's Economic Empowerment and 4) Humanitarian and Peace development nexus and UN Coordination on Gender equality.

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 supports women's full and equal representation and participation in all levels of peace processes and security efforts. 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. UN Women leads on implementing the WPS agenda through research initiatives, data collection, learning exchanges, and documentation of good practices to inform policy and programming.

Under the Peacebuilding Fund, UN Women, in partnership with OHCHR and UNDP, is implementing a two-years project "Building sustainable and inclusive peace, strengthening trust and social cohesion in Moldova" (hereinafter – PBF project) on both banks of Nistru river. The project seeks to facilitate an enabling environment for improved cross-river cooperation, reduced social tensions and the continuation of the fragile Transnistrian region settlement process in the context of growing regional and domestic geopolitical tensions exacerbated by the war in Ukraine, through the advancement of, and cross-river collaboration on human rights, Women, Peace and Security, and the

promotion of equal access to services and through ensuring early intervention to prevent deepening divisions between the populations on either side of the conflict divide which are currently being affected by highly divisive narratives and misinformation.

In the framework of UN Women's work on advancing the implementation of WPS Agenda and in line with the recommendations from CEDAW committee¹ and OSCE chairpersonship² towards increased inclusion of GE issues in the peace settlement process, UN Women initiated a dialogue with representatives from civil society and gender equality advocates from both sides of Nistru river.

Although they play an important role in contributing to social inclusion and community engagement, there is a limited engagement of CSOs, particularly those at grassroots, in advancing WPS agenda, human security and related initiatives mostly because of their often-weak institutional capacity. While CSOs can purposively mobilize community members around issues of common interest, many of them do not have sufficient organizational capabilities to mobilize (financial) resources to deliver community projects or initiatives addressing the needs on the ground. Moreover, institutional capacity limitations often hinder CSOs from entering and implementing long-lasting partnerships with community actors in advancing WPS agenda and Peace-driven initiatives at the local level, and finally, it makes women's and girls' voices less heard in community planning, decision-making, and overall peacebuilding processes at community level, and beyond.

In the light of the above-mentioned considerations and under the PBF project, UN Women intends to support the institutional capacity development of 6 (six) grassroot women-led CSOs from both banks of Nistru river (3 CSOs from the left bank and 3 CSOs from the right bank) through a small grants programme to increase their capacities to advocate on women's rights and gender equality and human security in the peacebuilding context. The envisaged grants will bring a transformative change to the CSOs that will be supported to develop gender-sensitive internal policies and integrate gender equality in their internal structures, increase staff's awareness on the Women, Peace and Security Agenda, human security and gender-responsive peace building and will subsequently promote a culture of tolerance, equality, and non-discrimination in the country.

To support the UN Women project team in the close monitoring of the PBF project implementation, including in supporting and monitoring the implementation of the Small Grants Programme for institutional capacity development of CSOs from both banks of the Nistru river, UN Women is seeking the services of a National Consultant with relevant experience in monitoring and evaluating projects and implementing institutional development grants/activities who will provide overall support to civil society organizations in strengthening their institutional capacity.

Scope of Work

Under this announcement, the UN Women within the Peacebuilding Fund's Project seeks to contract **a National Consultant on Monitoring and Evaluation** to support UN Women component of PBF Project, who as well will provide comprehensive support to CSOs in the implementation of the Small Grants focused on strengthening the institutional capacities of the selected organizations. The consultant will work under the direct supervision of the Project Officer on Gender Equality in Peacebuilding, and overall guidance of the Programme Officer on Women, Peace and Security and Programme Analyst on Women in Leadership and Governance (WILG).

The consultant will be responsible for the following main tasks:

¹ Concluding observations on the combined fourth and fifth periodic reports of the Republic of Moldova, Committee on the Elimination of Discrimination against Women, Convention on the Elimination of All Forms of Discrimination against Women, CEDAW/C/MDA/CO/4-5, 29 October 2013, <https://undocs.org/en/CEDAW/C/MDA/CO/4-5>

Concluding observations on the sixth periodic report of the Republic of Moldova, Committee on the Elimination of Discrimination against Women, Convention on the Elimination of All Forms of Discrimination against Women, CEDAW/C/MDA/CO/6, 10 March 2020, https://tbinternet.ohchr.org/_layouts/15/treatybodyexternal/Download.aspx?symbolno=CEDAW/C/MDA/CO/6&Lang=En

² More details: <https://www.osce.org/chairmanship/477025>

Output 1. Small Grants management support.

Task 1: Support UN Women Team in evaluation of grants applications, provide expert analysis of the institutional capacity of the CSOs - beneficiaries of the Small Grants Programme for Institutional development.

Task 2: Support CSOs in the development of the Small Grant Utilization Plan including the list of eligible activities, completion dates, budget and monitoring plans.

Task 3. Offer the necessary technical support to the CSOs in all aspects of the implementation of the small grant in accordance with the Small Grant Agreement.

Task 4. Guide and mentor the CSOs in writing narrative reports including developing result-based narrative reporting formats, collecting and summarizing the grantee's narrative reports, and providing consolidated reports to UN Women as per periodicity agreed, as well as providing grantees with assistance in financial reporting and tracking of expenditures.

Task 5. Provide final report on grants implementation covering the entire grant implementation period - with insights, lessons learned, conclusions, and recommendations.

Output 2. Support the monitoring and evaluation of the UN Women component of the PBF project

Task 1: Based on the PBF Project M&E plan, the incumbent will develop and use detailed activity monitoring tables to track progress towards output targets, respecting the requirement of percent of budget per activity allocated to Gender Equality and Women's Empowerment (GEWE).

Task 2: Undertake monitoring visits at various project events/activities, monitor the implementation of the local initiatives, provide support to data collection to the baseline and endline studies, perception surveys, and participate in community-based monitoring related to the project.

Task 3: Make use of feedback forms and pre/post-knowledge assessment questionnaire to be filled in by participants at technical capacity-building activities.

Task 4: Support the UN Women project team in the close monitoring of the project implementation, including by participating, when appropriate, at meetings between implementing UN agencies' staff, but also with other stakeholders and project beneficiaries, to keep track of progress achieved, flag issues and identify corrective actions.

Task 5: Support UN Women team in semi-annual, annual, and final progress reports.

Task 6: Carry-out other ad hoc tasks to support M&E function across UN Women project activities.

Expected deliverables

The first output assignment should be carried out within a period of **8 months**, not exceeding **65 working days**, whereas the second output expands on the all-project duration, **up to 60 working days**, with the incumbent being responsible for delivering services in agreement with the deliverables stated in the table below.

No	Activities and Deliverables	Tentative timeframe for completion of the task	Tentative # of days required for the accomplishment of task
Output 1. Provide comprehensive support to UN Women project team in the management and implementation of small grants			
1.	Support UN Women Team in evaluation of grants applications, provide expert analysis of the institutional capacity of the CSOs - beneficiaries of the Small Grants (task 1):	By February 2023	Up to 5 working days

	Activity Report on activities completed and results achieved under deliverable 1 with relevant outputs worked on included as Annexes. A Timesheet indicating the number of days worked under each deliverable shall be included in the Quarterly Reporting		
2.	<p>Guide the CSOs in developing the Small Grant Utilization Plan, including a list of eligible activities, completion dates, and budget (task 2)</p> <p>Activity Report on activities completed and results achieved under deliverables 2 with relevant outputs worked on included as Annexes. A Timesheet indicating the number of days worked under each deliverable shall be included in the Quarterly Reporting.</p>	by March 2023	Up to 5 working days
3.	<p>Provide comprehensive assistance to Grantees in all aspects of the implementation of the Small Grant Agreements (task 3).</p> <p>Monthly Activity Reports on activities completed and results achieved under deliverable 3 with relevant outputs worked on included as Annexes. A Timesheet indicating the number of days worked under each deliverable shall be included in the Quarterly Reporting</p>	By August 2023	Up to 30 working days
4.	<p>Offer capacity development support to Grantees in reporting (narrative and financial) on the Small Grant implementation (task 4), including but not limited to the development of reporting formats (using the Results Based Management approach), assistance and coaching to grantees in the actual reporting, collecting, and consolidating reports from grantees and reporting to UN Women as per periodicity to be agreed (but not less than quarterly).</p> <p>Monthly Activity Reports on activities completed and results achieved under deliverable 4 with relevant outputs worked on included as Annexes. A Timesheet indicating the number of days worked under each deliverable shall be included in the Quarterly Reporting</p>	by August 2023	Up to 20 working days
5.	Final report on grants implementation covering the entire grant implementation period - with insights, lessons learned, conclusions, and recommendations (<i>deliverable associated with Task 4</i>)	By August 2023	Up to 5 working days
Total output 1			65 working days
Output 2. Support the monitoring and evaluation of the UN Women component of the PBF project			

