

TERMS OF REFERENCE

Job title:	National Consultant to support an enabling environment and improved access to alternative care services
Reference to:	Care Economy - Engagement Facility
Contract type:	Individual Contract (IC)
Duty station:	Chisinau
Language requirement:	Romanian, English
Contract Duration:	October 2023 – December 2023, estimated workload: 54 workdays.

A. BACKGROUND

Addressing inequalities is a key priority for the Republic of Moldova in this Decade of Action for the implementation of the nationalized 2030 Agenda commitments and achieving the 17 Sustainable Development Goals (SDGs). Leaving no one behind is a key principle, an approach that is enshrined in the main strategic documents - the 2023 National Development Strategy Moldova 2030 and the EU-Moldova association agenda. Moreover, the project is aligned to the priorities of the 2030 National Development Strategy and the 2022-2026 National Employment Programme that aim at boosting employment rate, reducing informal employment from 22.4 to 18% and stimulate activation of various groups currently outside of labour force, particularly women. At the same, the project responds to the priorities and contributes to the implementation of the drafted National Early Child-Care Program that aims to diversify the gamut of and extend access to early childcare services and thus stimulate parents' transition to labour market, particularly of women in Moldova's case.

The proposed Action is in line with UNDP 2023-2027 Country Programme Document and the UNSDCF and will contribute to improving regulatory frameworks on women's economic empowerment in line with the leaving no one behind principle and human rights-based approaches, thus contributing to achieving SDG 5 targets.

Building on previous and ongoing efforts of UNDP relating to employment, informal economy/employment, and care economy by offering evidence of potential practical solutions in addressing these phenomena, as well as responding to national priorities in this area, the proposed action will pilot a four-pillar method aiming at:

- I. Upgrading and/or developing the legal framework to support the creation, diversification and improving the quality-of-care services for children and adults
- II. Facilitate professional training and formalization of individualized alternative care services
- III. Improve access to early childcare facilities and services in the public sector

IV. Engage with the public and private sector stakeholders to extend access to childcare services within the workplace.

The proposed integrated approach will tackle the existing entrenched systemic and structural deficiencies related to care economy in Moldova. Despite an increasing demand in care jobs, especially in the area of childcare and elderly/assisted care, care sector jobs in Moldova still remain largely informal, unregulated, with rigid work conditions, unclear quality standards and lacking unemployment and social security. Even more so, provided the social and cultural norms and gender stereotypes, more women are engaged in this type of jobs. According to statistics, the social sectors in Moldova (education, health, social services, public administration) are highly feminized, with over 80% of staff represented by women. Child rearing responsibilities and household work is also among the main reasons why women remain outside the labour force more often than men (for instance – inactivity rate of women was 61,7%, or 8.9 p.p higher compared to that of man in Q4/2022), are less likely to be employed (employment rate for women at 36.8% is 8 p.p. lower than for men), both in rural and urban areas. Similarly, the pandemic affected more women, determining them to work-from-home set-ups, reduced working hours schedule, part-time jobs or lose their jobs, due to increased child and household work responsibilities. Altogether, the country loses up to 10% of its potential achievement because of inequalities. The same childcare responsibilities are among the main factors determining women refugees from Ukraine to opt out of employment during their stay in Moldova. With these in mind, investing in the care sector to develop a more flexible and up-to-date policy and legal framework, engage with public and private stakeholders to ensure the necessary care infrastructure and provide affordable and quality services is essential if women are to have equal opportunities on the labour market.

Against this backdrop, through this Initiative, UNDP Moldova is planning work closely with the national authorities (Ministry of Labour and Social Protection, Ministry of Economic Development and Digitalization) to improve the legal and regulatory framework for individualized alternative care service providers, with the view to ensure protection of workers' social and employment rights, ensure quality of the services provided, eliminating the rigid barriers for entering and sustaining care jobs, while also increasing attractiveness of the jobs for potential workers in the sector.

Previous UNDP work in supporting the development of occupational and qualification standards for individualized childcare services (nannies) will serve as the necessary base of evidence for the proposed policy work. Moreover, the Action will build on previous initiatives successfully piloted in the country, namely will seek to extend the professional development training and prior learning validation/certification mechanism for early education care assistants (currently the only officially accredited training in the country being piloted with UNDP support in the capital city of Chisinau), to other regions of the country, thus enhancing livelihood opportunities particularly at local level of the country. At the same time, the professional development training will be coupled with dedicated assistance to facilitate formalization of individualized care services for workers in

this sector. Additionally, UNDP will partner with public and private stakeholders, including at local level, to create and ensure access to the necessary facilities and services, including within the workspace, particularly childcare facilities, that would facilitate transition from maternal leave to the labour market, particularly of women.

B. OBJECTIVES AND EXPECTED DELIVERABLES OF THE ASSIGNMENT

The Project seeks to contract one qualified and experienced National Consultant to support an enabling environment and improved access to alternative care services (hereinafter the Consultant) to facilitate and coordinate the implementation of the care economy project interventions:

- Provide support to enhanced access to early childcare services through engagement of private sector in establishing alternative childcare services.
- Support implementation of professional development training for early education care assistants in at least 2 other regions of the country outside the capital city of Chisinau.
- Coordinate implementation of activities related to the development of the digital platform to offer access to legal and safe information to parents and childcare providers/ workers on the available alternative care services, in cooperation with the dedicated Working Subgroup on the implementation of the National Program on childcare services for children up to 3 years of age.
- Ensure coordination of project activities with national stakeholders, partners, and beneficiaries.
- Ensure proper coordination of project reporting, visibility, monitoring and evaluation efforts.

Job Summary / Responsibilities:

Tasks, Activities & Deliverables & Timeframe	Estimated work volume	Deadline
<p>Task 1. Provide support to enhance access to early childcare services through engagement of private sector in establishing alternative childcare services, and namely:</p> <p>1.1. Coordinate the training and the activity of a team of local facilitators to assist up to 10 private sector representatives in designing and piloting alternative care services.</p> <p><u>Deliverable 1.1 a)</u> Team of facilitators trained and assisted in working with private sector</p>	20 WD	30 November 2023

Tasks, Activities & Deliverables & Timeframe	Estimated work volume	Deadline
<p><u>Deliverable 1.1 b)</u> Up to 10 private sector representatives assisted by the facilitators in designing and piloting alternative care services at local level</p> <p>1.2. Ensure the development the methodology for the engagement of private sector in establishing alternative childcare services (based on nationally approved legal framework)</p> <p><u>Deliverable 1.2.</u> User-friendly methodology of early childcare services developed</p>		
<p>Task 2. Support implementation of professional development training for early education care assistants in at least 2 other regions of the country outside the capital city of Chisinau, through</p> <p>2.1. Coordinate de piloting of professional development trainings within selected education institutions, including promotion and visibility of the learning opportunity</p> <p><u>Deliverable 2.1:</u> One professional training available in at least 2 other regions of the country outside the capital city of Chisinau</p> <p>2.2. Support the identification of up to 30 candidates (refugees) to be trained as individual childcare practitioners</p> <p><u>Deliverable 2.2:</u> 30 candidates refugees trained as individual childcare practitioners</p>	17 WD	1 December 2023
<p>Task 3. Coordinate implementation of activities related to the development of the digital platform to offer access to legal and safe information to parents and childcare providers/ workers on the available alternative care services, in cooperation with the dedicated Working Subgroup on the implementation of the National Program on childcare services for children up to 3 years of age, through:</p> <p>3.1. Provide support for selection of the IT company to develop the digital platform</p> <p><u>Deliverable 3.1.1:</u> ToR for contracting an IT company for development of the digital platform coordinated</p> <p>3.2. Ensure monitoring of the services provided by selected IT company responsible for development of the digital platform, visibility and promotion efforts of the developed platform</p> <p><u>Deliverable 3.2:</u> Digital platform developed</p>	15 WD	30 November 2023

Tasks, Activities & Deliverables & Timeframe	Estimated work volume	Deadline
Task 4. Develop and submit the final project report according to UNDP standards. <u>Deliverable 4:</u> Final Project report	2 WD	15 December 2023
Total number of estimated working days	Up to 54 working days	

MANAGEMENT ARRANGEMENTS

The Consultant will be working under the supervision of the IG Cluster Programme Officer, and in coordination and guidance from Policy Component Manager. This is a home-based consultancy assignment. The selected Consultant shall sign a contract with UNDP for stipulated assignment, as stated above.

INPUTS

UNDP will provide the Consultant with the background materials and other relevant materials regarding implementation of the tasks under this TOR.

TRAVEL

No travels are envisaged under the current assignment. In the case of unforeseeable travel, UNDP will ensure transportation outside Chisinau. All travels shall be coordinated with the Project Manager.

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

The financial proposal shall specify a total **lump sum** amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including the daily fee, taxes, and number of anticipated working days).

COMPETENCIES AND QUALIFICATIONS

Academic Qualification:

- University Degree in Economics, Business Administration, Public Administration, Human Resources, Education, or other relevant related area.

Experience:

- At least 3 years of professional experience in the areas relevant for the assignment – economic development, employment, education, care economy, human resources, public communication, (working with public and private actors).
- Proven experience in project management, coordinating programmatic interventions.
- Experience of working with UN agencies and/or international organizations, and/or donor funded development projects/programmes will be considered a strong asset.

Competences:

- Computer proficiency, including knowledge of MS Office products (Word, Power Point) as well as e-mails literacy;
- High level of responsibility and organization capacities, creative approach to solving issues;
- Excellent interpersonal and team working skills;
- Excellent writing and reporting skills;
- Ability to meet deadlines and prioritize multiple tasks;
- Excellent presentation and communications skills;
- Ability to maintain the confidentiality of information obtained on a business basis and to protect the interests of the employer (in this case UNDP).

Language requirements:

- Fluency in English, Romanian languages is required.

The United Nations Development Programme in Moldova is committed to workforce diversity. Women and men, persons with different types of disabilities, LGBT, Roma and other ethnic, linguistic 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.

APPLICATION PROCESS

Interested individual consultants must submit the following documents/ information to demonstrate their qualifications:

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- Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment, incorporating Financial proposal in Annex 2.
Upload the signed version of the filled in Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment. Annex 2 to the Offeror's letter, incorporating the Financial Proposal, shall be filled in mandatorily and includes the detailed breakdown of costs supporting the all-inclusive financial proposal. The Financial Proposal

shall be additionally submitted directly in the system. Please ensure there are no mathematical errors and that amounts from Offeror's Letter to UNDP Confirming Interest and Availability match with your offer in the system;

- Proposal (Motivation Letter): explaining why they are the most suitable for the work including previous experience in similar Projects (please provide brief information on each of the above qualifications, item by item, including information, links/copies of documents for similar comprehensive studies);
- CV and at least 2 references.

Important notice: The applicants who have the statute of Government Official / Public Servant prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the Government, and;
- the applicant is certified in writing by the Government to be on official leave without pay for the entire duration of the Individual Contract.

EVALUATION

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

- Citizen of Republic of Moldova.
- University Degree in Economics, Business Administration, Public Administration, Human Resources, Education, or other relevant related area.
- At least 3 years of professional experience in the areas relevant for the assignment – economic development, employment, education, care economy, human resources, public communication, (working with public and private actors).

The short-listed individual consultants will be further evaluated based on the following methodology.

Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/ compliant/ acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight – 60% (300 pts);

* Financial Criteria weight – 40% (200 pts).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
University Degree in Economics, Business Administration, Public Administration, Human Resources, Education, or other relevant related area	<i>Bachelor's Degree – 55 pts.; Master's Degree – 70 pts</i>	70
At least 3 years of professional experience in the areas relevant for the assignment – economic development, employment, education, care economy, human resources, public communication (working with public and private actors)	<i>3 years – 30 pts., each additional year – 10 pts., up to max. 50 pts</i>	50
Proven experience in project management, coordinating programmatic interventions	<i>At least 1 year – 30 pts; for each additional project – 5 pts; up to max. 40 pts</i>	40
Experience of working with UN agencies and/or international organizations, and/or donor funded development projects/programmes	<i>At least 2 years of experience of working with UN agencies and/or donor funded projects/programmes – 10 pts; for each additional year – 5 pts; up to max. 25 pts</i>	25
Subtotal desk review Scoring		185
<u>Interview:</u> Please note that only the top 5 ranked (that accumulated the highest technical score) applicants shall be invited for the interview)		
Sound knowledge and understanding of the specifics of area of the assignment (care economy, employment, human resources); profound understanding of gender equality and mainstreaming in development interventions; excellent interpersonal and team working skills; creativity and problem-solving skills; presentation and communications skills	<ul style="list-style-type: none"> • sound knowledge and understanding of the specifics of area of the assignment (care economy, employment, human resources) (up to 30 pts.); • profound understanding of gender equality and mainstreaming in development interventions (up to 30 pts); • excellent interpersonal and team working skills (up to 20 pts); • creativity and problem-solving skills (up to 10 pts); • presentation and communications skills (up to 10 pts) 	115
Fluency in English and Romanian languages	5 pts. per language, up to max. 10 pts;	

Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*	(no – 0 pts., to one group – 5 pts.)	
Subtotal Interview Scoring		115 pts
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation; F_{min} – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration		200

**Under-represented group in the area of assignment are women. Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees, and other non-citizens*

Winning candidate

The winning candidate will be the candidate who has accumulated the highest aggregated score (technical scoring + financial scoring)