**TERMS OF REFERENCE**

**Local consultant to provide administrative support to UN Women**

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| **Duty station:** | Chisinau, Republic of Moldova |
| **Type of contract:** | Individual Consultant - Special Service Agreement (SSA) |
| **Languages required:** | English, Romanian |
| **Starting date:** | October 2023 |
| **Duration of the contract:** | Up to 30 working days, from October 2023 to December 2023 |
| **Project:** | “Promoting Gender-responsive Refugee Responses at the Regional and Country level” Programme |
| **Purpose of the activity:** | Provide financial expertise and support |

**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.

In 2023, in the context of the war in Ukraine and refugee crisis, UN Women implements several initiatives aimed to support Government, local authorities and civil society organizations with response efforts to immediate humanitarian needs of women and girls and efforts focusing on GBV services and protection.

To support effective management and implementation of all activities, UN Women is looking for Local Consultant, who will join the team working on refugee response.

**SCOPE OF WORK**

The Consultant will work under guidance and direct supervision of the Project Manager to ensure smooth running of Programme initiatives, provision of administrative and some programmatic services of the highest quality and standards to the UN Women Country Office, as well as national beneficiaries and stakeholders. In addition, the Consultant will assist Project Manager and Programme Officers and other personnel in implementation of day-to-day activities, as required.

The Consultant will apply and promote the principles of results-based management (RBM), as well as client-oriented approach consistent with UN Women rules and regulations. The incumbent is expected to exercise full compliance with UN Women programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

**DUTIES AND RESPONSABILITIES**

1. Provide support to the formulation and implementation of the Programme portfolio:

* Provide operational inputs and administrative support in the preparation of Programme and Country Office Annual Work Plans, programme/project budgets, proposals on implementation arrangements and tracking of the delivery of funds;
* Provide operational guidance and administrative support to the responsible/implementing parties on project implementation, including narrative and financial reporting to UN Women ;
* Provide administrative support for the audit of programmes/ projects and support implementation of audit recommendations;
* Identify sources, gather and compile data and information for and draft internal documents, guidelines, speeches, concept notes and position papers, in collaboration with the Programme and Operations teams.
* Act as primary contact for operational aspects within programme team and liaise with relevant internal and external counterparts for getting additional clarifications/guidance.

2. Provide support to the financial management of Programme portfolio:

* Provide technical support in preparation and monitoring of programmes/projects budgets in line with UN Women policies/procedures and donor requirements. Create projects in Quantum, prepare budget revisions, revise project awards and status and determine unutilized funds and the operational and financial close of a project;
* Ensure tracking of expenditures and revenue for the programme/projects, prepare regular expenditure/financial plans and reports, initiate corrections, provide advice on financial delivery projections.
* Verify financial documents from programme partners, including those for cash advances’ payment and clearance;
* Prepare documents for payments, create vouchers within the authorities aligned to the Internal Control Framework (ICF);

3. Provide operational support to the Programme portfolio:

* Provide inputs and draft Terms of Reference and technical specifications for procurement of goods and services for programme implementation, prepare lists of needs and draft analysis for procurement plan, conduct market research;
* Initiate procurement and recruitment processes in line with UN Women procedures, and coordinates with relevant parties the completion of these processes.
* Maintain communication with vendors upon contract signature, coordinates delivery of good/services, maintain records on receipt and distribution of goods, ensure proper documentation of processes, monitor contractors’ performance;
* Undertake logistical, administrative and financial arrangements for organization of meetings, workshops, events, and missions;
* Make travel and transportation arrangements for the Programme Team and partners or beneficiaries, ensuring processing of travel-related payments;
* Provide support in coordination of other Programme personnel (interns, consultants, other administrative personnel);
* Assemble briefing materials and prepare power-point and other presentations, in collaboration with the Programme team; draft minutes of the meetings, as delegated, and maintain follow up communication after events/meetings;
* Organize, compile, and archive/upload to internal databases documentation on programme implementation processes; maintain filing system ensuring safekeeping of confidential materials; maintain mailing lists.

4. Provide administrative support to partnership and resource mobilization:

* Organize, compile, and process documentation and information from donors, and programme team as inputs to various databases and documents.
* Assist with communication with various stakeholders, Programme’s partners and beneficiaries.
* Provide support in collecting inputs and materials on lessons learnt and knowledge management within Programme area and operational aspects.

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| **No.** | **Activities and Deliverables** | **Tentative timeframe for completion of task**  | **Tentative # of days required for accomplishment of task**  |
| **1** | Provide assessment and improvement of the process related to the implementing partners financial reporting. | December 2023 | Up to 30 working days |
| **2** | Provide financial support in full compliance of UN Women rules and regulations. |
| **3** | Monthly activity reports on activities completed and results achieved under deliverable 1 and 2. A time sheet indicating the number of days worked under each deliverable shall be included to the monthly reporting |
| **4** | **TOTAL** |  | **Up to 30 working days** |

Incumbent being responsible for delivering the monthly reports on major tasks performed and the achieved results, accompanied by a signed timesheet.

**DURATION OF THE ASSIGNMENT**

It is expected that the consultant shall begin work in October 2023 with work being completed by the end of December 2023.

**INPUTS**

UN Women will provide the Consultant with the background materials, UN Women project documents, as well as other relevant materials with regards to implementation of the tasks under this TOR.

**TRAVEL AND OTHER LOGISTIC ARRANGEMENTS**

No travels are 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.

**PERFORMANCE EVALUATION**

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

**FINANCIAL ARRANGEMENTS**

Payment will be disbursed to the consultant in monthly instalments, upon submission of the monthly timesheet and reports on achieved results and certification by the supervisor that the services have been satisfactorily performed.

**COMMUNICATION AND REPORTING OBLIGATIONS**

The Consultant is expected to report and coordinate regularly with the Project Manager on the progress of the completion of the deliverables. The proposer 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 come with a backup plan to ensure the accomplishment of deliverables.

The consultant is expected to work separately as per an agreed working plan and methodology.

**REQUIRED SKILLS AND EXPERIENCE**

***Education:***

* University degree in Finance, Accounting, Business Administration or other related field.
* Specialized national or international certification in accounting and finance is an asset.

***Experience:***

* At least 6 (six) years of progressively responsible experience in finance/accounting.
* Experience in the advanced usage of office software packages (MS Word, Excel, etc.) and spreadsheet and database packages, experience in handling of web-based management systems;
* Experience of working with civil society organizations;
* Experience of working with international organizations is an asset.
* Previous experience in humanitarian programmes is a strong asset.
* Experience in the use of ATLAS, Quantum or other ERP systems is an asset.

***Language requirements:***

* Proficiency in English and Romanian is required;
* Working knowledge of one or more additional languages relevant for Moldova, including Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

**VALUES AND COMPETENCES**

***Core Values***

* Cultural Sensitivity and valuing Diversity
* Integrity
* Professionalism

***Core Competencies***

* Awareness and Sensitivity Regarding Human Rights based Approach and Gender Issues
* Ethics and Values
* Accountability
* Self-management and emotional intelligence
* Creative Problem Solving
* Effective Communication and Information Sharing
* Continuous Learning and Knowledge Sharing
* Work in teams
* 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>

**Application and Evaluation Procedure**

Interested candidates are invited to submit their online applications by **October 3, 2023** with the following documents.

1. Duly filled Personal History Form PHF11/CV (downloadable from: <https://www.unwomen.org/en/about-us/employment/application-process>
2. Letter of Intent to include a brief overview about which of your previous experiences makes you the most suitable candidate for the advertised position.
3. 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.

***Evaluation of Applicants:***

Initially, the consultant candidates will be short-listed based on the following minimum qualification criteria of education, experience and language indicated in ToR.

For evaluation of short-listed candidates, via 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:



where:

T is the total technical score awarded to the evaluated proposal (only to those proposals that pass 70% of maximum 350 points obtainable under technical evaluation);

C is the price of the evaluated proposal;

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 a 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 based on its responsiveness to the Terms of Reference (TOR) and results from written test and interview.

| # | **Criteria for technical evaluation** | **Scoring** | **Max. points** |
| --- | --- | --- | --- |
| 1 | University degree in Finance, Accounting, Business Administration or other related field | First-level university degree in Finance, Accounting, Business Administration – 70 ptsFirst-level university degree in other areas – 55 pts. | 70 |
| 2 | At least 6 (six) years of progressively responsible experience in finance/accounting; | 6 years – 90 pts, each year over 6 years– 20 pts, up to a max of 130 pts | 130 |
| 3 | Experience of working with civil society organizations; | 1 year - 50 ptsEach subsequent year – 10 pts | 70 |
| 4 | Experience of working with international organizations is an asset. | No - 0 ptsYes – 30 pts | 30 |
| 5 | Previous experience with humanitarian programmes is a strong asset. | No - 0 ptsYes – 30 pts | 40 |
| 6 | Experience in the advanced usage of office software packages (MS Word, Excel, etc.) and spreadsheet and database packages, experience in handling of web-based management systems; | No – 0 ptsYes – 10 pts | 10 |
|  | **Maximum total technical scoring:** |  | **350** |

Only candidates obtaining a minimum of 245 points in the technical evaluation would be considered for financial evaluation.

As the next stage, the financial proposal of candidates, who have attained minimum 70% score in the technical evaluation, will be compared as indicated below.

**Financial Evaluation (30%) – max. 150 points:**

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion. A suggested formula is as follows:

**p = 30 (μ/z)**

Using the following values:

p = points for the financial proposal being evaluated

μ = price of the lowest priced

proposal z = price of the proposal being evaluated

**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.

1. **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.

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 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: Local consultant to provide administrative support to UN Women**

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** | **Proposed Price, 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 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: