**Terms of Reference**

**Consultancy title: Gender-responsive programming, monitoring and reporting on UNICEF supported development and humanitarian interventions**

**Position type:** National Individual Consultant

**Location:** Chisinau, Republic of Moldova

**Section/Division/Duty Station:** Programme/UNICEF Moldova

**Categories:** Cross-sectorial

**Duration: March to November 2023**

**Remote and office-based work**

|  |
| --- |
| **Related outcomes and outputs as per 2023-2027 UNICEF-Government of Moldova Country Programme of Cooperation**  Outcome 1: First Decade: Survival, Development, Family Care and Protection  Outcome 2: Second Decade: Empowerment and Participation  Outcome 3. Cross sectoral: Knowledge and Resources |

**About UNICEF**

If you are a committed, creative professional and are passionate about making a lasting difference for children, the world's leading children's rights organization would like to hear from you. For 70 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments. UNICEF has over 12,000 staff in more than 145 countries.

**Organizational Context**

Gender equality is essential to realizing the mandate of UNICEF to uphold the rights of all children. In 2021, UNICEF ushered in a new gender policy (2021–2030) articulating our vision for gender equality in our programmes, as well as our workplaces and practices, around the globe. The UNICEF [Gender Action Plan (2022–2025)](https://www.unicef.org/executiveboard/documents/UNICEF-Gender-Action-Plan-2022%E2%80%932025-SRS-2021) charts UNICEF’s way forward with a series of time-bound results that deliver lasting, transformative change for children, adolescents and women worldwide. It affirms that promoting gender equality and the empowerment of women and girls is the responsibility of everyone, regardless of organizational role.

The UNICEF Gender Action Plan (GAP) elaborates the steps required to accelerate progress on gender equality across the five Goal Areas of the [UNICEF Strategic Plan 2022-2025,](https://www.unicef.org/executiveboard/media/7331/file/2021-25-Strategic_Plan_2022-2025-EN-ODS.pdf) as well as within institutional systems and processes, with clear indicators and monitoring mechanisms to track change. It is grounded in the human rights principles of non-discrimination and equality and articulates the role of UNICEF, as a collaborator with Governments and other partners, in supporting the 2030 Agenda for Sustainable Development. Recognizing that gender discrimination has lifelong and intergenerational impacts, the UNICEF GAP advances gender equality throughout the life course.

In preparation to the new UNICEF-the Government of the Republic of Moldova Country Programme of cooperation ([2023-2027 CP](https://www.unicef.org/executiveboard/media/12651/file/2022-PL27-Moldova_CPD-EN-ODS.pdf)) and in order to strengthen the gender equality focus of the new Country Programme and to align it with UNICEF GAP 2022-2025, UNICEF Moldova Country Office (CO) with the support of UNICEF Europe and Central Asia Regional Office (ECARO) conducted the Gender Programmatic Review (GPR) in August-September2021. The following recommendations of the GPR are essential to be addressed during implementation of 2023-2027 CP:

* Continue the current momentum of high attention to gender equality and women empowerment agenda in the country programing context;
* Use existing evidence and data to conduct gender analysis and inform programme directions while simultaneously working towards generating high quality and gender sensitive data and evidence;
* Measure change with the development of a strong monitoring and evaluation framework, supported by both qualitative and quantitative data and analysis, that can measure both short and longer-term impacts of different programme components;
* Align 2023-2027 CP with the UNICEF GAP (2022-2025) by aligning in the new country programme result’s framework and gender tagged indicators at the relevant result’s level;
* Strengthen the social norm component to address the underlying barriers for achieving gender equality and others.

UNICEF Moldova is seeking a national consultant to ensure the CO meets minimum skills requirements, have sufficient seniority and accountability to drive gender equality results and supports to ensure leadership, commitment, and resources are made available to address the above recommendations, implement and achieve gender equality goals for the office.

**Purpose of the consultancy**

The main purpose of the consultancy is to assist the process of gender mainstreaming in the UNICEF Moldova Country Office. While the consultant will be directly involved in implementing certain gender-specific activities, the wider contribution should focus on supporting colleagues across different sections and the management to identify strategies and methods that will enable the integration of gender results and build further capacity of colleagues to incorporate gender equality into their own areas of work.

In alignment with the UNICEF GAP, the role of the Gender Programme Consultant (hereinafter ‘The Consultant’) will be primarily technical and programmatic, with the normative advocacy and coordination roles serving a secondary function. The Consultant will provide authoritative technical guidance/operational support throughout all stages of programming to facilitate the management and delivery of results contributing to gender equality in alignment with the UNICEF GAP. The Consultant will support UNICEF Programme sections (Child Protection, Education, Health, Social Protection, Communication) for the development, implementation, and monitoring of high quality gender programming/ projects across sectors targeting both humanitarian and development interventions.

The Consultant will also play a role in:

* mainstreaming gender by prioritizing key gender results within the sector(s) with a strong gender relevance;
* supporting cross-sectional collaboration and coordination on key programmatic results on gender, ensuring coherence, maximization of synergies and efficiency in utilization of resources and delivery of results;
* working with programme colleagues and management so that gender results are effectively defined, measured, and reported, and high-quality assessment, research, evidence generation and evaluation on gender programming is undertaken and utilized;
* supporting effective review, assessment, planning, capacity building, and knowledge management on gender;
* supporting the assessment and identification of gender needs for emergency preparedness and response, and provides gender relevant guidance and technical input on emergency programming.

**Accountabilities, related duties/tasks and expected results**

The following responsibilities and tasks are considered under this consultancy:

**Support to strategic planning and program/project development (including emergency contexts)**

* In collaboration with sectoral colleagues and senior management to develop UNICEF Moldova Gender mainstreaming strategy for 2023-2027 and operational work plans to ensure all recommendation of GPR are addressed and 2023-2027 CP is in line with UNICEF GAP;
* Support to develop an Annual Country work plan on Gender and the Annual Management Plan (AMP) reflecting the implementation of gender priorities for the office;
* Advise the CO management and sectoral colleagues on human and financial resource requirements for implementing gender programmatic priorities, including ensuring the UNICEF GAP Institutional standards are fully met in the Office and accurately reported at end year;
* Propose management, budgetary, and capacity solutions for the effective implementation of gender programmatic priorities;
* Support evidence-based programme/project planning on gender, incorporating robust measurement and evaluation of results;
* Provide technical support on integration of gender into country programming phases, including annual reviews, planning and reporting;
* In collaboration with sectoral colleagues and senior management, identify the areas of focus for gender programming/projects with the greatest potential for impact and scale, in alignment with the UNICEF GAP and the country/regional priorities;
* Work with sectoral counterparts and programme colleagues to incorporate sound gender indicators and measures in programme/project and policy initiatives, proposals, and advocacy efforts and assist in developing gender-sensitive theories of change models for sector and cross-sectoral programming;
* Liaise and consult with sections, government and other external partners (civil society, NGOs, private sector) to identify areas for convergence, and support the development and reinforcement of partnerships in gender equality programming.

**Support to program monitoring, reporting and delivery of results (including emergency contexts)**

* Support indicator identification, measurement and performance tracking as it relates to gender mainstreaming and the Targeted Gender Priorities, in collaboration with M&E Specialist and sectoral teams;
* Participate in cross-sectoral collaboration and coordination on key programmatic results on gender, ensuring coherence, maximization of synergies and efficiency in utilization of resources and delivery of results;
* Support the strengthening of data systems and collection, as well as accountability mechanisms to monitor and evaluate progress on gender results and high-quality reporting on gender results;
* Support the integration of data collection, tracking, analysis and reporting on the indicators for the UNICEF GAP into programme results and gender performance benchmarks into M&E systems;
* Participate in the strengthening of the quality of research and evidence building on gender related programming, by supporting the bringing in of the latest learning and insights from the field of gender and development, and supporting the input of a coherent, well-prioritized research agenda in alignment with the UNICEF GAP;
* Support the planning and implementation of the gender reviews and make sure that the recommendations that come out of the gender review are integrated into the 2023-2027 CP strategy and action plans and humanitarian strategies and action plans in emergency contexts;
* Participate and/or actively represent UNICEF in relevant coordination bodies at the inter-agency level (gender task force and theme group or other networks, if relevant), participate as a member of steering committees, and provide close oversight of inter-agency joint programmes;
* Support the M&E Specialist, and sectoral teams to ensure that gender-sensitive indicators and performance benchmarks, Results Assessment Module (RAM) gender indicators, Gender Equality Marker (GEM) tagging are being included, routinely monitored, analyzed and utilized at the country-level; oversight over gender results and gender expenditures reporting.

**Evidence generation, innovation and knowledge management (including emergency contexts)**

* In coordination with the refugee Gender Task Force and other relevant platforms, provide technical support and guidance to national government, NGOs, UN Agencies and other country-level and local-level partners on aspects of gender programming and to ensure incorporation of gender indicators and measures in programmes/projects, policy initiatives, proposals, and M&E systems.
* Initiate documentation and sharing of the country-level experience in gender programming and lessons learned as part of the Refugee Response Plan (RRP).
* Support management and HR in the development of systems, tools and processes that enable staff members and external partners to enhance their understanding and adoption of gender sensitive behaviors and to support implementation of the UNICEF GAP.
* Support the update of adequate emergency preparedness measures and response plans that reflect gender needs.
* Support implementing/operational partners and implementing arrangements in order to ensure an effective, gender-inclusive emergency response

**Advocacy, networking and partnership building (including emergency contexts)**

* Liaise with UNHCR, section leads and emergency focal points to ensure that gender is being considered in the analysis and programming, in the event of emergencies.
* Collaborate with other UN agencies and partners to enhance robust gender results in sectoral programmes at the country level. If necessary, represent UNICEF in external meetings on gender integration into sectoral and cross-sectoral results;
* Support mapping of potential new partnerships and leverage existing partnerships to accelerate UNICEF GAP implementation at the country level in determined priority areas;
* Collaborate with other UN agencies and partners to enhance gender results at the country level. As required, represent UNICEF in external meetings on gender, including with sectoral networks, NGOs, partners, government counterparts, donors, the Regional Office, and the UN Country Team meeting on gender.

