

TERMS OF REFERENCE

National Consultant to provide legal expertise on gender equality, including capacity building programmes for central public institutions in line with the Women, Peace and Security Agenda

Duty Station:	Chisinau, Moldova
Type of Contract:	SSA contract
Post level:	National Consultant (Gender Expert)
Languages Required:	Fluent in Romanian and English
Application deadline:	20 February 2022
Starting Date:	01 March 2022
Expected Duration of Assignment:	Up to 80 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.

Towards these Impact Areas, UN Women works with a variety of national and international partners to challenge gender-based stereotypes and towards the creation of an environment, whereby women act as key agents of change towards greater equality and development, in partnership with men and boys.

All over the world, UN Women works to promote gender equality, including security and defence sectors by supporting women of all backgrounds and ages to participate in processes to prevent conflict and build an inclusive and just society. 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.

Rationale

UN Women supported the evaluation process of the first National Programme on Implementation of UN Security Council Resolution 1325 on Women, Peace and Security which revealed the need to continue building upon the achieved results in the period 2018-2021 and to further channel efforts, in particular for the extension of the actions taken by the state on implementing the Global Agenda for Women, Peace and Security (WPS) outlining the key role of women in conflict prevention, peacebuilding and peacekeeping, and decentralizing commitments on the

implementation of the WPS Agenda and the localization of interventions from gender and human security perspectives. Based on these findings, the draft [second generation National Programme on Implementation of UN Security Council Resolution 1325 on Women, Peace and Security \(2023-2027\)](#) (hereinafter – 1325 NAP) was developed with UN Women expertise, and is to be adopted in the beginning of 2023. The new National Programme brings some new approaches to the implementation of the WPS Agenda, including decentralizing commitments and engaging the security zone LPAs, while building upon previous efforts for meaningful involvement of women at all levels of the peacebuilding process. The policy paper recognizes the need for qualitative representation of women in security sector, including in settlement negotiations, as well an inclusive and efficient system both at national and international level and proposes concrete actions to address barriers against increased representation and meaningful participation of women in peace processes and security in the Republic of Moldova.

The outbreak of war in Ukraine escalated the security threats towards the neighbouring countries, particularly the Republic of Moldova, and pushed the country into a humanitarian crisis, who is currently hosting over 102,750 Ukrainian refugees, of which 64% women¹. In this context, the draft 1325 NAP was adapted to the new reality in terms of reflecting the current refugee crisis as well as evolving security threats and post-recovery.

Under these circumstances, UN Women is committed to further provide support to government institutions, including MFAEI and security sectors, on promoting the WPS Agenda and on achieving tangible results envisaged in the National Programme, and in the MFAEI Gender Action Plan thus contributing to reduce the stereotypes about the role of women in the security and in foreign policy, to improve the opportunities for women and men from the system to reconcile the professional and family life, to prevent and respond to discrimination, harassment, and gender-based violence within the sector, but also to leverage their potential and representation in decision-making.

In this respect, UN Women Moldova is seeking to engage a National Consultant to provide extensive legal expertise to its counterparts² related to WPS Agenda and foreign policy including support in addressing gender discrimination, harassment and sexual harassment at work through advocacy, legal advice and capacity building to ensure gender mainstreaming, including in foreign policy, and advancing the WPS agenda.

Scope of Work:

Under the overall guidance and direct supervision of the UN Women Programme Analyst, Partnership and Coordination Officer and Programme Officer on Women, Peace and Security, the selected national consultant will provide technical support to Moldovan authorities in initiating/ amending legal, regulatory, and normative framework pertaining to women's participation in foreign policy, peacebuilding and security processes as well will provide tailored-capacity building activities in line with the 1325 NAP and MFAEI Gender Action Plan.

Duties and Responsibilities

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

	Tasks and activities	Estimated workload (workdays)
1.	Provide substantive inputs and revisions to draft laws/regulations, normative acts, internal regulations, Position/Advocacy Papers around Women, Peace and Security Agenda developed/initiated by national state institutions in line with the 1325 NAP. Prepare and conduct related presentations during public consultations, working groups and provide inputs, intervention where needed, including for advocacy purposes.	Up to 30 days

¹ [Operational Data Portal UNHCR](#), as of 2 February 2023

² 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

2.	Provide expert support, guidance, tools as well capacity building and awareness related to, but not limited to gender equality, gender mainstreaming, UNSC Resolution 1325 on WPS, prevention and combating discrimination, sexual harassment at workplace, gender-based violence within the security sector institutions and other central public authorities. In conducting this task, the consultant shall identify jointly the target groups from the institutions, considering the international and national legislation, strategic plans, and internal resolutions. Also, the consultant shall develop the outline, curriculum, agenda, background readings, training aids and case studies for the sessions.	Up to 40 days
3.	Review internal procedures related to harassment and sexual harassment within central public authorities. Based on the findings, provide relevant recommendations for amending the existing procedures and, if needed, support in drafting the new ones	Up to 10 days
	Total:	Up to 80 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, Partnerships and Coordination Officer and Programme Officer on Women, Peace and Security 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 a period of 12 months, not exceeding 80 working days (with possibility of extension), with the incumbent being responsible for delivering the following outputs:

- Short monthly reports and timesheet 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, training materials, presentations etc.)
- Final report with lessons learned.

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

Management arrangements

Organizational Setting: The National Consultant will work under the overall guidance and direct supervision of the WILG Programme Analyst, Partnerships and Coordination Officer and WPS Programme Officer 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.

Contributions: UN Women will put at the disposal of selected individual all available materials and necessary information for tasks achievement and will facilitate the meetings and discussions, as needed. The consultants are expected to use their own personal computer.

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 UN Women in advance.

Performance evaluation

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 on monthly basis, upon submission and approval of activity 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

Education:

1. At minimum 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 in developing and delivery of various types of trainings and capacity building programs from Gender perspective will be considered an asset;
7. Experience with UN entities and/or other development organizations would be an asset.

Language Requirements:

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

Values and Competencies

Core Values:

- Respect for Diversity
- Integrity
- Professionalism
- Gender sensitiveness and empathy towards women's rights issues

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>

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.

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	At minimum 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 (60 points for master's degree, 10 points for PhD degree, 10 points for additional relevant trainings).	80
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 80 pts)	80
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 – 30 points, each additional year – 10 points, up to a maximum of 70 points)	70
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 additional year – 5 points, up to a maximum of 40 points)	40
5	Experience in developing and delivery of various types of trainings and capacity building programs from Gender perspective will be considered an asset (Each assignment- 5 pct, up to a maximum of 30 pts)	30
6	Experience with UN entities and/or other development organizations would be an asset	30

	(Each assignment- 5 pct, up to a maximum of 30 pts)	
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.