**TERMS OF REFERENCE**

**for a national consultant to support the institutionalization of Gender Responsive Budgeting (GRB) in Moldova**

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| **Location:**  **Type of contract:** | Chisinau, Republic of Moldova  Individual Consultant - Special Service Agreement (SSA) |
| **Languages required:** | Romanian, English |
| **Duration of the contract:**  **Programme:** | September 2023 – August 2024 (80 working days)  Women in Leadership and Governance |

**Background**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

The work of UN Women in Moldova is guided by its [new Country Strategic Note 2023-2027](https://moldova.un.org/sites/default/files/2023-01/UN%20Women_eng.pdf), aligned with the UN Sustainable Development Cooperation Framework for Moldova (2023-2027),  [UN Women Global  Strategic Plan](https://www.unwomen.org/en/digital-library/publications/2021/09/un-women-strategic-plan-2022-2025), National Programs and Strategies and aims to contribute to the gender-responsive implementation of the 2030 Agenda for Sustainable Development. The Strategic Note focuses on four main areas: 1) Ending Violence against Women; 2) Women’s Leadership and Governance; 3) Women’s Economic empowerment and 4) Humanitarian and Peace development nexus and UN Coordination on Gender equality.

Through its programmes and projects, UN Women is providing technical assistance to national partners (governmental and non-governmental) in the implementation of existing international and national commitments to advance women’s rights and gender equality in all areas of life. Gender responsive policies and budgets are a key determinant to achieve and sustain gender equality. In this particular respect, UN Women has been providing comprehensive support to central and local authorities in Moldova to integrate gender equality in strategies, plans and budgets by partnering with Civil Society Organizations (CSOs) and Academia.

The [Gender Equality Programme 2023-2027](https://cancelaria.gov.md/sites/default/files/document/attachments/1-mmps.pdf) of the Republic of Moldova sets a clear prerogative, under Objective 1, to implement gender responsive policies and budgets as a transformational approach to alleviate structural gender inequalities. The [Public Finance Management Strategy](https://www.legis.md/cautare/getResults?doc_id=135819&lang=ro) (2023-2030) contains express commitments and provisions to advance the institutionalization of Gender Responsive Budgeting (GRB) in the Republic of Moldova. Moreover, the outcomes and recommendations of the [Public Expenditure and Finance Accountability Assessment (PEFA) supplementary assessment on gender](https://www.pefa.org/node/4992) completed in 2022, coupled with Moldova’s commitments under the Sustainable Development Goals (SDG), particularly SDG 5.c.1. as well as the EU accession agenda of Moldova by 2030.

**Rationale**

In this context, UN Women Moldova Country Office is committed to provide comprehensive technical assistance to the key national stakeholders in integrating GRB in the current public finance management system. A combination of national and international expertise is envisaged. An international expert on GRB is already engaged by UN Women to work jointly with the national consultant and relevant stakeholders.

**Under the present ToR, a national expert is expected to be contracted by UN Women Moldova to work in partnership with international experts in providing tailored high quality expert support to the Ministry of Finance (primary recipient), Ministry of Labor and Social Protection (MLSP), as the institution responsible for the coordination of the entire gender-equality agenda, as well as to other state authorities with competencies in the process of institutionalizing GRB.**

The national and international technical assistance provided by UN Women will build on the lessons learned, assessments, methodological support and knowledge products developed during 2011-2019 in the framework of the Regional Project “Promoting Gender Responsive Polices in South-East Europe and the Republic of Moldova” covering Albania, Bosnia and Herzegovina, the Former North Macedonia and the Republic of Moldova (Regional GRB Project) implemented with financial support of the Austrian Development Agency (ADA) and Swiss Agency for Development and Cooperation (SDC). Additionally, the best practices in the region from countries with similar PFM systems to Moldova, other international best practices and UN Women signature interventions in the area of advancing GRB globally will also serve as basis in customizing the expert support provided to MoF and national authorities targeted under the assignment.

**SCOPE OF WORK**

The selected national consultant will provide direct technical assistance to the MoF, in cooperation and coordination with international expert (s), in integrating principles of gender equality in the PFM system, aligned with the commitments under the PFM strategy and National Gender Equality Programme, other sectorial and cross-cutting strategies, aiming at initializing GRB principles in the national PFM system of the Republic of Moldova.

More specifically, the consultant will be responsible for the following tasks, including but not limited to:

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| **Key Tasks** | **Estimated workload (workdays)** |
| **TASK 1:** Deliver substantive technical inputs to the Ministry of Finance in revising the methodological guides, instructions, budget circulars, and other technical documents required in the process of institutionalizing GRB. | Up to 50 days |
| **TASK 2:** Provide support to MLSP and other sectoral ministries in both coordination, and implementation of GRB | UP to 15 Days |
| **TASK 3:** Prepare, and deliver workshops/info sessions, participate in relevant meetings, consultations as agreed with MoF, MLSP, other stakeholders, as per guidance and in agreement with UN Women Moldova | Up to 10 Days |
| **TASK 4:** Provide needs-based/ad-hoc support conducive to GRB implementation to other institutions and stakeholders – with prior agreement with/or as advised by UN Women. | Up to 5 days |
| Total: | Up to 80 days |

**DELIVERABLES**

As per Tasks outlined above, the incumbent will be responsible for delivering the following outputs:

* Short **monthly Activity Reports** in Englishto UN Women listing theactivities **and products** developed under each of the Tasks. The respective products that shall be included as Annexes to the Activity Reports may include, but not be limited to: Workshop/training agendas, training materials/handouts, presentations, technical inputs and revisions to methodological documents developed/existent by/at MoF in respect to GRB institutionalization.
* The Activity Reports shall be accompanied by **Timesheets,** as per templates provided by UN Women, and shall provide an accurate reflection and be commensurate of the Activities undertaken and results reported/products developed.

*Language of deliverables*

* The reports and timesheets delivered to UN Women shall be prepared in English.
* The technical deliverables provided to assisted state institutions shall be provided in Romanian, upon need in English. The technical deliverables shall be developed in consultation with international experts, if and when he/she/they would be contracted by UN Women.

**DURATION:**

The assignment should be carried out within a period of 12 months, not exceeding 80 working days (with possibility of extension following satisfactory performance and needs for support expressed by national counterparts).

The start date of the assignment is envisaged on **1 September 2023** and will be completed by **31 August 2024,** unless extended by UN Women based on amended ToRs.

Note: *The mentioned number of working days has been estimated as being sufficient/ feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of assignment. It cannot and shall not be used as criteria for completion of work/assignment. The provision of envisaged deliverables approved by the UN Women Programme Analyst on Women in Leadership and Governance shall be the only criteria for Consultant’s work being completed and eligible for payment/s.*

**MANAGEMENT ARRANGEMENTS**

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

**TRAVEL**

No travel is envisaged under the current assignment. In the case of unforeseeable travel, UN Women will ensure transportation outside Chisinau. All travels shall be coordinated with the Programme Analyst on Women in Leadership and Governance in advance.

**PERFORMANCE EVALUATION**

Consultant’s performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

**FINANCIAL ARRANGEMENTS**

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

**REQUIRED SKILLS AND EXPERIENCE**

*Education:*

*-* Advanced degree in Finance/Economics/Accounting

- Other formal education relevant for the assignment is an asset.

*Experience:*

- Minimum 5 years of relevant professional experience in public finance system;

*-* Minimum 5 years of proven experience working/collaborating with central and local public authorities in assisting/supporting drafting policy recommendations/ policy reports or coordinating activities;

- Minimum 2 years of proven work experience in the area of gender equality/human rights/development

- Minimum 3 years of experience in working with international organizations (successful experience in working with UN agencies is an asset)

*Language skills:*

Fluency in verbal & written Romanian and English. Working knowledge of Russian will be considered an asset.

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

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

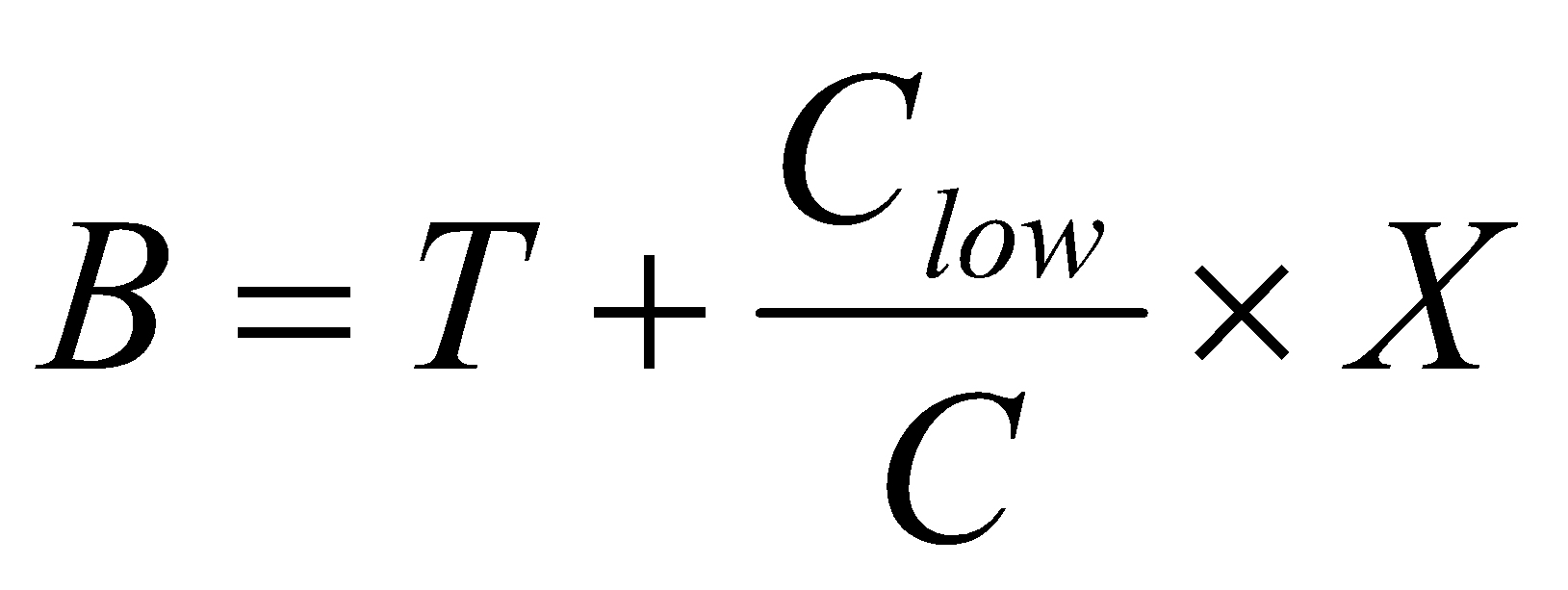
**EVALUTATION PROCEDURE**

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

* Duly filled Personal History Form PHF11 (downloadable from <https://www.unwomen.org/en/about-us/employment/application-process>;
* Letter of Intent to include a brief overview about which of your previous experiences makes you the most suitable candidate for the advertised position.
* Financial proposal – specifying a total lump sum amount for the task specified in Terms of References. The Financial proposal shall include a breakdown of this lump sum amount (daily rate). Please see ANNEX I and ANNEX II.

The individual consultants will be short-listed based on the above-mentioned qualification criteria. The short-listed individual consultants will be further evaluated based on a cumulative analysis scheme, with a total score being obtained upon the combination of weighted technical and financial attributes. Cost under this method of analysis is rendered as an award criterion, which will be 30% out of a total score of 500 points.

Evaluation of submitted offers will be done based on the following formula:

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where:

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| T | is the total technical score awarded to the evaluated proposal (only to those proposals that pass 70% of maximum 350 points obtainable under technical evaluation); |
| C | is the price of the evaluated proposal; |
| Clow | is the lowest of all evaluated proposal prices among responsive proposals; and |
| X | is the maximum financial points obtainable (150 points) |
| **No.** | **Criteria for technical evaluation** | **Max. points** |
|  | **Advanced degree in Finance/Economics/Accounting**  (University – 30 pts; Master - 35 pts; PhD – 40 pts);  **Other formal education relevant for the assignment (10 pts);** | 40 |
|  | **Minimum 5 years of relevant professional experience in public finance system;**  (5 years – 60 pts, for each year over 5 years – 10 pts, up to a max of 80 pts); | 80 |
|  | **Minimum 5 years of proven experience working/collaborating with central and local public authorities in assisting/supporting drafting policy recommendations/ policy reports or coordinating activities**  (5 years – 60 pts, for each year over 5 years – 10 pts, up to a max of 80 pts); | 80 |
|  | **Minimum 2 years of proven work experience on gender equality/human rights/development**  (2 years – 50 pts, each year over 2 years – 10 pts, up to a max of 80 pts); | 80 |
|  | **Minimum 3 years of experience in working with international organizations (successful experience in working with UN agencies is an asset)**  (3 years –20 pts, each year over 3 years –5 pts, up to a maximum of 40 pts) | 40 |
|  | **Excellent command of Romanian and English, knowledge of Russian would be an asset**  (Romanian – 10 pts, English – 10 pts, Russian – 10 pts) | 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.*

Annex I: Price Proposal Guideline and Template

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

# **Daily fee**

The daily price proposal should indicate a "lump sum amount" which is "all-inclusive"; All costs (professional fees, communications, consumables during field related missions etc.) that could possibly be incurred by the Contractor needs to be factored into the proposed price.

UN Women will not withhold any amount of the payments for tax and/or social security related payments. UN Women shall have no liability for taxes, duties or other similar charges payable by the Individual Contractor in respect of any amounts paid to the Individual Contractor under this Contract, and the Contractor acknowledges that UN Women will not issue any statements of earnings to the Individual contractor in respect of any such payments.

# **Travel costs**

No travels are envisaged under the current assignment. In the case of unforeseeable travel, UN Women will ensure transportation outside Chisinau. UN Women will not cover transportation cost within Chisinau.

# **Daily Subsistence Allowance**

Not applicable.

# **Currency of the price proposal**

The applicants are requested to submit their price proposals in MDL. In case of proposals in other currency, these shall be converted into MDL using the official UN exchange rate for currency MDL conversion to MDL at the date of applications’ submission deadline.

### Annex II: Price Proposal Submission Form

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

**Ref: National consultant to support the institutionalization of GRB in Moldova**

Dear Sir / Madam,

I, the undersigned, offer to provide professional consulting services to UN Women within the scope of the referred Assignment.

Having examined, understood and agreed to the Terms of Reference and its annexes, the receipt of which are hereby duly acknowledged, I, the undersigned, offer to deliver professional services, in conformity with the Terms of Reference.

My maximum total price proposal for the assignment is given below:

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| --- | --- |
| **Deliverables** | **MDL** |
| **Daily fee all inclusive** |  |
| **Total price for 80 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]