**Other activities**

* To perform other gender related duties, as required, to contribute to the results outlined below.

The efficiency and efficacy of the consultant will help UNICEF Moldova to enhance the capacity of Country Office in achieving the following results:

* Sectoral and cross-sectoral programmes/projects on gender are effectively and efficiently supported and implemented in alignment with the UNICEF GAP targeted gender priorities and country/ regional/ sectoral priorities through the timely and systematic provision of coordination and technical expertise on gender.
* The performance of the gender programmes are timely monitored, analysed and evaluated, and the findings of the measurement and research are integrated into the planning and reporting. Programmatic financial resources allocated to gender programming and results are effectively planned and managed for cost-efficient utilisation, and the progress on the gender programme expenditures are timely monitored and reported.
* Knowledge, information and best practices on effective gender programming is generated, managed and shared within internal networks and with external partners to support programmes in changing gender disadvantage and discrimination.
* Gender needs for emergency preparedness (response and reconstruction, in the event of emergencies) are identified and integrated into the emergency programme planning and implementation.

**Key deliverables and delivery dates/timeline\***

|  |
| --- |
| **Support to strategic planning and program/project development (including emergency contexts) – due by 31 May 2023 (30 days)**   * Develop UNICEF Moldova Gender Mainstreaming Strategy for 2023-2027 and Action Plan on Gender for 2023-2024; * Coordinate identification of the areas of focus for gender programming/projects with the greatest potential for impact and scale; * Support revision of programme documents, including humanitarian once to ensure gender dimension is properly reflected under results framework. |
| **First payment – 40%, by 31 May 2023** |
| **Support to program monitoring , reporting and delivery of results (including emergency contexts) due by 30 September 2023 (20 days)**   * Participate in the strengthening of the quality of research and evidence building on gender related programming; * Support to include gender-sensitive indicators and performance benchmarks, Results Assessment Module (RAM) gender indicators, Gender Equality Marker (GEM) tagging are being included, routinely monitored, analyzed and utilized at the country-level; oversight over gender results and gender expenditures reporting.   **Evidence generation, innovation and knowledge management (including emergency contexts) due by 30 September 2023 (20 days)**   * Initiate documentation and sharing of the country-level experience in gender programming and lessons learned as part of 2023 Work Plans and Refugee Response Plan (RRP); * Facilitate the implementation and documentation of innovative practices, approaches and latest technology on media and digital platforms and networks. |
| **Second payment – 40%, by 30 September 2023** |
| **Advocacy, networking and partnership building (including emergency contexts) due by 30 November 2023 (20 days)**   * Support mapping of potential new partnerships and leverage existing partnerships to accelerate UNICEF GAP implementation; * Liaise with UNHCR, section leads and emergency focal points to ensure that gender is being considered in the analysis and programming |
| Third (final payment) – 20%, by 30 November 2023 |

\* Detailed deliverables and exact deadlines will be mutually agreed upon contract signature

Reporting

The Consultant will work under direct supervision of the Monitoring & Evaluation Specialist and in collaboration with the Deputy Representative and sectoral teams. UNICEF will regularly communicate with the Consultant and provide feedback on deliverables performance and all other necessary support to achieve objectives of the assignment, as well as remain aware of any upcoming issues related to the Consultant performance and the quality of work. All the activities and deliverables undertaken by the Consultant shall be discussed and planned in consultation with UNICEF.

All products will be subject to UNICEF review before approval. All deliverables need to be submitted in electronic format (Word, Excel, Visual etc,) in English.

**Branding, communication and audiences**

All resources developed will remain the property of UNICEF. These resources may be utilized for other purposes, now, in the future and/or with other partners with which UNICEF collaborates.

**Performance indicators for evaluation of results**

The performance of work will be evaluated based on the following indicators:

* Completion of tasks specified in ToR;
* Compliance with the established deadlines for submission of deliverables;
* Quality of work;
* Demonstration of high standards in cooperation and communication with UNICEF and counterparts.

**Qualifications**

Education:

* Advanced university degree (Masters or higher) in the social sciences is desired (i.e. sociology, demography, psychology, political science, social policy or economics), public health, public policy, public administration, international development, or in an area relevant to UNICEF’s sectoral work (e.g. Health, Nutrition, Education, Social and /or Child Protection, Social Inclusion etc.), required.
* Academic credentials in gender, highly preferred.

Knowledge / Experience:

* Minimum four years of progressively responsible professional experience and demonstrated track record of having undertaken and led substantive programming and research on gender and development in key issue areas that are the focus of UNICEF’s Gender Action Plan, required.
* Experience in designing, implementing, managing, and delivering results-based programmes/projects on gender and development or any other cross cutting programmes, required.
* Experience in working with international organizations (working with UNICEF/other UN Agencies highly preferred).
* Experience in emergency response , highly preferred.

Language Proficiency

* Excellent communication skills in English.
* Fluency in Romanian .

Skills:

* Strong writing and communication skills especially in team environments, highly preferred.
* Ability to work independently with confidence and self-motivation, necessary.
* Highly organized and proactive with timely production of materials, necessary.

**Requirements**

* Completed profile in UNICEF's e-Recruitment system; with CV and copy of academic credentials.
* Financial proposal will include rate (in US$) to undertake the services described in this terms of reference.
* Indication of your availability to undertake the terms of reference.
* Payment of professional fees will be based on submission of agreed satisfactory deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

The contract does not allow payment of off-hours, medical insurance, taxes, and sick leave. UNICEF reserves the right to withhold all or a portion of the payment if performance is unsatisfactory, if work/output is incomplete, not delivered or for failure to meet the agreed deadlines.

Considering national consultancy services required under the current ToRs (for Moldovan nationals), MDL will serve as contract currency, converted at the UN exchange rate applicable at the contract signature date.

**Work location, official travel involved and support provided by UNICEF**

Considering the time period for implementation of the assignment, majority of the planned tasks could be done remotely, including face-to-face meetings will be possible. Office space might be provided when needed to ensure related work activities are properly implemented.

In-country duty travel expenses will be covered directly by UNICEF.

UNICEF will provide the Consultant with relevant policies, documents, reports etc. , as well as facilitate the contact with relevant stakeholders and partners. UNICEF will ensure timely feedback to all deliverables to be presented by the Consultant.

**Child Safeguarding**

Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?

   YES     NO      

**Ethical considerations**

Potential contractor will need to agree to meet the standards set in the [UNICEF Procedure for Ethical Standards in Research, Evaluation, Data Collection and Analysis](https://www.unicef.org/supply/files/ATTACHMENT_IV-UNICEF_Procedure_for_Ethical_Standards.PDF). No major ethical, cultural or organizational risks are foreseen. The Consultant should be sensitive to beliefs, manners and customs and act with integrity and honesty while interacting with stakeholders and beneficiaries. Furthermore, the Consultant should protect the anonymity and confidentiality of individual information. and use documents and information provided only for the tasks related to these terms of reference.

As per the [DHR Procedure on consultants and individual contractors](https://unicef.sharepoint.com/sites/portals/RF/Regulatory%20Framework%20Library/DHR%20Procedure%20on%20Consultants%20-%20DHR_PROCEDURE_2018_005.pdf), together with the Notification letter, the Consultant will be sent the [link on Agora](https://agora.unicef.org/course/view.php?id=15620) containing UNICEF policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment. The selected candidate must complete the applicable mandatory online courses on UNICEF’s learning platform prior to signature of contract.  All certificates should be presented as part of the contract.

**Evaluation criteria for selection**

The Consultant is expected to reflect in the submission the qualifications, knowledge and experience related to the requirements listed above. Technical evaluation will be performed through a desk review of applications, evaluation of technical proposals, and if necessary, may be supplemented by an interview.

The total amount of points to be allocated for the financial component is 30. The maximum number of points (30) will be allotted to the lowest price proposal of a technically qualified offer. Points for other offers will be calculated as Points (x) = (lowest offer/ offer x) \* 30.

The selection process is aimed at selecting the applicant who obtains the highest cumulative score (technical evaluation + financial offer evaluation points) following “best value for money” principle. UNICEF will provide timely feedback to all deliverables to be presented by the Consultant

**For every Child, you demonstrate...**

UNICEF’s core values of Commitment, Diversity and Integrity and core competencies in Communication, Working with People and Drive for Results. View our competency framework at: [Here](https://www.unicef.org/careers/media/1041/file/UNICEF%27s_Competency_Framework.pdf#:~:text=UNICEF%E2%80%99s%20Competency%20Framework%20establishes%20common%20standards%20of%20behaviour,values%20of%20Care%2C%20Respect%2C%20Integrity%2C%20Trust%20and%20Accountability.)

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, race, sexual orientation, nationality, culture, appearance, socio-economic status, ability, age, religious, and ethnic backgrounds, to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.