**TERMS OF REFERENCE**

**for a team leader with expertise in psychology to support the public authorities to prepare the draft package of the draft law on the psychological activity in the Republic of Moldova (last stage)**

|  |  |
| --- | --- |
| **Location:**  **Type of contract:** | Chisinau, Republic of Moldova  Individual Consultant - Special Service Agreement (SSA) |
| **Languages required:** | Romanian, English |
| **Duration of the contract:**  **Programme:** | Up to 35 working days (each), from November 2023 until December 2024  Ending Violence against Women |

**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](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 provides technical assistance to national partners (governmental and non-governmental), including the 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.

Violence against women as a form of gender-based violence represents a global endemic problem threatening the right to life and dignity of millions of women around the world. Gender-based violence entails several social and health consequences for survivors, ranging from negative health outcomes to the fatal phenomenon of femicide or suicide. In our contemporary world, women who are subject to violence continue to be prevented from a full participation in both public and private life, which seriously affects their human dignity and equality. Gender-based violence not only jeopardies women’s physical and mental health, but also leads to serious violations of all their human rights, be they economic, social, cultural, civil or political.

With regard to the local context, the latest statistics and survey data available show that violence against women is alarmingly widespread in Moldova. According to the first national study on the prevalence of the phenomenon ([“Violence against Women in the Family”](http://moldova.unwomen.org/ro/biblioteca-digitala/publicatii/2017/07/report-on-domestic-violence-2011)) carried out by the National Bureau of Statistics and commissioned by UN Moldova in 2011, 6 out of 10 women from urban areas and 7 out of 10 women form rural areas have experienced at least one form of violence (psychological, economic, physical and/or sexual) at the hands of their current or former partner during their lifetime, and 1 out of 10 has been exposed to all forms of violence.

There is evidence that due to widespread gender roles and stereotypes, violence against women in Moldova is not only widespread but, in some cases, also accepted and justified in the name of socio-cultural norms. As a consequence, women facing violence are not fully protected and many of them would report violence only in most serious cases. Therefore, as confirmed by the above-mentioned national study, a significant number of women remain unassisted and continue to be subject to violence.

Comprehensive social services are essential for survivors of gender-based violence. It is well-known that specialized psychological counseling can significantly improve the health outlook for women and girls' survivors of violence, thus further contributing to women’s recovery from violence, their empowerment and prevention the reoccurrence of violence in the future ([Essential services package for women and girls subject to violence](https://www.unwomen.org/en/digital-library/publications/2015/12/essential-services-package-for-women-and-girls-subject-to-violence)). As set out in the [Convention on preventing and combating violence against women and domestic violence](https://www.coe.int/fr/web/conventions/full-list/-/conventions/rms/090000168008482e), recently ratified by the Republic of Moldova, women and girls should have access to an array of general and specialized services, including psychological support. However, according to the [Report on costing of domestic violence and violence against women in Moldova](http://cdf.md/files/resources/114/Raport%20UN%20-%20EN.pdf), over 30% of the services that are listed as essential in the international standards do not exist in Moldova or are not efficient. Aware of the existing challenges, UN Women Moldova is committed to contributing to the improvement of psychological services available to those in need, including women and girls survivors of gender-based violence, by providing support to the national relevant authorities in finalizing the law on the performance of the psychological activity.

Given the situation in the Republic of Moldova, when there is no specific legislative framework regulating and harmonizing the psychological activity, the parliamentary standing Committee for Social Protection, Health and Family has started in past years the elaboration of a draft law on the performance of the psychological activity. During 2020, the parliamentary standing committee for social protection, health and family has worked to develop a comprehensive and aligned to the international standards legal framework which will, on one hand, consolidate the efforts made by the psychologists and, on the other hand, will ensure that the specialized psychological services available to those in need, including women and girls survivors of gender-based violence, are efficient and systemic. In this context, UN Women supported the process based on request from the Committee for Social Protection, Health and Family, through national consultants who provided expertise in evaluating and finalizing the draft law on the psychological activity in the Republic of Moldova. Additionally, UN Women supported organization of public discussions regarding the content/adjustment/validation of the developed documents.

**Rationale**

Considering the final stage of the draft law, the Committee for Social Protection, Health and Family intends to organize additional public consultations to seek final views from professionals and organizations in the field to be integrated in the package of the draft law.

**Scope of work**

The main objective of this consultancy is to provide technical support together with another national expert with expertise in psychology to the parliamentary standing Committee for Social Protection, Health and Family in finalizing the draft package of draft law and organizing additional public consultations related to the draft law subject for further submission for approval.

Main tasks:

* Coordinate the intervention with the Parliamentary Committee based also with inputs from the other national expert in psychology team member;
* Organisation of additional working groups based on the need in order to present the completed draft law based on the consultancy provided in the past;
* Revision of the draft law based on the consultations with legal departments and other stakeholders;
* Provide support in preparing the table with divergences, informative note, impact analysis and other relevant information;
* Provide inputs in the development of the concept, plan for communication campaign, campaign messages general public and mental health specialists;
* Support the implementation of the campaign (participation at public events, meetings with association of psychologists, universities, mass-media);
* Prepare and conduct presentation of the draft law at the public consultations, working groups and provide inputs, intervention where needed;
* Final report, with lessons learnt.

**DELIVERABLES AND TIMEFRAME**

The assignment should be carried out within a period of up to 15 months, not exceeding 35 working days per each consultant, with the incumbent being responsible for delivering the following outputs:

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Deliverables** | **Tentative timeframe** | **Tentative # of days required for accomplishment of task** |
| **1** | **Draft law revised** based on the consultations and meetings with legal departments and other relevant stakeholders | Beginning of November 2023 | 5 days |
| **2** | **Package of documents developed** (the table with divergences, informative note, impact analysis and other relevant information as per legal practice) | Beginning of December 2023 | 6 days |
| **3** | **Substantial inputs and recommendations** for the plan for communication campaign provided to the Communication unit (on content, messages, channels, etc). | By end December 2023 | 10 days |
| **4** | **Report** on the involvement within the campaign, and on the co-facilitation and presentation of the draft law at the public consultations, working groups . | By mid-November 2024 | 13 days |
| **5** | **Final report** on the assignment, with lessons learned | By end November 2024 | 1 day |
| **TOTAL** | |  | **35 days/each consultant** |

All deliverables should be agreed with UN Women in consultation with the parliamentary standing Committee for Social Protection, Health and Family. The deliverables have to be provided in English, in electronic copy.

**DURATION**

It is expected that the assignment will start in **November 2023** and will be completed by **end of December 2024.**

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 Ending Violence Against Women 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 Ending Violence Against Women, and in close collaboration with the parliamentary standing Committee for Social Protection, Health and Family. The national consultant will not be located in the premises of UN Women and will have to work remotely. However, the consultant is expected to have regular coordination meeting with UN Women Programme Analyst on Ending Violence Against Women and participate in relevant UN Women staff meetings. The selected consultant shall sign a contract with UN Women for stipulated assignment, as stated above.

**TRAVEL**

No travels are 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 Ending Violence Against Women 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 in one lump sum per actual number of days worked, upon submission and approval of the reports on deliverables and achieved results and certification by the supervisor that the services have been satisfactorily performed.

**REQUIRED SKILLS AND EXPERIENCE**

*Education:*

1. Master’s degree in psychology or law and/or other related areas relevant for this assignment;
2. Additional trainings in one of the areas relevant for the assignment would be an asset

*Experience:*

3. At least (3) three years of experience in the field of psychology;

4. At least three (3) years of experience of proven collaboration with public authorities in the elaboration and/or review of relevant legal, policy initiatives

5. At least one (1) year of proven experience in the field of preventing gender-based violence and promoting gender equality would be an asset;

6. At least one (1) year of experience as a team/group leader/manager in undertaking similar assignments;

7. Experience with development organizations, including donors and stakeholders would be an asset.

*Language Requirements:*

8. Fluency in written and oral Romanian. Working language of English is required.

*Language Requirements:*

7. Fluency in written and oral Romanian. Working language of English is an asset.

|  |
| --- |
| *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 |

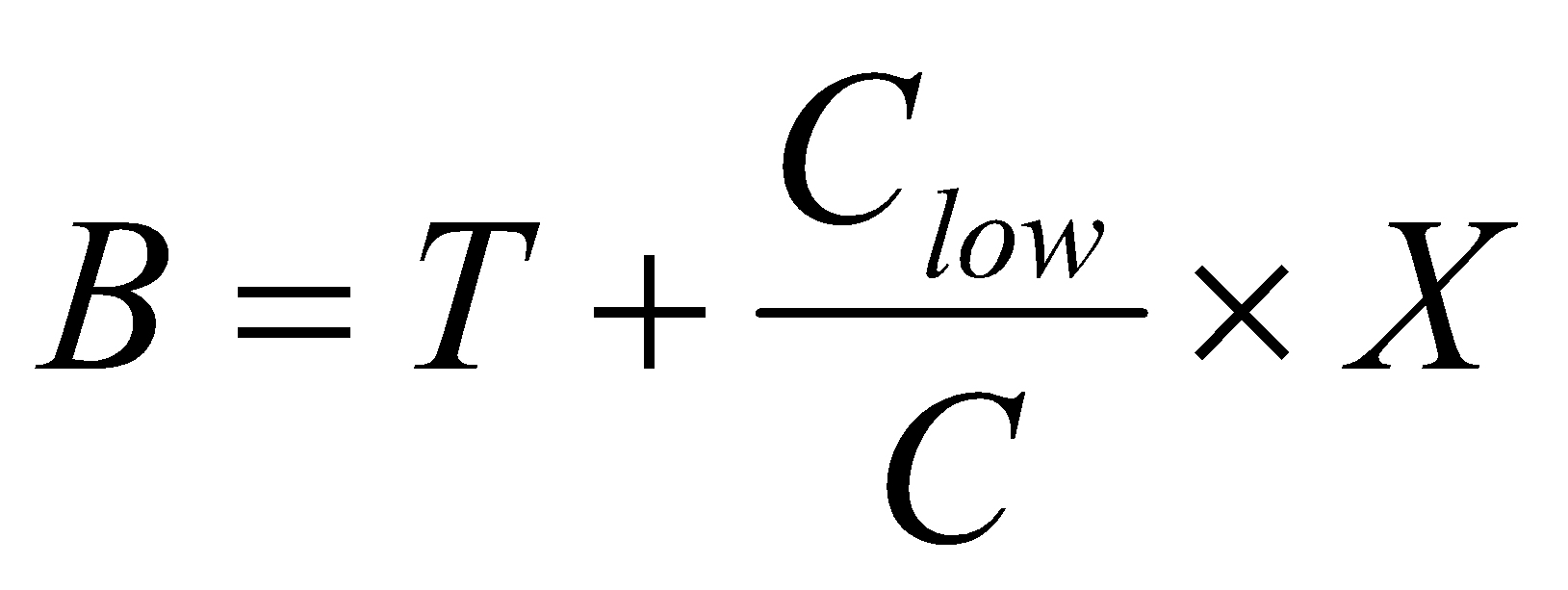
**EVALUTATION PROCEDURE**

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

* Duly filled Personal History Form PHF11/CV (downloadable from <http://www.unwomen.org/wp-content/uploads/2011/01/P_11_form_UNwomen.doc>);
* 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:

,

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) |
| **No.** | **Criteria for technical evaluation** | **Max. points** |
| 1. | Master’s degree in psychology or law and/or other related areas relevant for this assignment; Additional trainings in one of the areas relevant for the assignment would be an asset  (70 points for master’s degree, 10 points for PhD degree, 10 points for relavant trainings) | 90 |
| 2. | At least three (3) years of proven experience in the field of psychology;  (3 years – 40 points, each year over 3 years – 10 points, up to a maximum of 80 pts) | 80 |
| 3. | At least three (3) years of experience of proven collaboration with public authorities in the elaboration and/or review of relevant legal, policy initiatives  (3 years – 40 points, each year over 3 years – 10 points, up to a maximum of 70 points) | 70 |
| 4 | At least one (1) year of proven experience in the field of preventing gender-based violence and promoting gender equality would be an asset;  (1 year – 10 points, each year over 1 year – 10 points, up to a maximum of 30 points) | 30 |
| 5 | At least one (1) year of experience as a team/group leader/manager in undertaking similar assignments; (1 year – 10 points, each year over 1 year – 10 points, up to a maximum of 40 points) | 40 |
| 6 | Experience with development organizations, including donors and stakeholders would be an asset;  (1 year – 10 points, each year over 1 year – 5 points, up to a maximum of 20 points) | 20 |
| 7. | Fluency in written and oral Romanian. Working knowledge of English is required.  (Romanian – 10 points, English – 10 points) | 20 |
|  | **Maximum total technical scoring:** | **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: Group of 3 national consultants to support the public authorities to adjust, finalize and propose for approval of draft law on the psychological activity in the Republic of Moldova (last stage)**

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 for 35 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]