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EU-Moldova: Stronger Together

Strengthened Gender Action in
Cahul and Ungheni districts



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EU funded/ TERMS OF REFERENCE

For a Company/Organization to strengthen civic monitoring of the local policies and budgets in a gender sensitive manner

Location:	Chisinau, Republic of Moldova
Type of contract:	UN Women Professional Services Contract
Languages required:	English
Application deadline:	June 24, 2021, 23:59
Starting date:	July 05, 2021
Duration of the contract:	Up to 12 months, from July 2021 to June 2022
Project:	"Strengthened Gender Action in Cahul and Ungheni districts" 119802
Purpose of the activity:	Strengthen capacity of local CSOs to effectively monitor local policies and budgets through gender lenses and advocate for gender sensitive policy making.

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, 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.

The work of UN Women in Moldova is guided by its [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 \(NSGE\)](#), the [National Strategy for prevention and combating violence against women and domestic violence for 2018-2023](#) developed in line with the Council of Europe Convention on Preventing and Combating Violence Against Women and Domestic Violence (Istanbul Convention). [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 a variety of national and international partners, as part of different national and regional initiatives.

Based on the European Commission Decision ENI/2018/041-302 regarding the Annual Action Programme 2018 in favor of the Republic of Moldova for supporting the implementation of the EU-Moldova Association Agreement, UN Women Moldova CO is implementing a three-year project under the name "Strengthened Gender Action in Cahul and Ungheni districts" (hereinafter EVA). The project is implemented in line with and in contribution to the Gender Action Plan II (GAP II) of European Commission "Gender Equality and Women's Empowerment: Transforming the lives of girls and women through external relations 2016-2020", adopted in September 2015.

The project started in January 2020, being funded by the European Union, co-founded and implemented by UN Women Moldova Country Office and in partnership with UNICEF. The overall purpose of the EVA Project is to promote gender equality, women's empowerment through strengthened implementation of gender mainstreaming in local policies and combating gender-based and domestic violence affecting women and children in two focal regions: Ungheni and Cahul.



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The principles of gender equality and women empowerment are central to the EVA Project, as women in Moldova continue to face gender inequalities when it comes to decision-making, the labor market, the gender pay gap, as the regulatory framework still impedes women to participate and have certain occupations and allows for discrimination based on age, disability, marital status, etc.

One of the expected results under EVA Project is that gender equality is promoted and mainstreamed in local policy making and decision-making. Thus, it is envisaged to integrate gender equality in internal policies and budgets (or in local policy making), through training elected and appointed representatives of the LPAs on gender equality and gender mainstreaming and its implications for decisions taken by the LPAs; raising the awareness and capacities of local CSOs and gender advocates – as rights holders - to monitor the implementation of policies and budgets from the gender equality perspective and demand accountability of duty bearers; raising awareness of local population from selected regions on gender equality and empowering women to actively participate in local decision-making processes.

RATIONALE

UN Women places important focus on accountability and monitoring mechanisms for tracking performance on gender equality commitments undertaken by Moldova through its legal and normative framework, inclusively on gender mainstreaming of the public policies and budgets. The European Union is also encouraging Moldova while advancing its integration agenda to adopt Gender Responsive Budgeting (GRB) as part of the Public Finance Management. At the end 2020, the Ministry of Finance, with the support of the European Union and in partnership with the World Bank, announced that a Public Expenditure and Financial Accountability (PEFA) assessment would be conducted in Moldova. UN Women (under its partnership with the Government of Sweden) will support strengthening legal and institutional framework for gender responsive budgeting (GRB) in the country, and in parallel is committed to pilot GRB at the local level, in the framework of EU funded EVA Project.

The role of CSOs is crucial in the process of GRB, as they act as intermediaries between citizens and local authorities and can actively facilitate the inclusion of citizens, and particularly women, in the decision-making processes, and oversee to what extent local authorities consult women and reflect their needs and priorities in public policies and budgets. In Moldova, at local level, 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 men¹. As CSOs play an important role in keeping local governments accountable, support is needed to enhance their oversight capacities, inclusively on monitoring policies and budgets through gender lenses.

UN Women Moldova will support CSOs from Cahul and Ungheni to develop their knowledge and skills to monitor the impact of public policies and public spending on women and men. Specifically, local 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. Therefore, UN Women intends to contract a company/organization with extensive experience in ensuring transparency in decision making processes and/or budget monitoring to capacitate CSOs to oversee LPAs activity and effectively advocate for gender responsive planning and budgeting.

SCOPE OF WORK

The main objective of this assignment is to provide expert support in strengthening the capacities of CSOs in (1) monitoring the transparency in the decision-making processes at local level; (2) analyze local budgets and social significant public policies from gender perspective; and (3) advocate for gender responsive budgeting.

Under the overall guidance of and direct supervision of the EVA Programme Manager, as well as in close collaboration with the Programme Officer on Gender mainstreaming, the selected company/organization will

¹ [Assessment of the local development and budget planning from the gender equality perspective \(in 12 communities from Ungheni and Cahul districts\)](#)



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strengthen their own capacity on gender sensitive policy making and will later enhance the capacity of at least four local CSOs from Ungheni and Cahul by implementing the following tasks:

1. Strengthening the capacity of the contracted company/organization and its staff in the area of gender responsive budgeting and gender sensitive policy making, if needed. This task is to be completed by the proponent that does not currently have sufficient capacity in the area of gender sensitive policy making, gender responsive budgeting among the staff.
2. Develop a toolkit on monitoring local policies, decisions, and budgets with gender lenses.

The toolkit should provide:

- Training methodology for increasing the capacity of at least four local CSOs in the area of decision-making processes, budgetary cycle and budget development, sex-disaggregated data collection and the use of data for evidence-based policy making, integrating gender in the policies, decisions and budgets, civic oversight tools on LPAs activity, etc.
 - Examples of relevant good practices of civic watchdog activities in the area of gender sensitive policy making and gender-responsive budgeting;
3. Capacity building for at least four local CSOs based on the toolkit developed for enhancing their oversight capacities, monitoring local decisions, policies and budgets through gender lenses.
 4. Support at least four CSOs in conducting pilot oversight of LPAs gender-sensitive policy making and budget development.

The support should involve:

- Training in the mentorship format for at least one CSO from Cahul and one CSO from Ungheni on overseeing LPAs policy making process with gender lenses;
 - Training in the mentorship format for at least one CSO from Cahul and one CSO from Ungheni on overseeing LPAs gender-responsive budget development and expenditure;
 - Development of at least four reports/assessments (two in Cahul and two in Ungheni) based on the CSOs findings about gender-responsive decision making and budgeting;
5. Facilitate the sharing of knowledge and experience of at least four CSOs that benefited of mentorship with smaller local CSOs, inclusively through the establishment of a COP (community of practice).
 6. Advocacy for gender-responsive policy making and budgeting at local level based on the findings in the civic assessment.

METHODS AND PROCESS

The selected organization/company is expected to use a combination of techniques and tools, innovative approaches, including qualitative and quantitative instruments for effective implementation of the activities. The entity shall secure a participatory, inclusive, and transparent approach during the assignment, and ensure the interventions are locally tailored.

The selected organisation/company is also expected to reflect in the proposed methodology and financial offer both options for the implementation of trainings/capacity building/other events: 1) face-to-face, 2) online, in case of restrictions to public gatherings/travel imposed by the COVID-19 pandemic. Please note that the option that provides for face-to-face implementation will prevail in the evaluation of offers (both technical and financial) and in the contract delivery, while the online approach should be developed in case that COVID-related restrictions are maintained and will be applied only when face-to-face interaction is not possible.



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DELIVERABLES AND TIMEFRAME

During the implementation of this assignment, the selected entity shall be responsible for the delivery of the following outputs, comprised by the following main milestones:

#	Tasks and Deliverables	Tentative timeframe for the accomplishment of the task	Payments made according to the following installments
1.	Detailed Work Plan with the description of activities to be undertaken, applied methodologies, timeframes, and corresponding team members responsible for each activity, developed and submitted .	Within one week after signing the contract	August 2021
2.	Two training sessions with international experts on gender sensitive policy making and on gender responsive budgeting for at least 6 key project staff members, conducted. (task 1, if needed by the proponent)	July – August 2021	
3.	Toolkit for CSOs capacity building on gender sensitive policy making and budgeting (task 2) submitted and approved by UN Women	September 2021	October 2021
4.	Draft Agenda, presentation and handouts for the capacity building activities to be delivered to CSOs under task 3.	Mid-September 2021	
5.	Four training sessions for at least four local CSOs on gender responsive budgeting, budget analysis of policies and programmes, and how to mainstream gender in programmes and budgets by using examples of successful and “what works” GRB initiatives, based on developed toolkit, delivered. Report containing lists of participants, Pre and Post training capacity assessment which will capture the changes of knowledge and capacities of participants.	October 2021	
6.	At least 8 training sessions in the mentorship format for CSOs on overseeing LPAs policy making process with gender lenses. At least 8 trainings in the mentorship format for CSOs on overseeing LPAs gender-responsive budget development and expenditure. CSOs will receive methodological guidance for development of gender watchdog reports.	November – December 15, 2021	December 2021



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7.	Four CSOs watchdog reports containing 2021 data analysis, data visualization, positive practices, challenges, recommendations: <ul style="list-style-type: none"> At least 2 reports on overseeing LPAs policy making process with gender lenses (one in Cahul and one in Ungheni). At least 2 reports on overseeing LPAs gender-responsive budget (one in Cahul and one in Ungheni). 	March 2022	April 2022
8.	Two public events for the presentation the gender watchdog reports, one in Cahul and one in Ungheni	April 2022	
9.	Facilitate a pairing event of at 4 CSOs that benefited of mentorship with smaller local CSOs for knowledge sharing, CSO to CSO learning, establishment of a COP.	December 2021– May 2022	June 2021
10.	Knowledge product submitted. The knowledge product should present a documented learning journey, collected results and best practices applied by CSO, initiatives groups etc., tips, lessons learned, recommendations, participants' opinions.	May 2022	
11.	At least six visibility products (success stories based on the local initiatives implemented) produced.	June 2021- June 2022	
12.	A final report containing a brief review of the activities undertaken in the contract, indicating the change in the knowledge and skills of the partner CSOs, conclusions on what worked, challenges, recommendation for future interventions on similar areas, submitted and approved by UN Women.	June 2022	

All deliverables should be agreed with UN Women and be provided electronically in **English**.

MANAGEMENT ARRANGEMENTS

Organizational Setting

The company/organization will work under the overall guidance and direct supervision of the EVA Programme Manager. The selected company/organization is expected to provide highly qualified consultants for this specific assignment with appropriate skills and expertise. UN Women EVA project will provide all the necessary materials for a better understanding of the context and for the successful fulfillment of the engagement.

For deliverables that envisage two options of implementation, a prior coordination and agreement between UN Women and the contractor will be reached about the option to be applied (face-to-face or online).

DURATION OF THE ASSIGNMENT



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It is expected that the company shall begin its work in **July 2021** and complete it by **end of June 2022**, in conformity with the indicative timeframe described under “Deliverables and Timeframe” section. However, the above-mentioned timeframe is tentative.

UN Women will require at least three (3) days to review the outputs, provide comments, approve, and certify acceptance of deliverables.

LOCATION OF WORK:

The Company/organization will not be located in the UN Women Office for the implementation of the assignment.

TRAVEL AND OTHER LOGISTIC ARRANGEMENTS

In case of transportation costs, the company should envisage them in the submitted financial offer. The company/organization will also be responsible for all administrative and logistic issues associated with undertaking this assignment.

PERFORMANCE EVALUATION

The Contractor’s performances will be evaluated against such criteria as: timeliness, responsiveness to local needs, responsibility, initiative, communication, accuracy, and quality of the products delivered.

FINANCIAL ARRANGEMENTS

Payment will be disbursed in five instalments, upon submission of specific deliverables under the TOR and certification by the EVA Programme Manager that the services have been satisfactorily performed.

COMMUNICATION AND REPORTING OBLIGATIONS

The company is expected to report and coordinate regularly with the EVA Project on the progress of the completion of the deliverables. The selected candidate is also expected to inform UN Women in written form about any unforeseen challenges or risks that might occur during the duration of the assignment.

REQUIREMENTS TO COMPANY/ORGANIZATION

- Officially registered legal entity as per Republic of Moldova’s regulations with full capacity to act;
- At least 3 years of proven experience in conducting capacity building for CSOs, development of training modules;
- Proven track record and capacity to monitor public policies, budgets and development of monitoring reports will be consider an asset;
- 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.

REQUIREMENTS TO THE TASK TEAM OF THE COMPANY/CSO’S

The organization of the task team is of ultimate importance. The task team shall include one team leader and several qualified team members. The required experience of the project team shall be explicitly described in their CVs and shall include the following requirements:

Team Leader

- University Degree in human rights, gender studies, public relations, development studies and/or other social science related areas relevant for the assignment;
- Minimum 3 years of proven experience in developing and delivery of training and capacity building programs.
- Minimum 3 years of proven professional experience in the area of policy making, public finance and budgeting;



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- Experience on gender responsive budgeting, and/or public policy and budget monitoring with gender lenses is considered a strong asset.
- Fluency in Romanian, knowledge of English will be considered and asset.

Team members, to cover expertise in the following areas: public policies; budgetary planning; transparency in decision-making; gender-sensitive budgeting; sociology.

- Relevant degree in at least one of the upper mentioned areas;
- At least 2 years of experience in developing and delivery various types of trainings and capacity building programs, including for civil servants;
- Fluency in Romanian, knowledge of English will be considered and asset.

The Team Leader will oversee the coordination and administrative tasks of the assignment and will be responsible for contacting and informing the EVA Programme Manager regarding all aspects related to the execution of the contract. The Team Leader shall provide the EVA project team with frequent updates on the progress of the assignment and other relevant aspects of the work. The entire team is responsible for the content and quality of all the deliverables and making sure that they are in line with objectives set for this contract.

In case of transportation costs, the company should envisage them in the submitted financial offer. The company/organization will also be responsible for all administrative issues associated with undertaking this assignment.