**TERMS OF REFERENCE**

**for a national consultant with legal background to support the Women in Leadership and Governance Area**

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| **Location:**  **Type of contract:** | Chisinau, Republic of Moldova  Individual Consultant - Special Service Agreement (SSA) |
| **Languages required:** | Romanian, English |
| **Duration of the contract:**  **Programme:** | Up to 50 working days, from February 2023 until February 2024 (with possibility of extension)  Women in Leadership and Governance |

**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](https://www.unwomen.org/en/digital-library/publications/2021/09/un-women-strategic-plan-2022-2025), 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.

Guided by its Strategic Note, UN Women provides extensive support to relevant national and local stakeholders to ensure promotion of women’s leadership and women’s meaningful political participation. Women and girls constitute more than half of Moldova’s population, yet they are under-represented in the bodies that make key decisions affecting their lives. Although Moldova committed to support the increase of women’s political participation by adopting in 2016 the 40% gender quota and by nationalization of SDGs on gender equality, women remain under-represented in political and public leadership.

In the last few years Moldova faced a significant increase related to women’s political participation, by electing in 2020 its first female President and of 40% women in the Parliament[[1]](#footnote-2) after 2021 Snap Elections due to quota provisions. The new Government Cabinet formed in 2021 is led by a female Prime-Minister and has **29%** women cabinet members. Its 2019 local elections contributed less to 22 % women as mayors (compared to 20.5% in 2015)[[2]](#footnote-3), 28.73% women district councilors (compared to 18.61% in 2015)[[3]](#footnote-4) and 36.5% women local councilors (compared to 30.6% in 2015)[[4]](#footnote-5).

Despite the recorded achievements in the area of political participation, Moldova is still far to achieve 50/50 representation as per SDG commitments, with the value of the Political Empowerment Sub-index of the Gender Gap Index in 2020 being still low (0.264 – placing Moldova on 45th place)[[5]](#footnote-6).

UN Women Moldova will continue to support national efforts to advance women’s equal participation in politics and decision making through advocacy towards improvement of the legal and regulatory framework aimed to sustain and expand the gender equality gains and remove existing barriers for women’s meaningful participation in politics at national and local level.

Since 2022, UN Women together with UNDP, UNICEF and UNFPA supported the establishment of a cross-party [Women’s Parliamentary Caucus](https://multimedia.parlament.md/parlamentul-republicii-moldova-lanseaza-platforma-femeilor-deputate-din-parlamentul-legislaturii-a-xi-a/) of the XI-th legislature with the goal to strengthen and advance gender-responsive lawmaking and oversight. Concurrently, UN Women is working with Central and Local Public Authorities to advance the systematic integration of gender equality principles in strategic documents, policies, plans and budgets. UN Women continues to provide support to Civil Society Organizations in their advocacy efforts to promote gender equality and women’s leadership in public life.

**Rationale**

To enable UN Women’s counterparts[[6]](#footnote-7) (national state institutions and civils society organizations) with the necessary legal expertise to develop advocacy products, initiate and revise select national legal and regulatory framework towards advancing women’s equal and meaningful participation in politics and decision making at central and local levels, UN Women is looking for a national consultant with legal background to support aforementioned efforts and processes.

**SCOPE OF WORK**

The main objective of this consultancy is to provide technical support to Moldovan authorities and civil society organizations in initiating/ amending legal, regulatory, and normative framework pertaining to women’s participation in political processes and decision making.

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

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| **Tasks and activities** | **Estimated workload (workdays)** |
| Provide substantive inputs to draft laws/regulations, normative acts, Position/Advocacy Papers in the area of women’s political participation developed/initiated by select national state institutions and CSOs (to be determined in the course of assignment in consultation with UN Women team) | Up to 20 days |
| Develop/provide inputs and revisions of informative and analytical notes, legal amendments, and other legal drafts in the women’s political participation area | Up to 15 days |
| Prepare and conduct presentations on draft laws/amendments during public consultations, working groups and provide inputs, intervention where needed, including for advocacy purposes. Provide trainings on legal aspects related to women’s political participation to audiences requested by UN Women team, if needed. | Up to 14 days |
| Final report with lessons learnt | Up to 1 day |
| Total: | Up to 50 days |

**DELIVERABLES AND TIMEFRAME**

The assignment should be carried out within a period of 12 months, not exceeding 50 working days (with possibility of extension), with the incumbent being responsible for delivering the following outputs:

* Short monthly reports in English on major tasks performed and the results, including detailed descriptions of carried out activities and provided support, collected data, recommendations provided, etc. Relevant supporting materials to the report to be attached (agenda, etc.)
* Monthly timesheets
* Final report with lessons learned.

All deliverables should be agreed with UN Women and deliverables have to be provided in English, in electronic copy.

**DURATION:**

It is expected that the assignment will start in **20 February, 2023** and will be completed by **19 February 2024.**

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 UN Women Programme Analyst on Women in Leadership and Governance shall be the only criteria for Consultant’s work being completed and eligible for payment/s.*

**MANAGEMENT ARRANGEMENTS**

The consultant will be working under the supervision of the UN Women Programme Analyst on Women in Leadership and Governance (WILG) and in coordination and guidance from Programme Specialist, Programme Officer on WILG and other members of UN Women Moldova CO’s management team, as needed. The national consultant will not be located in the premises of UN Women and will have to work remotely. The selected consultant shall sign a contract with UN Women for stipulated assignment, as stated above.

**TRAVEL**

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 the Programme Analyst on Women in Leadership and Governance 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.

**FINANCIAL ARRANGEMENTS**

Payment will be disbursed on monthly basis, upon submission and approval of the reports on deliverables and achieved results, a timesheet, and certification by the supervisor that the services have been satisfactorily performed.

**REQUIRED SKILLS AND EXPERIENCE**

**Specific requirements for a consultant 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:*

3. At least (3) three years of experience in the field of law;

4. At least (3) three years of proven collaboration with public authorities in the elaboration and/or review of relevant legal, policy initiatives;

5. At least one (1) year of proven experience in the field of promoting human rights/ gender equality would be an asset;

6. Experience with development organizations, including donors and stakeholders would be an asset.

*Language Requirements:*

7. Fluency in written and oral Romanian. Working language of English is an asset.

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| *Values and competencies* |
| *Core Values:*   * Integrity * Professionalism * Cultural sensitivity and respect for diversity * Gender sensitiveness and empathy towards women’s rights issues * Respect for UN principles   *Core Competencies:*   * Communication * Planning and Organizing * Organizational Awareness * Team working ability * Accountability * Leadership |

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>

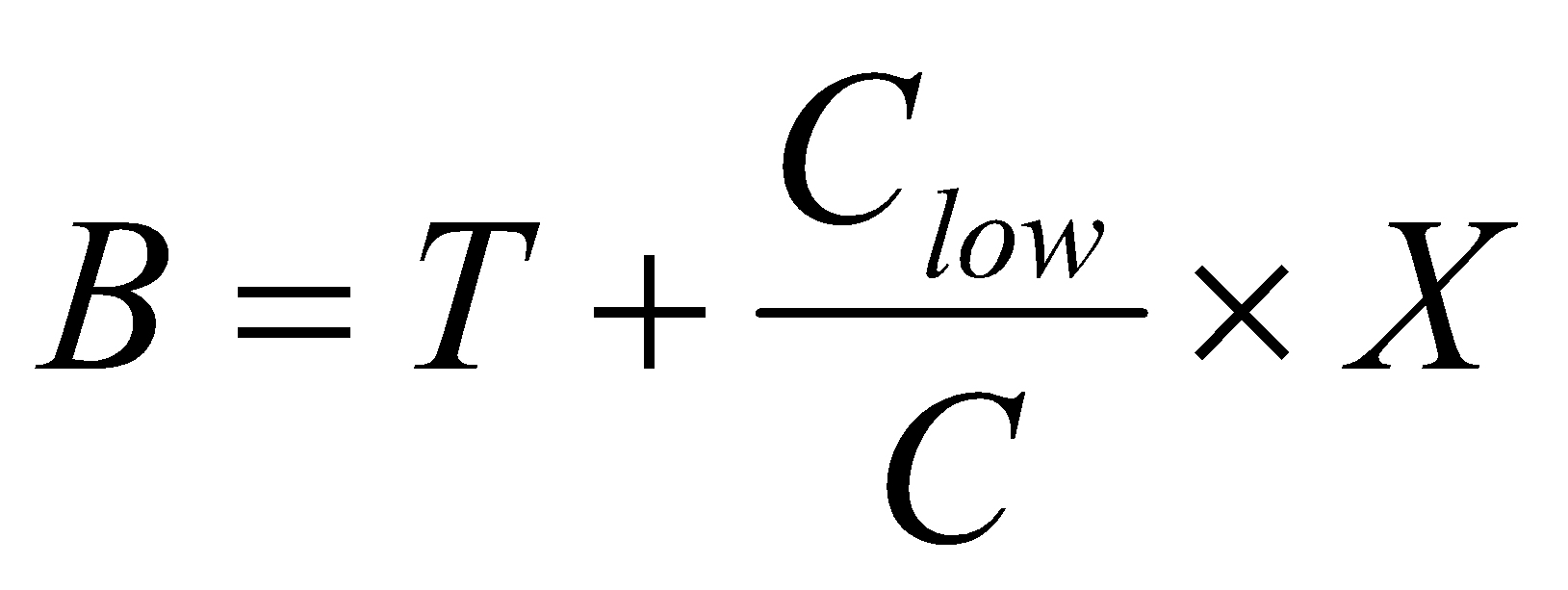
**EVALUTATION PROCEDURE**

Interested candidates are invited to submit their online applications with the following documents.

* Duly filled Personal History Form PHF11/CV (downloadable from <https://www.unwomen.org/en/about-us/employment/application-process>;
* Letter of Intent to include a brief overview about which of your previous experiences makes you the most suitable candidate for the advertised position.
* 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.

The individual consultants will be short-listed based on the above-mentioned qualification criteria. 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:

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where:

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| 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) |
| **No.** | **Criteria for technical evaluation** | **Max. points** |
|  | | |
| 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  (70 points for master’s degree, 10 points for PhD degree, 10 points for additional relevant trainings). | 90 |
| 2 | At least (3) three years of experience in the field of law;  (3 years – 40 points, each year over 5 years – 10 points, up to a maximum of 90 pts) | 90 |
| 3 | At least three (3) years of experience of proven collaboration with public authorities in the elaboration and/or review of relevant legal, policy initiatives  (3 years – 40 points, each year over 3 years – 10 points, up to a maximum of 80 points) | 80 |
| 4 | At least one (1) year of proven experience in the field of promoting human rights/gender equality would be an asset;  (1 year – 20 points, each year over 1 year – 10 points, up to a maximum of 40 points) | 40 |
| 6 | Experience with development organizations, including donors and stakeholders would be an asset;  (1 year – 10 points, each year over 1 year – 10 points, up to a maximum of 30 points) | 30 |
| 7 | Fluency in written and oral Romanian. Working language of English is an asset.  (Romanian – 10 points, English – 10 points) | 20 |
|  | **Total:** | **350** |

The technical evaluation will be carried out through desk review of applications and further interview will be organized if needed, depending on the short-listed candidates’ qualifications.

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

**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).

Please note that only applicants who are short-listed 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.*

Annex I: Price Proposal Guideline and Template

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

# **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 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.

# **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.

# **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 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 with legal background to support the Women in Leadership and Governance Area**

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:

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| --- | --- |
| **Deliverables** | **MDL** |
| **Daily fee all inclusive** |  |
| **Total price for 50 working days** |  |

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]

1. <http://parlament.md/StructuraParlamentului/Deputa%C8%9Bii/tabid/87/language/ro-RO/Default.aspx> [↑](#footnote-ref-2)
2. <https://www.facebook.com/progen.md/photos/602419803665132> [↑](#footnote-ref-3)
3. <https://www.facebook.com/progen.md/photos/601253387115107> [↑](#footnote-ref-4)
4. Idem. [↑](#footnote-ref-5)
5. <http://www3.weforum.org/docs/WEF_GGGR_2020.pdf> [↑](#footnote-ref-6)
6. UN Women Moldova CO will determine and communicate to the consultant the counterpart (s) which will require targeted legal expertise, pursuant to the specifics of this assignment. [↑](#footnote-ref-7)