**TERMS OF REFERENCE**

**National Consultant - to support private sector companies to implement**

**Women’s Empowerment Principles: Equality Means Business** (WEPs)

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| **Duty Station:** | **Chisinau, Moldova** |
| **Languages required:** | **English, Romanian** |
| **Application deadline:** | **12 June May 2023** |
| **Starting date:** | **25 June 2023** |
| *(date when the organization is expected to start)* | |
| **Expected duration of the assignment:** | **June 2023 - December 2023** |
| **Contract Type:** | **Individual Contract** |
| **Project:** | **00098990 (Women Economic Empowerment)** |

**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.

Through its programmes and projects, UN Women is providing technical assistance to national partners (governmental and non-governmental), including private sector, in the implementation of existing international and national commitments to women’s rights and gender equality, it facilitates networking and exchange of good practices and advocates for women’s rights and gender equality in all areas of life.

The work of UN Women in the Republic of Moldova is guided by its [Country Strategic Note for 2023-2027](https://moldova.unwomen.org/en/digital-library/publications/2022/12/un-women-moldova-prioritati-strategice-2023-2027), aligned with [the Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022](https://moldova.un.org/en/213110-republic-moldova-united-nations-sustainable-development-cooperation-framework-2023-2027), [UN Women Strategic Plan 2022–2025](https://www.unwomen.org/en/digital-library/publications/2021/09/un-women-strategic-plan-2022-2025), the [National Program for Accelerating Gender Equality in the Republic of Moldova 2023-2027](https://cancelaria.gov.md/sites/default/files/document/attachments/1-mmps.pdf) and the Action Plan for its implementation, and aims to contribute to the gender-responsive implementation of the [2030 Agenda for Sustainable Development.](http://www.unwomen.org/en/what-we-do/post-2015)

The overarching vision of the 2030 Agenda for Sustainable Development is inclusive and sustainable growth with its promise to leave no one behind. Sustainable Development Goal (SDG) 5, target 5.5. calls to “ensure women’s full and effective participation and equal opportunities for leadership at all levels of the decision-making in political, economic and public life”. Gender equality is mainstreamed throughout the SDGs, including SDG 8 “Decent Work and Economic Growth”. Gender equality by 2030 requires urgent action to eliminate the many root causes of discrimination that still curtail women’s rights in private and public spheres. At its core, the economic empowerment of women depends on the quantity and quality of paid employment, the provision or absence of public services, the amount of unpaid care work borne by women, as well as coverage or lack thereof under core social and labor protections.

The Country Strategic Note 2023 - 2027 focuses on four impact areas: 1. Governance & participation in Public Life 2. Economic Empowerment & Resilience, 3 Ending Violence against Women & girls, 4 Peace& Security, Humanitarian Action & Disaster Risk Reduction. To achieve progress in these areas, UN Women works with various national and international partners and as part of different national and regional initiatives.

**Rationale**

[The Women’s Empowerment Principles (WEPs)](https://www.empowerwomen.org/en/weps/about) is a joint initiative of UN Women and the UN Global Compact, launched in 2010 following a year-long international, multi-stakeholder consultation process. The principles present seven steps that business and other sectors can take to advance and empower women. The WEPs elaborate the gender dimension of corporate social responsibility and business' role in sustainable development and were designed for companies to review their policies on empowerment of women, to acknowledge and to start making changes. In the international community these are recognized principles for women’s equality participation. They represent the global standard that has been accepted all around the world and provide seven principles that all companies can subscribe to. Since the launch of the [Women's Empowerment Principles in 2010](http://www.weprinciples.org/site/companies/), over 1,900 CEOs from around the world have signed the [CEO Statement of Support for the WEPs](http://weprinciples.org/files/attachments/CEO_Statement_of_Support_Eng.pdf), signaling their support for gender equality and the guidance provided by the Principles.

UN Women, in partnership with the Government of Moldova, civil society organizations, academic environment, and the private sector is working to remove the barriers limiting women’s economic empowerment so that women could enjoy the security of income, decent work, and economic autonomy. Since 2015, Un Women in partnership with the Ministry of Health, Labour and Social Protection, the Ministry of Economy and Infrastructure, and other stakeholders has supported the promotion of digital literacy of women and girls, especially of those from disadvantaged groups by empowering Moldovan girls with skills and tools in STEM fields (science, technology, engineering, mathematics) and encouraging them to opt for a career in these fields in the future.

In 2015 the WEPs implementation among private partners started in Moldova with the support of UN Women in partnership with ODA (former ODIMM) through a large information campaign involving more than 250 local companies. A series of actions followed that were integrated into the government programs intended for the economic empowerment of women, such as the National Platform for Women in Moldova, PARE 1 + 1, Women in Business, Start Up for Young People.

In 2018 a new stage in WEP’s implementation was launched – a self-assessment instrument was developed and piloted to measure the degree of process adjustment in companies to the women’s empowerment principles. Over 30 companies participated in the piloting exercise that subsequently detailed their own specific action plan. Together with the company’s representatives, a set of good local practices have been identified, as well as constraints and shortcomings which were addressed later through a set of policies and proposals for modifying the legislative framework. As a result of all those measures, 13 companies became WEPs signatories.

In 2022 the national conference Empowering Women in the Workplace, Marketplace, and Community was held in 2022 where the Government of Moldova, civil society organizations, academic environment and private sector discussed women empowerment in Moldova, best practices and challenges. At the conference, best corporate practices were awarded by UN Women, and 18 companies committed to signing WEPs, including 7 companies that developed the self-assessment and action plans.

As a follow-up to the result achieved so far, UN Women will focus on supporting the already-committed companies to implement WEPs actions and further expanding the number of companies committed to the WEPs. UN Women intend to partner with at least 2 business associations (FIA and AmCham) that will support with the WEPs outreach. After building their own capacity on WEPs, they will support their member companies in implementing the WEPs.

**Scope of Work**

To implement the above-mentioned work in close cooperation with the business associations, UN Women is looking to hire a National Consultant.

The National Consultant will need to coordinate the work with an International Consultant and with the selected business associations. The overall role of the National Consultant is to increase the knowledge and skills of companies’ representatives on WEPs and gender-related policies, and support signatory companies with the implementation of WEPs through following detailed assignment:

1. Cooperate with UN Women Moldova and regional office on promoting WEPs in Moldova.
2. Conduct due diligence processes and update the contact list of WEPs signatories, including potential member database
3. Compile updates from the WEPs signatory companies and allies on individual and/or group activities.
4. Work in partnership with an international consultant on the WEPs-2023 outputs and outcomes in Moldova, as well as with the communication consultant
5. Facilitate the exchange of information, knowledge, and experiences of the WEPs Community members.
6. Promote WEPs membership and partnerships and serve as a central point of contact for liaison purposes with the aim of growing the WEPs community
7. Hold a series of WEPs community quarterly meetings, and other side events, participate in the meetings and prepare and disseminate minutes.
8. Support the companies with templates for WEPs implementation (incl. templates of survey assessing the employees perception on different issues (paygap, small companies don't have the capacity to develop such surveys but they can adapt existing ones). Drafts are available on [www.weps.org](http://www.weps.org)
9. Develop the concepts and carry out WEPs online course.
10. Together with international consultant develop the concept and carry out the Responsible Procurement Guide
11. Incentivize companies to publicly report on progress against WEPs implementation.
12. Quarterly updates on the status and activities of the WEPs community
13. Provide WEPs consultation to up to 5 companies in Moldova
14. Undertake other activities connected with the coordination and organization of the WEPs activities.

The consultant will support companies by organizing capacity development activities that address existing knowledge gaps, promote the implementation of concrete measures WEPs related, and build connections amongst multiple stakeholders from the private sector, government, NGOs, international institutions, gender experts, and academia. The Consultant will be responsible for regularly informing UN Women on the progress, and for submitting the required deliverables.

**Deliverables and Timeframe:**

The assignment should be carried out within a period of 8 months, not exceeding 95 working days (w.d) with the incumbent being responsible for delivering the following outputs:

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| Deliverables | Estimated workload (workdays) | Timeframe |
| **Deliverable 1. Establishment and maintaining of the member database:** | | |
| * Conduct due diligence processes and update the contact list of WEPs signatories and companies committed to sign | Up to 3 w.d | 30 June 2023 |
| * Compile updates from the WEPs signatory companies and allies on individual and/or group activities |
| **Deliverable 2. Conduct events for WEPs community in Moldova** | | |
| * Organize and conduct 3 quarterly meetings of WEPs business community incl. concept development, invitation of the speakers and companies-members, facilitation of the events and development of the follow-ups | Up to 12 w.d | July 2023  September 2023 |
| **Deliverable 3. Conduct 3 side-off events related to WEPs practices** | | |
| * One event on the lessons learnt from the consultation of the companies and 2 trainings for the companies on WEPs topics identified during the consultation process | Up to 9 w.d | July 2023  September 2023  November 2023 |
| **Deliverable 4. Drafting the scenarios for the online course on WEPs implementation** |  |  |
| * Develop the concept of the scenarios * Drafting the scenarios. The course for companies in Moldova to be placed on one of the platforms (Universities, CCI, ODA) | Up to 10 w.d | July – September 2023 |
| **Deliverable 5. Consult 5 companies in Moldova** |  |  |
| * Develop at least 2 policies per company * Assist companies in integration of the policies * Arrange up to 5 meetings with the companies * Prepare the presentation of the lessons learned to help other companies to build their expertise | Up to 15 w.d | July – November 2023 |
| **Deliverable 6. Conduct the National Award ceremony** |  |  |
| * Invitation of the companies-participants and selection of the jury * Organizing the transparent process for the winner’s selection * Coordination and connection with prospects and applicants * Support in the selection processes of award applicants * Support in the invitation and registration processes for the WEPs Awards ceremony, as well as provide technical support and respond to queries from invitees and participants prior to, during and after the ceremony | Up to 5 w.d | October 2023 |
| **Deliverable 7. Support for the National Conference on WEPs organization** |  |  |
| * Draft of the concept and its approval by UN Women Moldova * Invitation of the speakers and companies-members * Development of the follow-ups and report on the Conference | Up to 10 w.d | July – September 2023  (Conference - September 2023) |
| **Total** | **Up to 64 w.d.** |  |

All the deliverables should be agreed upon with UN Women and be provided in English hard and electronic copies.

**Management arrangements**

Organizational Setting: The National Consultant will work under the overall guidance of the UN Women Programme Coordinator of the Women’s Economic Empowerment area.

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 the National Consultant may use the facilities of the UN Women office (internet access, printing, copying, local phone calls, etc.) and also meeting room. However, she/ he is expected to use his/her own personal computer.

**Travel**

No travel is envisaged under the current assignment. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UN Women and the National Consultant, prior to travel and will be reimbursed.

**Duration of the assignment**

The total duration of this assignment is tentatively planned for up to 64 working days for 5 months starting on June 2023, with task being accomplished by December 31, 2023. The consultant is responsible for accomplish the deliverables set up in the current terms of reference.

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.

**Performance evaluation**

Consultant’s performance will be evaluated against such criteria as: timeliness, responsiveness initiative, communication, accuracy, and quality of the products delivered. All reports must be provided in English, electronically.

**Financial arrangements**

Payment will be disbursed monthly, upon submission and approval of deliverables and timesheets with actual days worked and certification by UN Women’s responsible staff that the services have been satisfactorily performed.

**Competencies:**

**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.

For more information on UN Women’s Core Values and Competencies visit this: <https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/About%20Us/Employment/UN-Women-values-and-competencies-framework-en.pdf>

**REQUIRED SKILLS AND EXPERIENCE**

*Education:*

* University degree economics, social science, gender equality or other relevant field;

*Experience:*

* At least 5 years of professional experience in developing, managing and/or altering corporate social responsibility policies in public or private sectors.
* At least 3 year of experience in the fields of gender equality.
* At least 1 year of experience in providing advisory services to private sector companies on WEPs
* Experience in working with international organizations is an asset.

*Language Requirements:*

* Fluency in written and oral Romanian and English are required; knowledge of Russian 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 the 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. 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 procedure**

Interested candidates are invited to submit their online applications by May 10, 2023 with the following documents.

* Duly filled Personal History Form P11 and the CV
* 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.

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

1. University degree economics, gender equality or another relevant field.
2. At least 5 years of professional experience in developing, managing and/or altering corporate social responsibility policies in public or private sectors.
3. At least 3 years of experience in the fields of gender equality.
4. At least 1 year of experience in providing advisory services to private sector companies on WEPs implementation
5. Fluency in written and oral Romanian and English.

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 the maximum 200 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) |

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.

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

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| **No.** | **Criteria for technical evaluation** | **Max. points** |
| 1. | At least 5 years of professional experience developing, managing, and/or altering corporate social responsibility policies in public or private sectors.  *(5 years – 30 pts, each additional year – 10 pts, up to max 60)* | 60 |
| 2. | At least 3 years of experience in the fields of gender equality  *(3 years – 20 pts, each additional year – 10 pts, up to max 60)* | 60 |
| 3. | At least 1 year of experience in providing advisory services to private-sector companies  *(1 year – 20 pts, each additional year – 10 pts, up to max 40)* | 40 |
| 4. | Experience in working with international organizations is an asset.  (1*year – 5 pts, each additional year – 5 pts, up to a maximum of 25 pts)* | 25 |
| 6. | Fluency in written and oral Romanian and English are required; knowledge of Russian language is an asset.  5 pts each | 15 |
|  | **Maximum total technical scoring:** | **200** |

**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.

1. **Lump Sum Amount**

The price proposal should indicate a "lump sum amount" which is "all-inclusive"; All costs (professional fees, living allowances, 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.

Contract price is fixed to activities/deliverables indicated in the TOR, regardless of the changes in the cost components (such as das invested for completion of the deliverables).

1. **Travel costs**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel.  In general, UN Women should not accept travel costs exceeding those of an economy class ticket. Should the contractor wish to travel on a higher class he/she should do so using their own resources.

1. **Daily Subsistence Allowance**

Not applicable.

1. **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 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 private sector companies to implement Women’s Empowerment Principles: Equality Means Business**

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 by 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: