



TERMS OF REFERENCE

National Consultant with technical expertise on community and personal security to support the informal Women's Advisory Board (WAB) on Sustainable Peacebuilding

Duty Station:	Chisinau, Moldova
Type of Contract:	Individual Consultant - Special Service Agreement (SSA)
Post level:	National Consultant
Languages Required:	Fluent in Romanian, Russian and English
Application deadline:	27 February 2023
Starting Date:	13 March 2023
Expected Duration of Assignment:	Up to 60 working days within a 12 calendar months period (with possibility of extension)

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.

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 processes¹.

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. The war in Ukraine launched by Russia on February 24, 2022, directly impacted 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

¹ <https://www.unwomen.org/en/what-we-do/peace-and-security/facts-and-figures#participation>

important that women's perspectives and their role in all peacebuilding efforts, including post-conflict rebuilding, is elevated.

Although a growing body of literature and studies demonstrate that women's participation increases the probability of a lasting peace agreement², 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 process³.

In light of the above-mentioned considerations, UN Women Moldova has established an informal Women's Advisory Board (WAB) for Sustainable Peacebuilding on both banks of Nistru river to bolster implementation of Women, Peace and Security (WPS) agenda, foster meaningful participation of women in peacebuilding processes and facilitate the inclusion of gender equality perspective in conflict negotiations on thematic issues.

Rationale

The mission of the Women Advisory Board is to advise and promote women's rights and for more active and meaningful participation of women in peace processes as the opportunities arise and to advocate that issues discussed in the framework of the negotiations address equally women and men's rights dimensions.

It is designed as a complementary structure aimed to add value to the overall efforts to promote women's meaningful participation in conflict settlement processes and mainstreaming gender equality perspectives in the broader peacebuilding efforts. 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 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 operation is facilitated by UN Women, and a Chair will be elected out of the WAB members. An **Expert Review Group**, composed of human rights, gender equality experts and thematic specialists on the negotiating issues, will be available to assist WAB in its work.

Against this background, UN Women intends to engage a national consultant to provide substantive expertise on community and personal security from gender perspective in the context of the Transnistria settlement process. **The selected consultant will join the Expert Review Group of the Women Advisory Board.**

Scope of Work:

Under the supervision and guidance of the UN Women Programme Officer on Women, Peace and Security, in coordination with UN Women Programme Specialist, Programme Analyst on WILG and UN Women Moldova senior management, the selected consultant is expected to work closely with WAB members and WAB Secretary to (1) extract, synthesize and

² <https://wps.unwomen.org/participation/>

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 Transnistria https://tbinternet.ohchr.org/_layouts/15/treatybodyexternal/Download.aspx?symbolno=CEDAW%2fC%2fMDA%2fCO%2f6&Lang=en

substantiate issues faced by women affected by the frozen Transnistrian conflict, in terms of community and personal security, and based on these (2) formulate concrete proposals of items recommended to be included on the negotiation agenda, at the appropriate level (e.g. Working Group level, or higher), depending on the typology/ magnitude/urgency of the issue voiced by women. The consultant shall develop and provide background, research, analytical data supporting the proposals, to the extent possible.

The recipients of the proposals shall include, but are not limited to: *Co-Chairs, members of the relevant Working Groups; OSCE Special Representative for the Transnistrian Settlement Process; Head of the OSCE Mission to Moldova; the OSCE mediator in the Transnistria Settlement Process.* The Special Representative on Gender of the OSCE Chairpersonship shall be informed, consulted and engaged at the appropriate stages of the process. *Other relevant stakeholders may be approached on case-by-case basis, in consultation with UN Women and relevant actors.*

More specifically, the Consultant is expected to:

- Closely monitor the evolutions of the negotiation process to identify gaps and entry points;
- Jointly with WAB members, develop, test and validate a standardized Tool for the identification of issues.
- Using the Tool, hold in-depth consultations with WAB members to extract/collect the key issues faced by women in the area of personal and community security in the context of the protracted Transnistria conflict;
- Conduct research, analysis to substantiate the identified issues, as appropriate;
- Ensure thematic specific consultation with key stakeholder before validating the final version of a deliverable;
- Formulate concrete proposals/recommendations for the settlement process actors with specific issues/entry points pertaining to community and personal security from gender perspective to be included on the negotiation agenda;
- Validate the respective proposals items with WAB members before these are officially submitted by WAB Secretariat to the relevant settlement process actors. Consult with other parties, as appropriate.
- Lead/support the development of position papers, non-papers, advocacy brief, other written outputs as relevant;
- Deliver trainings, workshops, hold focus group discussions, participate in meetings/ consultations/events, and support various advocacy efforts as identified jointly with UN Women;
- Perform other relevant tasks, as requested by UN Women for the successful implementation of the assignment.

Duties and Responsibilities

The key tasks and activities are as follows:

	Tasks and activities	Estimated workload (workdays)
1.	Develop and validate a standardized Tool for the identification of issues pertaining to community and personal security faced by women in the context of the Transnistrian conflict	Up to 3 days
2.	Conduct in-depth consultations, focus-group discussions with WAB members to identify (using the tool) and synthesize issues faced by women in the area of personal and community security in the context of the protracted Transnistria conflict. Cluster the issues, collate by relevant areas, and substantiate with research/analytical work as appropriate	Up to 15 days
3.	Produce substantive recommendations to settlement processes actors with specific issues/entry points pertaining to community and personal security from gender perspective proposed to be included on the negotiation agenda	Up to 30 days
4	Lead/support the development of position papers, non-papers, advocacy briefs, other written outputs as relevant	Up to 8 days

5	Deliver trainings, workshops, hold focus group discussions, participate in meetings/ consultations/events, and support various advocacy efforts as identified jointly with UN Women	Up to 4 days
Total		Up to 60 days

DELIVERABLES AND TIMEFRAME

The assignment should be carried out within a period of 12 months, not exceeding 60 working days (with possibility of extension), with the incumbent being responsible for delivering the following outputs:

- Short reports (periodicity to be agreed with supervisors) in English on major activities performed, results/deliverables produced. All outputs developed in the reporting period (e.g. Tool, recommendations, briefs, training agenda, position papers, etc. as described in the Scope of Work) to be attached to the period reports along with a Time Sheet.

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 **March 2023** and will be completed by **end February 2024**, unless extended by UN Women.

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 and guidance of the UN Women Programme Officer on Women, Peace and Security, in coordination with UN Women Programme Specialist, Programme Analyst on WILG and UN Women Moldova senior management. 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 upon submission and approval of the activity reports on deliverables and achieved results, with corresponding annexes, a timesheet, and certification by the supervisor that the services have been satisfactorily performed.

REQUIRED SKILLS AND EXPERIENCE

Education

- Master's degree in law, social or economic sciences, human rights, gender studies, security studies, other areas relevant for the assignment;

Experience:

- Minimum 5 years of professional experience in the development/implementation of policy documents/ strategies, laws, including from Gender perspective;

- Proven experience in developing research, policies, security-related studies, etc. in the field of Women, Peace and Security. Track record of cooperation with security and/or defense sector is required;
- Specific experience related to the Transnistria settlement process is a strong advantage.
- Strong track record of cooperation with civil society organizations is required.
- Work experience with international organizations, including UN agencies, will be considered an asset.

Language skills:

- Excellent verbal and written Romanian and Russian languages. Fluency in English language is required.

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:

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

where:

- T is the total technical score awarded to the evaluated proposal (only to those proposals that pass 70% of maximum 350 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)

No.	Criteria for technical evaluation	Max. points
1	Master's degree in law, social or economic sciences, human rights, gender studies, security studies, other areas relevant for the assignment; (60 points for master's degree, 10 points for PhD degree, 10 points for additional relevant trainings).	80
2	Minimum 5 years of professional experience in the development/implementation of policy documents/ strategies, laws, including from Gender perspective; (5 years – 40 points, each year over 5 years – 10 points, up to a maximum of 90 pts)	80
3	Proven experience in developing research, policies, security-related studies, etc. in the field of Women, Peace and Security. Track record of cooperation with security and/or defence sector is required; (2 years – 40 points, each year over 2 years – 10 points, up to a maximum of 60 points)	60
4	Specific experience related to the Transnistria settlement process is a strong advantage. (1 years – 30 points, each year over 1 years – 10 points, up to a maximum of 50 points)	50
5	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
6	Strong track record of cooperation with civil society organizations is required. (Yes – 20 points, No – 0 points)	20
7	Excellent verbal and written Romanian and Russian languages. Fluency in English language is required (Romanian – 10 points, Russian – 10 points, English – 10 points)	30
	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.

The prospective Individual 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 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.

2. **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.

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.

Annex II: Price Proposal Submission Form

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

Ref: National Consultant to support the informal Women's Advisory Board (WAB) on Sustainable Peacebuilding

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 for 60 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]