1.	Track and report progress against the M&E Framework, deliver monthly progress reports of the work undertaken	January 2023-September 2024	Up to 20 working days
2.	Support the baseline and endline studies, perception study and community-based monitoring, including site visits to collect, clean and analyze data from CSOs, local community actors, and the environment they work in.	January 2023-April 2024	Up to 10 working days
3.	Collect and analyse feedback forms and pre/post-knowledge assessment questionnaires for technical capacity-building and deliver the synthesis of best practices and lessons learnt to UN Women Project Team.	April 2023-June 2024	Up to 10 working days
4.	Facilitate semi-annual, annual, and final progress, annual strategic, and financial reporting processes under PBF guidelines.	January 2023-September 2024	Up to 10 working days
5.	Report on the implementation of local initiatives developed and submitted to UN Women.	By 31 May 2023	Up to 5 working days
6.	Any other work assigned by the supervisor.	January 2023-September 2024	Up to 5 working days
Total output 2			Up to 60 working days
GRAND TOTAL			Up to 125 working days

All written deliverables should be agreed with UN Women and be provided in Romanian and English Languages, in electronic copy.

Duration of the assignment

It is expected that the consultant shall begin work in **February 2023 with work being completed by the end of July 2023 in the part of small grants implementation and in August 2024 as per overall project monitoring and evaluation**, in conformity with the indicative timeframe described under the “Expected 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 a criterion for the completion of work/assignment. The provision of envisaged deliverables approved by the of the Project Officer on Gender Equality in Peacebuilding in consultation with the Programme Officer on Women, Peace and Security and Programme Analyst on Women in Leadership and Governance (WILG), shall be the only criteria for the national consultant’s work being completed and eligible for payment/s.

Management arrangements

The National Consultant will work under the direct supervision of the Project Officer on Gender Equality in Peacebuilding, and overall guidance of the Programme Officer on Women, Peace and Security and Programme Analyst on Women in Leadership and Governance (WILG). The consultant 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 as come up with a backup plan to ensure the accomplishment of deliverables.

Contributions: UN Women will provide the selected consultant with all available materials and necessary information for the achievement of tasks. The consultant is expected to work remotely, from his or her own premises using his or her personal computer, internet access, phone, and other technical means as required. UN Women will provide all the necessary logistical support, if needed, for the organization of the meetings and consultations.

Travel and other logistic arrangements

All travel and logistics needed for the successful implementation of the tasks and deliverables presented above should be organized and covered by the contracted party. All costs related to travel have to be foreseen in the “all-inclusive” daily fee.

Performance evaluation

Consultant’s performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

Financial arrangements

Payments will be disbursed to the consultant in monthly instalments, after satisfactorily completing the assignments, upon submission of the report on deliverables and certification by the supervisor that the services have been satisfactorily performed. The time needed to complete tasks will be agreed upon with the Project officer prior to being carried out. The Consultant will need to prepare a comprehensive work report with the cost breakdown.

Competencies and qualifications:

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

Work in teams:

- Demonstrate ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.

Communicating and Information Sharing

- Facilitate and encourage open communication and strive for effective communication.

Self-management and Emotional Intelligence:

- Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have consistent behavior towards others.

Conflict Management:

- Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution.

Continuous Learning and Knowledge Sharing:

- Encourage learning and sharing of knowledge.

Functional Competencies:

- Consistently approaches work with energy and a positive, constructive attitude.
- Demonstrates good oral and written communication skills.
- Focuses on impact and result for the partners and responds positively to feedback.

Required Skills and Experience

Education:

- University degree in social or political science, statistics, anthropology, sociology or related field.
- Post-graduation education/courses and other learnings on assessment, monitoring and evaluations are considered an asset

Experience

- At least 5 years of experience in working with/in the non-governmental sector with responsibilities in programme design, implementation and monitoring
- At least three (3) years of professional experience in monitoring and evaluation with non-governmental humanitarian or development organizations; consultancies; or with the government;
- Experience in data collection planning, implementation, data cleaning, data analysis;
- Experience in working with local-level organizations (CSOs, mass media, LPAs, etc.) is an asset;
- Experience in the usage of computers and office software packages, experience in handling of web-based management systems and advanced programs and tools for data analysis.

Language skills:

- Fluency in written and oral Romanian, Russian, English are required
- Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauz, Romani, Ukrainian or sign language is an asset

Application Procedure

Interested applicants should apply to this announcement through UNDP jobs site: jobs.undp.org.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications in one single PDF document:

- All applications must include (as an attachment) the completed UN Women Personal History form (P-11) which can be downloaded from <https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/About%20Us/Employment/UN-Women-P11-Personal-History-Form.doc>);
- Kindly note that the system will only allow one attachment, please combine all your documents into one (1) single PDF document. Applications without the completed UN Women P-11 form will be treated as incomplete and will not be considered for further assessment;

- Letter of Intent to include a brief overview of the consultant's 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.
- Applications received after the close date will not be accepted;
- Only short-listed candidates will be contacted.

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 of Applicants:

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 650 points.

Evaluation of submitted offers will be done based on the following formula:

$$B = T + \frac{C_{low}}{C} \times X$$

where:

- T* is the total technical score awarded to the evaluated proposal (only to those proposals that pass 70% of maximum 500 points obtainable under technical evaluation);
- C* is the price of the evaluated proposal;
- C_{low}* 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.

Technical Evaluation: The technical part is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

#	Criteria for technical evaluation	Scoring	Max. points
1.	University degree or equivalent in social or political science, statistics, anthropology, sociology or related field.	Bachelor – 70 pts; Master's - 80 pts; Additional Monitoring & RBM training – up to additional 20 pts	100

2.	At least 5 years of experience in working with/in the non-governmental sector with responsibilities in programme design, implementation and monitoring.	5 years – 100 pts, each year over 5 years– 20 pts, up to a max of 160 pts	160
3.	At least three (3) years of professional experience in monitoring and evaluation with non-governmental humanitarian or development organizations; consultancies; or with the government;	3 years – 100 pct, each year over 3 years – 20 pts, up to max of 160 pts	150
4.	Experience in data collection planning, implementation, data cleaning, data analysis.	No – 0 pts Yes – 20 pts	20
5.	Experience in working with local-level organizations (CSOs, mass media, LPAs, etc.) is an asset;	No – 0 pts Yes – 20 pts	20
6.	Experience in the usage of computers and office software packages, experience in handling of web-based management systems and advanced programs and tools for data analysis.	No – 0 pts Yes – 10 pts	10
7	Fluency in written and oral Romanian, Russian, English are required. Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauz, Romani, Ukrainian or sign language is an asset	10 pts - fluency in Ro, 10 pts – working knowledge of English, 10 pts – knowledge of Russian; 10 pts – knowledge of an additional language.	40
Total Technical Scoring			500

Financial evaluation:

In the Second Stage, the financial proposal of the candidate, who have attained minimum 70% score in the technical evaluation (at least 350 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.

2. Travel costs

UN Women will not cover transportation cost within Chisinau.

3. Daily Subsistence Allowance

Not applicable.

4. 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.

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

Ref: **Local Individual Consultant on knowledge management/ monitoring and evaluation**

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: