**UNICEF Moldova**

**Terms of Reference**

**National Individual Consultant for the update of the Theory of Change to advance the implementation of the Convention on the Rights of Persons with Disabilities and the disability-inclusive Sustainable Development Goals for all persons with disabilities in the Republic of Moldova.**

**Location:** Home-based

**Duration and timeline:** **15 working days,** over 1.5 months (November – December 2024)

1. **Background**

In 2020, UN Moldova submitted an expression of interest to the United Nations Partnership on the Rights of Persons with Disabilities Fund and developed a [Theory of Change (ToC) to advance the implementation of the Convention on the Rights of Persons with Disabilities (CRPD) in Moldova.](https://moldova.un.org/en/126023-theory-change-advance-implementation-convention-rights-persons-disabilities-and-disability)

The ToC aims to promote coordinated and strengthened support of the United Nations in the Republic of Moldova in the advancement of the implementation of the CRPD and the disability-inclusive Sustainable Development Goals (SDGs) for all persons with disabilities. The ToC allows UN Moldova to prioritize problems, barriers and needs to ensure the full inclusion of persons with disabilities, including children, refugees with disabilities, as well as to identify solutions.

The ToC explores seven focus areas: accessibility of persons with disabilities, inclusive education for all, inclusive social protection system, accessible and qualitative health services, participation and good governance in an inclusive society, equality before the law and accessible justice system, and inclusive and accessible employment for all. For each focus area, problems and relevant activities were identified.

In order for the ToC to remain fully instrumental, an update is needed to reflect the evolutions and ensure that the priorities and needs identified four years ago are still relevant. Likewise, it is essential to identify new priorities and needs as well as progress accelerators. The update of the ToC should reflect the human rights situations of persons with disabilities in Moldova holistically, including by: i) taking into account the situation of refugees with disabilities; ii) reflecting the human rights situation of persons with disabilities on both banks of the Nistru river; iii) the aspects related to climate change and priorities for strategic interventions of UN.

1. **Purpose, Objectives, Expected Results**

The purpose of the consultancy is to revise and update the existing [Theory of Change](https://moldova.un.org/en/126023-theory-change-advance-implementation-convention-rights-persons-disabilities-and-disability), to reflect accurately evolutions and changes regarding the human rights of persons with disabilities, including refugees with disabilities, women and children with disabilities, on both banks of the Nistru river.  The envisaged impact of the ToC is that all persons with disabilities, in particular women and children, fully enjoy their human rights due to state institutions ensuring a human rights-based approach (HRBA) to disability, including by facilitating their meaningful participation and engagement in decision-making processes. To contribute to this impact, the United Nations will address the following problems per each of seven focus areas mentioned above.

1. **Main tasks and responsibilities**:

Under the guidance of UNICEF Moldova Disability Inclusion Specialist ad Deputy Representative, and with support from relevant UN Agencies, in particular the UN Disability Inclusion Taskforce, the consultant will be responsible for the following two tasks:

1. Comprehensively review the existing Theory of Change and update relevant data to match evolutions over the past four years and reflect the main needs and challenges on promoting inclusion of persons with disabilities, including refugees with disabilities.
2. Reflect the human rights situation of persons with disabilities in the Transnistrian region in the update of the Theory of Change.
3. Deliverables and timeline:

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| --- | --- | --- |
| **Task** | **Deliverable** | **Expected timeline** |
| Desk analysis of all relevant materials | Updated Theory of Change | ​​​​5 working days |
| Inclusive consultations with relevant stakeholders – persons with disabilities, OPDs and CSOs, relevant state institutions and NHRIs | 5 working days |
| Update of the ToC | 4 working days |
| Review and endorsement of the ToC by the UNCT and Resident Coordinator Office | 1 working day |
| **Total** | | **15 days** |

\*Exact deadlines will be mutually agreed upon contract signature.

The costs of consultations ( venue, transportation etc) as well as for the final report ( proofreading, editing and design will be paid by other UN agencies upon completion.

1. Reporting requirements:

The selected consultant will report to UNICEF Moldova Deputy Representative and Disability Inclusion Specialist, in close consultation with the UN Moldova UN Disability Inclusion Taskforce members, who will regularly communicate with the selected consultant and provide feedback and guidance on its performance and all other necessary support so to achieve objectives of the consultancy.

The updated Theory of Change will be shared with the UN Disability Inclusion Taskforce by UNICEF Moldova.

The deliverable of the consultancy will be prepared and presented electronically to UNICEF for approval, and prior validation by UNCT. The reporting language is English.

1. **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 of cooperation and communication with UNICEF and with counterparts.

1. **Qualifications and experience:**

The national consultant should meet the following requirements listed below:

* Master’s degree in law, social work/sociology or a related field.
* Minimum of 7 years of relevant experience in the field of human rights, rights of persons with disabilities with focus on analytical work in the related fields;
* Minimum of 5 years working/professional evidenced experience in policy analysis and drafting policy and/or project documents;
* Extensive experience of conducting consultations with the government and civil society organizations and development partners (minimum 5 projects in total);
* Proven analytical and drafting skills, including in the identification of key issues and how they interrelate in policy context of public and private finance;
* Fluency in written and oral (technical level) English, Romanian and Russian languages.

1. **Content of technical proposal:**

The Technical Proposal should include:

* Curriculum Vitae
* Cover Letter

1. **Content of financial proposal:**

The applicant should fill in the Financial Offer Template and specify an all-inclusive fee in MDL, to complete the tasks/deliverables described in the Terms of Reference. Other expenses directly related to the ToR assignments and deliverables such as: (translation/interpretation costs, local transportation etc.) may be included in the financial offer unless specified that UNICEF will cover them separately (see paragraph 14 and 15 below).

The final selection will be based on the principle of “best value for money” i.e. achieving desired outcome at lowest possible fee.

If not provided by ToR, UNICEF will not reimburse costs not directly related to the assignment. This 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 payment if performance is unsatisfactory, if work/output is incomplete, not delivered or for failure to meet deadlines.

1. **Evaluation criteria for selection:**

The candidate 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 price 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.

1. **Payment schedule:**

The payment will be made as one lumpsum, upon submission and acceptance of the deliverable stipulated in the table above.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs are incomplete, not delivered for failure to meet deadlines.

1. **Work location and official travel involved:**

The assignment may require local travel. The travel arrangements and costs (transportation, venue) will be covered by other UN agencies.

1. **Definition of supervisory arrangements**

The consultant will work under the oversight of Disability Inclusion Specialist and Deputy Representative of UNICEF Moldova, in close coordination with UNCT Disability Inclusion Taskforce. Payment will be rendered upon successful completion of the task, as per outlined above.

1. **Support provided by UNICEF:**

UNICEF will regularly communicate with the selected consultant and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work. UNICEF will provide an initial package of relevant documents and available research, and an initial list of relevant experts and counterparts to work with. UNICEF will also facilitate the coordination with other UN agencies and will also mediate with Government entities for data sharing and access.

The costs of consultations (venue, transportation etc), as well as for the final report (proofreading, editing and design), will be covered directly by other UN agencies.

1. **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**           If YES, check all that apply:

1. **Ethical considerations**

The Consultant will ensure that the process is in line with the United Nations Evaluation Group (UNEG) Ethical Guidelines. 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. The consultant can use documents and information provided only for the tasks related to these terms of reference.

As per the [DHR PROCEDURE ON CONSULTANTS](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 UNICEF’s learning platform, 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.

1. **Other considerations**

Individuals engaged under a consultancy contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants. Consultants are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible to ensure that the health insurance required to perform the duties of the contract is valid for the entire period of the contract.

UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.