

## TERMS OF REFERENCE

### for a company to provide capacity building support to Civil Society Organizations to prepare Gender Budget Watchdog reports in pilot municipalities and towns of the Republic of Moldova

<b>Project</b>	00104969
<b>Primary category</b>	Gender Responsive Budgeting
<b>Location:</b>	Chisinau, Moldova
<b>Expected duration of the assignment:</b>	7 months
<b>Starting Date:</b>	26 March 2018

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#### 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. Placing women's rights at the center of all its efforts, the UN Women leads and coordinates the United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world.

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 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.

UN Women's presence in the Republic of Moldova has evolved from being a project-based office in 2007 to a Country Office with fully delegated authority as of 2015. The work of UN Women in Moldova is guided by its new Country Strategic Note for 2018-2022, aligned with the [Republic of Moldova–United Nations Partnership Framework for Sustainable Development 2018–2022](#), the [Global Strategic Plan of UN Women for 2018-2021](#), the National Strategy on Gender Equality for 2017-2021 (NSGE), and aims to contribute to the gender-responsive implementation of the [2030 Agenda for Sustainable Development](#).

The newly approved UN Women Strategy for Moldova 2018-2022 focuses on three main areas: 1/strengthening women's participation in politics and decision making, 2/economic empowerment of women and 3/ending violence against women and girls. To achieve progress under these areas, UN Women works with variety of national and international partners and as part of different national and regional initiatives. Gender Responsive Budgeting (GRB) is integrated in the current Strategic Note for 2018-2022 under the "Women lead, participate and benefit equally from governance system" Outcome, and is meant to contribute to increased capacities of the public institutions to analyze and improve policies, regulations, and budgets to fulfill gender equality commitments.

The second National Strategy on Gender Equality (NSGE) for 2017-2021 and its associated Action Plan, approved in early 2017, focus on ten areas of interventions with one dedicated to GRB. These are: women's participation in decision-making, labour market and gender pay gap, social protection and family policies, health, education, climate change, institutional mechanism, stereotypes in the society and non-violent communication, gender equality in the security and defense sector and gender responsive budgeting. Under the GRB area of intervention, the NSGE will focus on development, piloting and institutionalizing of GRB tools (gender sensitive indicators, expenditure strategies and concepts) and building capacity of relevant central and local government staff on gender equality and support for development of ministries' gender sensitive sectorial action plans.

Since 2011, UN Women, with the financial support of the Austrian Development Agency (ADA) and Swiss Agency for Development and Cooperation (SDC), has been implementing the regional project "Promoting Gender Responsive Policies in South-East Europe and the Republic of Moldova" covering Albania, Bosnia and Herzegovina, the Former Yugoslav Republic of Macedonia (FYR Macedonia) and the Republic of Moldova (Regional GRB Project). Its overall goal is to support the advancement of implementation of national and international commitments to gender equality and women's empowerment in line with national Sustainable Development Goals priority targets.

During the previous phases of the Regional GRB Project, the participating countries have achieved important progress in formulating and implementing gender-responsive fiscal policies and public financial management practices and tools, as well as in strengthening oversight of central and local government programs, policies and budgets towards gender equality commitments.

UN Women Moldova invested in building expertise on GRB at all levels of the public administration. The support included developing GRB case studies, technical assistance in the process of budget analysis at the local level in three districts, elaboration of GRB courses at the post-graduate level, addressing the knowledge gap on GRB, creating an academic platform for GRB research, and developing a series of knowledge products on GRB. Workshops and study visits gave the opportunity to women Members of Parliament, Ministry of Finance (MoF) and Ministry of Health, Labour and Social Protection (MoHLSP) representatives, university professors, students in finance/economics and local public administration officials to learn from their peers in other countries and international experts.

During the current phase of the Regional GRB Project, UN Women Moldova and MoF, with the financial support of ADA, have intensified the collaboration in mainstreaming of gender equality priorities and objectives in policy and budget preparation and execution processes, based on the results achieved and lessons learnt from GRB initiatives implemented in Moldova and other CEE countries, and recommendations of members of the Advisory Board of the Regional GRP Project.

## RATIONALE

UN Women places important focus on accountability and monitoring mechanisms for tracking performance on gender equality commitments. In Moldova, Civil Society Organizations (CSOs), including women's groups, networks and gender advocates still lack capacities to adequately monitor budgetary expenditure through the lens of its impact on women and men. On the other hand, CSOs play an important role in keeping local governments accountable to gender equality commitments and their dialogue and advocacy efforts are crucial for inclusion of gender issues in policy and programme planning at national and local level.

UN Women in Moldova will support CSOs to develop their knowledge and skills to monitor the impact of public policies and public spending on women and men. Specifically, local and national CSOs will be capacitated on overseeing local policy and budgeting processes, screening and interpreting budgets from a gender perspective and preparing budget statements that would facilitate and substantiate their advocacy for gender sensitive policy making.

Given the lack of national expertise in this field, UN Women will engage an international consultant to develop and deliver a 3-day Training and a 3-day Workshop to support up to 20 CSOs in preparation of Gender Budget Watchdog reports by exposing them to best international practices on gender responsive budgeting and the experiences of the best gender budget watchdog groups in different countries.

Therefore, UN Women is seeking to contract a company to be responsible for the implementation of a capacity building programme to support up to 20 CSOs in preparation of Gender Budget Watchdog reports. The above capacity building programme will include organization of different activities, including a 3-day Training and a 3-day Workshop lead by the international consultant, to be selected by UN Women.

## SCOPE OF WORK

Under the overall guidance of the Head of Office a.i. UN Women Moldova and Regional GRB Project Manager, and direct supervision of the Women's Economic Empowerment Programme Coordinator, the company will be responsible for the following major tasks:

**Task 1.** To select up to 20 national and local CSOs, interested and committed to dedicate time for Gender Watchdog Reporting in pilot municipalities or towns of the Republic of Moldova (*tentative period by 6 April 2018*).

The CSOs will be selected through an open call, launched by the company and targeting national and local CSOs, registered in different areas of Moldova, with proven working experience in gender equality, local governance, human rights, public finance and auditing, and interested and committed to dedicate time for Gender Budget Watchdog Reporting in pilot municipalities or towns, to be selected in consultation with the participating CSOs.

**Task 2.** To assess the capacity and training needs of the CSOs, selected under Task 1, based on the set of tools developed

by the international consultant, and submit the results of the assessment to the international consultant for development of the training programs for a 3-day training on Gender Responsive Budgeting and Budget Monitoring and a 3-day Workshop on Gender Watchdog Reporting (*tentative period by mid - April 2018*).

**Task 3.** To organize in Chisinau a 3-day training on Gender Responsive Budgeting and Budget Monitoring, delivered and lead by the international consultant, targeting 40 participants, representing the CSO selected under Task 1 (*tentative period by end May 2018*).

The company will ensure the administrative and logistical arrangements for organizing of training, including renting of venue in Chisinau, accommodation for participants from outside Chisinau (at a 3\* equivalent hotel), meals and coffee breaks, transportation from/to Chisinau to the venue, printing of training materials (e.g. agenda, handouts, evaluation forms, list of participants etc). The company will also be responsible to ensure adequate human resources to support the international consultant to deliver the training program for the 3-day training and develop the training package.

**Task 4.** Provide post-training support to 20 CSOs to analyze local budgets and develop gender budget watchdog reports in pilot municipalities and towns of Moldova (*tentative period by mid-August 2018*).

This will include the following activities:

- Provision of on the job technical assistance to selected CSOs in assessing the local budget planning, allocation and expenditure or specific local programme/service in the pilot area (municipality, town, village);
- Facilitate the process of preparation of local Gender Budget Watchdog reports by previously capacitated CSOs;
- Undertake quality check of the Gender Budget Watchdog reports.

**Task 5.** To organize in Chisinau 3-day Workshop on Gender Watchdog Reporting, delivered and lead by the international consultant, to facilitate finalization of at least 10 local Gender Watchdog Reports prepared by the CSO capacitated under Task 3 (*tentative period by end August 2018*).

The company will ensure the administrative and logistical arrangements for organizing of workshop including renting of venue in Chisinau, accommodation for participants from outside Chisinau (at a 3\* equivalent hotel), meals and coffee breaks, transportation from/to Chisinau to the venue, printing of training materials (e.g. agenda, handouts, evaluation forms, list of participants etc). The company will also be responsible to ensure adequate human resources to support the international consultant to deliver the workshop program for the 3-day workshop and develop the workshop package.

**Task 6.** Provide post-workshop support to 20 CSOs to organize local dialogue events to present the findings of the Gender Budget Watchdog Reports and advocate for their future use for gender sensitive budgeting and policy making at local and central level (*tentative period by end-October 2018*).

#### DELIVERABLES AND TIMEFRAME:

During the implementation of this assignment, the organization shall be responsible for delivering of the following outputs, comprising of the main milestones:

No.	Deliverables	Tentative timeframe for accomplishment of task	Approximate share of work	Percentage of milestone/output and tentative schedule of payments
1	Work plan for the assignment with specified timeline.	by 6 April 2018	15 %	by mid-April 2018
2	The list of CSOs selected based on the proposed selection criteria.			
3	Set of capacity and training needs assessment tools, dully completed by the participating CSOs, and submitted to the international consultant.	mid - April 2018	10 %	25%

4	Report on the 3-day training, including participants selection process, results and observations.	by end May 2018	10 %	by end-August 2018  40 %
5	Monthly reports on the post-training support provided to 20 CSOs, describing the process and the progress achieved by the targeted CSOs.	Monthly, by mid-August 2018	15 %	
6	Report on the 3-day workshop, including results, observations and proposals for future advocacy activities.	by end August 2018	15 %	
7	Organize 10 local dialog events between the selected municipalities and CSOs.	by end-October 2018	20 %	by end-October 2018  35 %
8	Final report with overview of activities undertaken, results, challenges and recommendations for future actions.		15 %	
	Total		100 %	

#### MANAGEMENT ARRANGEMENTS

The organization will work under the overall guidance of Head of Office a.i. UN Women and direct supervision of Women's Economic Empowerment Programme Coordinator, and in close coordination with the Regional GRB Project Manager. The Contractor is expected to provide a number of highly qualified consultants/experts for this specific assignment, with appropriate skills and expertise.

#### DURATION OF THE ASSIGNMENT

It is expected that the company shall begin work in March 2018 with work being completed before - November 2018, in conformity with the indicative timeframe described under "Deliverables and Timeframe" section.

#### PERFORMANCE EVALUATION

The Contractor's performances 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 3 instalments, upon submission and approval of corresponding milestones, certified by the UN Women WEE Programme Coordinator that the services have been satisfactorily performed.

UN Women will make the payments as per price schedule proposed and in line with expected deliverables:

1. First payment of 25% of the total amount will be paid upon successful completion of deliverables 1 - 3;
2. Second payment of 40% will be paid upon successful completion of deliverables 4 - 6;
3. Third payment of 35% will be paid upon successful completion of deliverables 7 and 8, and upon approval of final report by UN Women.

#### COMMUNICATION AND REPORTING OBLIGATIONS

The proposer is expected to report and coordinate regularly with the UN Women office on the progress of the completion of the deliverables. The proposer is also expected to inform UN Women of any unforeseen challenge or risk that might occur during the duration of the assignment.

#### REQUIREMENTS TO ORGANIZATIONS AND PERSONNEL:

The contractor engaged to undertake the assignment must fulfil the following requirements:

**Requirements for Organization:**

- Officially registered legal entity with full capacity to act;
- Knowledge of Republic of Moldova's legal regulations is a must;
- Expert knowledge and capacity to develop capacity building tools, training modules and strategies targeting CSOs;
- Minimum 3 years of track record of projects in the field of gender equality, women empowerment, human rights, social inclusion, governance, citizen participation or similar field;
- At least 2 years of experience in organization of trainings and seminars;
- Experience in analysis of policy planning and budgeting processes at central and/or local level is an advantage;
- Substantive knowledge of the participatory and consultative mechanisms at local level;
- Experience in reading and interpreting local budgets and development of budget statements and reports is an advantage;
- Previous experience in working with UN Women or other UN Agencies is an advantage;
- Adherence to UN/UN Women general terms and conditions of payment and work

The organization of the task team is of ultimate importance. The required experience of the project team shall be explicitly described in their CVs.

**Minimum qualification of Team Leader**

- University degree in economics, finance, sociology, gender studies, human rights, development studies and/or other social science related areas relevant for the assignment;
- Minimum of 3 years of professional experience in the field of gender equality;
- Language proficiency in both written and oral English.

**Minimum qualification of Key Experts**

- University degree in finance, economics, human rights, gender studies, development studies, political sciences, sociology and/or other social science related fields relevant for the assignment;
- Minimum of 3 years of experience in the field of gender equality and governance including gender-responsive budgeting and women's participation;
- Experience in developing tools, methodologies and capacity building targeting civil society will be an asset;
- Expertise in conducting in-depth analyses, assessments and drafting reports and papers, from a gender perspective;
- Experience in working with civil society, with specific focus on capacity building, advocacy and awareness raising.