

## TERMS OF REFERENCE

for a National consultant to develop a series of knowledge products, advocacy papers and regulatory policy recommendations to integrate Gender Equality commitments in peace processes

<b>Project:</b>	<b>00133100, Building sustainable and inclusive peace, strengthening trust and social cohesion in Moldova</b>
<b>Duty Station:</b>	<b>Chisinau, Moldova</b>
<b>Type of contract:</b>	<b>Individual Contract</b>
<b>Post Level:</b>	<b>National expert</b>
<b>Languages required:</b>	<b>Romanian, English, Russian</b>
<b>Application deadline:</b>	<b>14 March 2023</b>
<b>Starting date:</b>	<b>April 2023</b>
<b>Expected Duration of Assignment:</b>	<b>Up to 45 working days, 2023 – 2024</b>

### 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.

UN Women provides leadership on new and existing WPS accountability frameworks to Member States and regional bodies, supports Civil Society Organizations and works to ensure a place at the table where the contributions of women of all ages to conflict and crisis prevention, resolution and peacebuilding are recognized and valued equally.

Although the WPS 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 peace

processes<sup>1</sup>. While studies show that the role of women in preventing conflict in fragile contexts and in settlement negotiations is highly relevant<sup>2</sup>, the efforts to involve women to meaningfully participate in all processes of decision making, including in conflict prevention and response, as well as in security matters has been very modest.

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.

The project is aligned with the provisions under the draft of the second-generation National Program and Action Plan (NAP) for the implementation of UNSCR 1325 on Women, Peace, and Security (WPS) for the period 2023-2027 developed in Moldova with UN Women support. The new NAP, expected to be enacted in early 2023, is based on the four Pillars of the UNSCR 1325: Prevention, Participating, Protection, Relief, and Recovery and it addresses, among other aspects, actions aimed at enhancing women’s meaningful participation in the security and defense sector, including in the conflict settlement processes and peacebuilding efforts, primarily from a human security perspective and includes intervention at the local level to decentralize the WPS commitments.

### Rationale

Moldova’s prospects for sustained peace, stability and shared prosperity remain hampered by the protracted conflict on its territory. The Transnistrian region (with Tiraspol as its main city) remains effectively separated from the rest of the country since the end of the active conflict in 1992, not controlled by the government in Chisinau and with a de facto leadership that is supported by the Russian Federation.

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 OSCE-led 5+2 format that with Russia and Ukraine as mediators between the two conflicting sides and the US and EU as observers. Despite the existence for many years of formal settlement process, no political resolution of the overall conflict has been achieved.

Following the Russian invasion of Ukraine in February 2022, the situation has further deteriorated. With growing concerns that Russia’s intentions could stretch beyond Ukraine, Moldova sought to expedite its European integration plans and, on 23 June 2023, has received the status of candidate country for accession to the European Union<sup>3</sup>. While the leadership of both banks appear willing to continue negotiations on key practical issues both at the level of negotiators and experts (several “1+1” meetings have taken place in 2022 at the level of the working groups)<sup>4</sup>, the OSCE has confirmed that the highest level of the talks - the formal 5+2 format - is for now on hold until further notice. The potential of EU membership may however inspire new efforts to resolve the situation.

Thematic Human Rights Working Group was established as part of the negotiation framework to address specific human rights issues such as the rights of persons with disabilities, rights of children at risk, repatriation of child victims of trafficking, trafficking in persons, tackling hate speech, prevention and combating of domestic violence, protection of persons living with HIV/AIDS against discrimination and their social inclusion. This group meets very infrequently, and its potential has not yet been reached. In addition, while the working group on human rights could

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

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

<sup>3</sup> <https://www.consilium.europa.eu/en/policies/eastern-partnership/moldova/>

<sup>4</sup> <https://gov.md/ro/content/lista-coordonatorilor-grupurilor-de-lucru-din-partea-chisinaului>

have been an efficient platform to specifically discuss the issue of women's rights and the participation of women in peacebuilding processes, it has not addressed those issues yet.

The fourth and fifth (2013<sup>5</sup>) and sixth (2020<sup>6</sup>) periodic reports of the Republic of Moldova to the CEDAW Committee provided specific recommendations regarding women's rights in the Transnistrian region. Although isolated measures were taken to reduce the gender divide in the context of peacebuilding efforts, including capacity building in gender equality and gender-sensitive conflict analysis for the female members of the Joint Working Groups in the framework of the Transnistrian settlement process, this was of a piecemeal nature and there is a need for a holistic approach and consistent interventions to truly advance the role of women in the settlement process.

At the same time, while women are significantly under-represented in official peace talks, they are more represented in unofficial processes and over-represented at grassroots-level mediation<sup>7</sup>. Conflict resolution theory and practice promote the idea of multi-track diplomacy, which supposes that each conflict needs to be addressed at a number of different levels, where meaningful participation of women plays an essential role across all tracks to achieve sustainable peace. Therefore, the PBF project aims at bringing an impetus to the broader negotiations process through a more efficient involvement of CSOs in bringing new ideas to the attention of the working groups and other negotiations formats. From informal advocacy and meetings to formal negotiations, the WPS agenda is an apt example of how all the tracks can work together in synchronization.

The settlement of the Transnistrian conflict remains a key focus for the Government of Moldova, the Action Plan of the Bureau for Reintegration for 2022 having set as first objective to ensure the ongoing interaction on all negotiation platforms for the Transnistrian settlement process and identification of viable solutions for the issues on the negotiation's agenda.<sup>8</sup>

Considering the above, UN Women intends to support capacity development activities aiming at raising gender awareness among stakeholders at the negotiation table, while concurrently continuing to advocate for balanced representation of women in decision-making at all levels and putting in place enabling conditions to stimulate women's meaningful participation in peacebuilding.

As an expected impact of this intervention, Women, Peace and Security Agenda will be better integrated in the work of settlement process actors, and more women and men negotiators and women peacebuilders will acquire specific knowledge, skills, and tools to be efficiently engaged in high-level peace talks and peacebuilding processes.

## Scope of Work

Under this announcement, the UN Women within the Peacebuilding Fund's Project seeks to contract **a National consultant to develop a series of knowledge products, advocacy papers and regulatory policy recommendations**, highlighting and promoting the importance and benefits of the balanced and meaningful participation of women in peace processes at all levels.

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<sup>5</sup> 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>

<sup>6</sup> 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](https://tbinternet.ohchr.org/_layouts/15/treatybodyexternal/Download.aspx?symbolno=CEDAW/C/MDA/CO/6&Lang=En)

<sup>7</sup> <https://wps.unwomen.org/pdf/CH03.pdf>

<sup>8</sup> See the Action Plan for 2022 of the Bureau for Reintegration on the [link](#)

**Note:** While performing the assignment the consultant, in coordination with UN Women Project Team, is expected to interact with all relevant peace process actors and use various tools to obtain updated information (focus groups, meetings, surveys, interviews, etc.).

In this sense, governmental peace process actors are Bureau of Reintegration Policies staff, representatives of sectoral Working groups from both banks of Nistru river, diplomatic staff, Members of the Delegation of Moldova to Joint Control Commission, other relevant state authorities' delegates.

Non-governmental peace process actors: CSOs, women peacebuilders, gender and human rights activists and experts, community local actors from both banks of the Nistru river.

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:

**Task 1:** Develop a detailed workplan, timelines and brief description of activities to be undertaken and methodologies to be used.

**Task 2:** Conduct mapping to source issues as per Working Groups thematic and generate evidence on integration of gender equality commitments and existing gaps in negotiation agenda and overall peace process-related regulatory system.

**Task 3:** Produce at least 3 knowledge products/advocacy papers/regulatory policy recommendations, revisions, inputs on gender mainstreaming in peace processes, at least 1 of them to be developed in co-authorship with an international expert, assigned by UN Women.

**Task 4:** Provide support to the UN Women Project Team in identifying national prominent women \negotiators, and content development to highlight women's contribution to peacebuilding efforts (success stories and/or career paths of prominent women negotiators).

**Task 5:** Prepare and conduct presentations on developed knowledge products during working groups, round table discussions, dialogue events, providing advice and intervention where needed, including for advocacy purposes, as requested by UN Women.

**Task 6:** Deliver 1 final report providing a summary on carried out activities, achievements, and challenges, as well as recommendation for the future integration of gender equality commitments into peace processes in Moldova.

### Expected deliverables

#### Deliverables and Timeframe

During the implementation of this assignment, the consultant shall be responsible for delivering of the following outputs, comprising of the main milestones:

No	Deliverables	Estimated workload (workdays)	Timeframe
1.	<b>Detailed Work Plan</b> , including syllabus, timelines and brief description of activities to be undertaken and methodologies to be used.	3 days	Within 5 days after signing the contract

2.	Conduct mapping, identify and generate evidence on integration of gender equality commitments awareness and existing gaps in negotiation agenda and overall peace process-related regulatory system.	10 days	May 2023
3.	Produce at least 3 knowledge products/advocacy papers/regulatory policy recommendations on gender mainstreaming in peace processes, at least 1 of them to be developed in co-authorship with an international expert, assigned by UN Women.	20 days	May 2023 – February 2024
4.	Provide support to the UN Women project team in identifying national prominent women negotiators, and content development to highlight women’s contribution to peacebuilding efforts (success stories or career paths of prominent women negotiators).	4 days	May 2023 – March 2024
5.	Prepare and conduct presentations on developed knowledge products during working groups, round table discussions, dialogue events, providing advice and intervention where needed, including for advocacy purposes, as requested by UN Women.	5 days	May 2023 – March 2024
6.	Deliver a final report providing a summary on carried-out activities, achievements, and challenges, as well as recommendation for the future integration of gender equality commitments into peace processes in Moldova.	3 days	April 2024
<b>Total</b>		45 days	100 %

All written deliverables, including supporting materials, should be agreed with UN Women and be provided in English, Romanian and/ or Russian languages, as appropriate, in electronic copy.

#### Duration of the assignment

It is expected that the consultant shall begin work in **April 2023 with work being completed by the end April 2024**, 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 UN Women Programme Analyst 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 overall guidance of Programme Officer on Women, Peace and Security and under direct supervision of the UN Women Project Officer on Gender Equality in Peacebuilding. 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 put at the disposal of selected individual all available materials and necessary information for tasks achievement and will facilitate the meetings, as needed. During assignment's related missions, the National Consultant may use the facilities of the office (i.e. internet access, printing, copying, local phone calls, etc.). However, s/he is expected to use his/her own personal computer.

### **Travel and other logistic arrangements**

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.

### **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.

### **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:**

- Advanced University Degree (Master's degree or equivalent) in Law, International relations, Gender Studies, Social Sciences, Political Sciences, or related field.

**Experience**

- At least 5 years of relevant professional experience in the area of gender equality, gender mainstreaming, and women's empowerment, human rights, and/or non-discrimination in the Republic of Moldova;
- At least 2 years of proven experience in conducting gender analysis, gender research, gender assessment, revision and/or development of knowledge products, regulatory/policy papers on gender equality or women's empowerment, human security, peace processes (examples of work provided);
- Specific experience related to the Transnistria settlement process is a strong advantage;
- Proven successful experience in working with international organizations, including UN agencies.

**Language skills:**

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

**Application Procedure**

Interested applicants should apply to this announcement through UNDP jobs site: [jobs.undp.org](http://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 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 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 (200 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 (Master's degree or equivalent) in Law, International relations, Gender Studies, Social Sciences, Political Sciences, or related field	Master's degree – 60 pts; PhD – 10 pts; additional relevant trainings and certifications – 10 pts; up to max of 80 pts	80
2.	At least 5 years of relevant professional experience in the area of gender equality, gender mainstreaming, and women's empowerment, human rights, and/or non-discrimination in the Republic of Moldova	5 years – 60 pts; each year over 5 years– 10 pts; up to a max of 80 pts	80



3.	At least 2 years of proven experience in conducting gender analysis, gender research, gender assessment, revision and/or development of knowledge products, regulatory/policy papers on gender equality or women's empowerment (examples of work provided)	2 years – 30 pts; each year over 2 years – 5 pts; up to a maximum of 50 pts	50
4.	Specific experience related to the Transnistria settlement process is a strong advantage	1 years – 20 pts; each year over 1 years – 5 pts; up to a maximum of 40 pts	40
5.	Proven successful experience in working with international organizations, including UN agencies	No – 0 pts; Yes – 20 pts	20
6.	Excellent verbal and written Romanian and Russian languages. Fluency in English is required	Romanian – 10 pts; Russian – 10 pts; English – 10 pts	30
<b>Total Technical Scoring</b>			<b>300</b>

**Financial evaluation:**

*In the Second Stage, the financial proposal of the candidate, who have attained minimum 70% score in the technical evaluation (at least 210 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:** National consultant to develop a series of knowledge products, advocacy papers and regulatory policy recommendations to integrate Gender Equality commitments in peace processes

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:

<b>Deliverables</b>	<b>MDL</b>
<b>Daily fee all inclusive</b>	
<b>Total price</b>	

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: