

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 9 May 2014

Country: Republic of Moldova

Description of the assignment: Communication Consultant

Project name: UN Women Country Office

Period of assignment/services: June – December 2014 (up to 138 working days during 7 month)

Technical proposal together with the **Financial proposal** should be submitted **on-line** no later than **19 May 2014**. Any request for clarification must be sent by standard electronic communication to the address corneliu.eftodi@unwomen.org. UN Women CO staff will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. GENERAL BACKGROUND AND CONTEXT

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 Moldova UN Women is operational since 2010 on the basis projects presence, which were laid and active in the country from 2007. It extended continuous support to the Government of Moldova, to key stakeholders from national and local levels, through various programmes and activities aimed at creating an enabling environment for gender equality, recognized as a prerequisite for sustainable development with a strong and active policy on gender equality.

Currently, UN Women is implementing four projects in Moldova that engaged diverse stakeholders at national and local levels. These include: (i) a Joint Integrated Local Development Programme (JILDP), implemented jointly by UN Women and UNDP, designed to improve the policy framework, as well as to support the administrative systems and procedures focused on efficient transfer of competencies to Local Public Administrations (LPAs), decentralization and promotion of LPAs' role in decision making; (ii) a Support to Confidence Building Measures Project to support women's economic empowerment and improve local governance by increasing access of rural women to information and public services including employment and social protection in the Security Zone and in Transnistria region; (iii) a Gender Responsive Budgeting Project and (iv) Promoting and protecting Women Migrant Workers' Labour and Human Rights, and (v) Women in Politics project that is being planned to start from June 2014 focusing on capacity building of Women candidates and Women's Organizations within political parties, advocacy for legislative amendments as well as work with political parties, SCOs, media organizations and others before, during and after the upcoming central and local elections. This project is a joint one with UNDP and civil society partners.

Starting with 2014, UN Women Country office has been established in the Republic of Moldova to provide continuous support for the Government, UN and Civil Society to promote gender equality and women's empowerment based on the four key strategic areas in Moldova: (i) Women lead and participate in decision-making at all levels, (ii) Women, especially the poorest and most excluded, are economically empowered and benefit from development, (iii) Women and girls live a life free of violence and (iv) Governance and national planning fully reflect accountability for GE commitments and priorities.

To help UN Women Country Office with these initiatives specifically with communication activities, UN Women is planning to hire a communication consultant.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

The Communication Consultant will facilitate coordination and support UN Women team in ensuring UN Women visibility at the country level and outside concerning UN Women work in Moldova.

For detailed evaluation procedures please refer to Annex 1 – Terms of Reference

3. MINIMUM REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- Advanced University degree in Journalism/ Communications, media studies, international affairs or related fields;

Experience:

- At least 7 years of proven relevant work experience and in particular with public relations, communications and advocacy, knowledge generation and sharing;
- At least 3 years of working experience with international organizations and/or government in the related area;
- Strong communication and writing skills in Romanian and English;
- Excellent knowledge and experience in using social media tools;
- Experience in specialized software;

Language skills:

- Excellent verbal and written Romanian and English. Advanced knowledge of Russian will be an advantage.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested candidates must submit via online submission system the following documents/ information to demonstrate their qualification:

- Letter of Intent
- Duly filled Personal History Form (PHF11)/CV;
- Financial proposal (in MDL)

5. FINANCIAL PROPOSAL

The financial proposal shall be structured around the specific tasks and key deliverables described in the Terms of Reference. Interested consultant must specify a total lump sum amount for each task and deliverable, which are to be completed by the deadlines specified in the ToR. Payments shall be made based on delivery of the services specified in the ToR and in accordance with the procedures described in the Remuneration section of the ToR. In order to assist UN Women Moldova in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount and the number of anticipated working days.

6. TRAVEL

Travel outside duty station (Chisinau), if required, will be covered by UN Women. All travels shall be coordinated with the National Programme Officer.

7. EVALUATION

For detailed evaluation procedures please refer to Annex 1 – Terms of Reference.

ANNEX

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS