

TERMS OF REFERENCE

National Consultant on social assistance decentralization policy development

Duty Station:	Chisinau, Moldova
Application Deadline:	28 August 2012
Primary Category:	Gender Mainstreaming
Additional Category:	
Type of Contract:	Individual contract
Languages Required:	Romanian, Russian
Starting Date : (date when the selected candidate is expected to start)	4 September 2012
Duration of Initial Contract:	3 months
Expected Duration of Assignment:	3 months

BACKGROUND AND CONTEXT

UNDP and UN Women in partnership with the Government of Moldova (State Chancellery) are implementing the Joint Integrated Local Development Programme (JILDLP) funded by the Government of Sweden. The JILDLP was 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. It also helps building the capacity of LPAs to plan, implement and monitor their strategic plans and improve local public service delivery, involving civil society and community efforts and participation. By applying human rights based approach and gender mainstreaming, the programme seeks to secure positive change in areas of human rights, tackling social exclusion and ensuring gender equality.

The main results achieved in the first phase of the programme are:

- The Parity Commission on Decentralization (PCD) was established to coordinate the Decentralization reform;
- Sectoral Working Groups of the PCD comprised of representatives of the Central Government, LPAs and civil society were created. These groups will design and oversee the implementation of the decentralisation policy in the respective fields;
- The National Decentralisation Strategy (NDS) was designed through a participatory process and was approved by the Parliament of the Republic of Moldova on April 5, 2012.

The recently developed NDS is the main policy document in the field of local public administration which provides the general strategic framework and overarching principles, as well as the national mechanisms for decentralisation and ensuring genuine local autonomy in Moldova. At the same time, for a comprehensive and successful implementation of the decentralisation policy, the NDS envisions the development of sectoral policy documents that will design and guide the decentralisation reform in various fields.

In this context, a working group on social assistance decentralization was created under the auspices of the Parity Commission. This working group is hosted by the Ministry of Labor, Social Protection and Family which provides the secretariat and facilitates of the activity of the group, as well as ensures the consistency of the social assistance decentralization policy with the specificity of this field and the Moldovan context.

SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Under the overall supervision of the JILDP - UN Women International Specialist the national consultant will assist the international consultant in working group on social assistance decentralisation and the State Chancellery in designing the decentralisation policy document in the field of social assistance based on the principles of gender equality and human-rights based approach. The international consultant will conduct the necessary research and provide any other kind of assistance related to this assignment to the working group on social assistance decentralisation and the State Chancellery, including on the best ways of gender and human rights-based approach mainstreaming.

For achieving the goals and performing the tasks mentioned above, the national consultant will **perform the following activities**, but not limited to them:

- Assist the international consultant in designing the framework of the policy document based on the requirements of the National Decentralisation Strategy;
- Conduct research in support to the policy development on human rights-based and gender responsive social assistance decentralization, and namely will identify, collect and systemize the necessary data, assist the international consultant in conducting discussions/interviews with the main stakeholders;
- Collect and analyze data, conduct research to support the development of the report on the international experience in human rights-based and gender responsive social assistance decentralisation;
- Provide support to the international consultant in development of the policy document on social assistance decentralisation;
- Make the necessary adjustments to incorporate the feedback of the working group on social assistance decentralisation into the final version of the deliverables;
- Provide any other kind of assistance to the international consultant for developing the policy document on social assistance decentralisation;
- Provide the necessary informational support and facilitate the work of the working group on human rights-based and gender responsive social assistance decentralisation;
- Participate in the meetings of the working group of social assistance decentralisation and the public debates organised by the state chancellery on relevant topics and make presentations, if necessary.

The national consultant will be responsible for assisting the international consultant in developing the **sectoral policy document on decentralising social assistance** in the Republic of Moldova.

The **overall goal** of the policy document on social assistance decentralisation is to justify the strategic options and provide guidance for rights based and gender responsive decentralising social assistance services in the Republic of Moldova.

More specifically the **policy document** should aim to:

1) Identify in a participatory manner, describe and analyse the main problems related to the following aspects of social assistance service provision in the Republic of Moldova, but not limited to:

- a) Quality of social assistance services, equity and access to social assistance services, particularly by women and men representing the most vulnerable groups, inclusion and adaptability to special needs, community participation and transparency in the social assistance management at the local level;
 - b) Local and central government competences and responsibilities in providing social assistance services, including with respect to social assistance service provision by the non-governmental and private sector at the local level;
 - c) Resources: securing financial resources and financial management, property management and maintenance at the local level, human resources and institutional capacity of local and central governments for providing social assistance services with particular attention to addressing the needs of the most vulnerable women and men;
 - d) Management: social assistance services management at local level, intergovernmental relations in ensuring social assistance service provision;
- 2) Define the overall goal and objectives of the social assistance decentralisation policy document;
 - 3) Provide policy options for overcoming the identified problems;
 - 4) Perform the impact analysis of the proposed policy options, covering also the administrative implications, the cost-benefit analysis and potential implications on the most vulnerable women and men;
 - 5) Provide policy recommendations based on the analysis performed, including an action plan for implementation of the recommended policy option(s);
 - 6) Identify monitoring and evaluation indicators desegregated by sex, age, ethnicity and other possible vulnerability characteristics for the policy solutions chosen by the working group.

Tasks and Activities	Estimated workload
1. Provide assistance to the working group on social assistance decentralisation in developing the social assistance decentralisation policy document based on the human rights and gender equality principles	20 working days
1.1 Conduct desk research (collect and analyze data and primary and secondary sources (research reports, etc), including with regard to HRBA, vulnerabilities and GE dimensions for the elaboration of the social assistance decentralization policy document	
1.2 Assist the international consultant in conducting field research (interviews and discussions with the main actors, etc)	
1.3 Assist the international consultant in developing the policy document on social assistance decentralisation , the policy briefs and the report on the international experience on human rights-based and gender responsive social assistance decentralisation	
1.4 Ensure compliance with the National Decentralization Strategy principles and provisions, including on human rights and gender equality, in the policy document on the social assistance decentralization	
2. Provide assistance in support of the activity of the working group on social assistance decentralisation	10 working days
2.1 Provide the necessary assistance and informational support for the activity of the working group	
2.2 Participate in the debates of the working group on social assistance decentralisation, including make presentations, if necessary	
2.3 Participate in the public consultations organised by the State Chancellery on relevant topics	
2.4 Provide assistance to the international consultant in adjusting the policy documents to the feedback and requirements of the working group on social assistance decentralisation	

<p>2.5. Presentations for the working group on social assistance decentralization on the following issues:</p> <ul style="list-style-type: none"> a) Policy document conceptual framework, basic findings on identification and analysis of the problem(s), international experience on social assistance services decentralization; b) Policy options; c) Final version of the social assistance decentralization document; d) Other relevant subjects. 	
<p>2.6. Ensure involvement of the gender equality experts of the Department of Equal Opportunities (MLSPF) in all of the working group's meetings as well as ensuring adequate information flow between the working group and relevant stakeholders.</p>	

KEY DELIVERABLES AND TIMEFRAME, WEIGHTED MILESTONES

The assignment should be carried out within a period of four months, shall be delivered as per below:

	Deliverables	Estimated timeframe	Weight and installments
1.	Inception Report compiling the methodology to be applied for this task submitted	10 August 2012	Installment I - 20%
2.	Progress Report including: 1. The results of the data collection and research conducted for problem identification and analysis 2. International experience on decentralizing social assistance services	3 September 2012	Installment II - 30%
3.	Progress Report including: 1. The social assistance decentralization policy document 2. Policy briefs on the social assistance decentralization policy document	31 October 2012	Installment III - 30%
4.	Final Activity Report	30 November 2012	Installment IV - 20%

All deliverables shall be endorsed by the JILPD senior management, the State Chancellery and the Ministry of Labor, Social Protection and Family.

DURATION OF THE ASSIGNMENT

The assignment should be carried out within a period of three months, starting with 4 September 2012.

MANAGEMENT ARRANGEMENTS, DELIVERABLES APPROVAL

The national consultant will work under direct supervision of the International Gender Specialist in cooperation with the JILDP team as well as in strong cooperation with the representative of the State Chancellery and the Ministry of Labor, Social Protection and Family. The national consultant will be guided by the international consultant on social assistance decentralization to perform the required tasks.

At the same time, the national consultant will work in cooperation with the consultant supporting the working group in the Ministry of Education and the JILDP human rights policy advisor on human rights based approach and gender equality mainstreaming into the sectoral policy document on social assistance decentralization.

All the deliverables under the current ToR shall be approved and certified by the JILD/UN Women International Gender Specialist.

MINIMUM QUALIFICATION CRITERIA:

Academic Background and Experience:

- Master or Doctoral degree in Social Assistance, Public Administration, Public Policy, Public Law or other relevant fields;
- At least 3 years of proven experience of research and analysis in the field of public policies, social assistance policies, public administration and multi-disciplinary studies, decentralization and intergovernmental relations;
- Experience in legislative and policy drafting / analysis (experience of gender and HRBA analysis / drafting of legislation and policies – a very strong asset);
- Good understanding of decentralization reforms, particularly in the area of social assistance in the CEE countries;
- Understanding of Moldovan development context, specifically with regard to Central Public Administration and Local Public Administration sectors reforms;
- Sound knowledge of the relevant public sector reforms currently undertaken at local level by the Moldovan Government;
- Knowledge of gender equality and human rights concerns and best practices particularly related to social assistance, public administration, local public administration and local development;
- Robust analytical skills and writing skills;
- Fluency in Romanian and Russian (written & oral), English will be a strong asset;
- Proficiency in computer applications (Windows, MS Office, Internet).

SUBMISSION PROCESS AND EVALUATION PROCEDURE

All applicants shall submit the following submission package:

1. P11 form (http://www.unwomen.org/wp-content/uploads/2011/01/P_11_form_UNwomen.doc);
2. Cover letter, stating their interest in and qualifications for the consultancy.
3. Aggregated financial proposal (“aggregated financial proposal” is the total sum of all financial claims of the candidate for accomplishment of the task).

The candidates will be evaluated in two stages - technical evaluation and financial evaluation:

Technical evaluation criteria:

Nr.	Criteria	Maximum points
1.	Master or Doctoral degree in Social Assistance, Public Administration, Public Policy, Public Law or other relevant fields (<i>Master degree – 20 pts, Doctoral degree – 30 pts</i>)	30
2.	At least 3 years of proven experience of research and analysis in the field of public policies, social assistance policies, public administration and multi-disciplinary studies, decentralization and intergovernmental relations (<i>at least 3 years – 25 pts, each year over 3 year – 5 pts, up to a maximum of 60 pts</i>)	60
3.	Experience in legislative and policy drafting / analysis (<i>up to 40 pts, experience of gender and HRBA analysis / drafting of legislation and policies – up to additional 20 pts</i>)	60
4.	Good understanding of decentralization reforms, particularly in the area of social assistance in the CEE countries	30
5.	Understanding of Moldovan development context, specifically with regard to Central Public Administration and Local Public Administration sectors reforms	30
6.	Sound knowledge of the relevant public sector reforms currently undertaken at local level by	30

	the Moldovan Government	
7.	Knowledge of gender equality and human rights concerns and best practices particularly related to social assistance, public administration, local public administration and local development	30
8.	Robust analytical skills and writing skills	30
9.	Fluency in Romanian and Russian (written & oral) – a <i>MUST (Yes / No)</i> , English – 20 pts	20
10.	Proficiency in computer applications (Windows, MS Office, Internet)	30
	Maximum total technical scoring:	350

Only candidates who have passed over the mandatory criteria and have accumulated at least 245 points under technical evaluation will qualify to the next round of financial evaluation.

Evaluation of financial proposal

Evaluation of submitted financial offers will be done based on the following formula: **$S = F_{min} / F * 150$**

S – score received on financial evaluation;

F_{min} – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;

F – financial offer under consideration.

Winning candidate

The winning candidate will be the candidate, who has accumulated the highest cumulative aggregated score (technical scoring + financial scoring).

The United Nations in Moldova are 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.