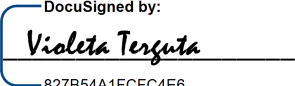
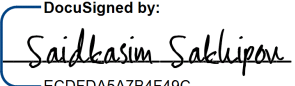
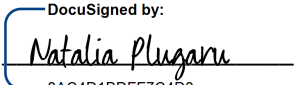


TERMS OF REFERENCE FOR INDIVIDUAL NATIONAL CONSULTANT

TERMS OF REFERENCE Individual National Consultant to provide administrative and logistics assistance in response to the refugees crisis from Ukraine	
Hiring Office:	UNFPA Moldova Country Office
Purpose of consultancy:	<p>The UNFPA Moldova Country Office is looking to contract a National Consultant to provide administrative and logistics assistance in response to the refugees' crisis from Ukraine.</p> <p>UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. Since 1995 UNFPA has been active in the Republic of Moldova, being the lead UN agency in supporting the national Government's efforts in developing and implementing policies and programs on sexual and reproductive health and rights, including cervical cancer prevention, family planning, STIs and HIV prevention, gender-based violence prevention, safe motherhood, including in crises/emergencies context, considering that Moldova is a country vulnerable to various natural adverse phenomena (including floods, droughts, windstorms, heavy snow falls, landslides, and seismic events), being also vulnerable to epidemics due to high density and high population migration rates.</p> <p>Access to quality GBV response services in emergencies is essential. In the context of a significant increase in the number of refugees that might result from a potential major escalation of the conflict in Ukraine - it is of the utmost importance for the UNFPA to support the national Government in GBV response. UNFPA Moldova Country Office foresees increasing its organizational capacity in providing support to the national Government, with a focus on preventing and responding to GBV and addressing the needs of the refugees and affected population.</p> <p>Whilst the national Government continues to further address the impact of the Covid-19 pandemic, the country in its present state would lack the institutional capacity and experience to support large numbers of refugees resulting from a major escalation of the conflict which started in Ukraine on February 24th, 2022, including at the point of entry, and would require international support to deal with this crisis, even if only as a transit country. The unresolved Transnistria region conflict would present a complicating factor in the context of a major escalation of the conflict in Ukraine.</p> <p>Thus, in the context of significant numbers of refugees that might result from a potential major escalation of the conflict in Ukraine - it is of the utmost importance for UNFPA to support the national Government in ensuring the provision of refugees with dignity kits, including products for menstruation hygiene management for women and girls refugees, and also the access to lifesaving sexual and reproductive health services, including the awareness raising of the refugees and particularly of adolescent girls and women of reproductive age, on the availability of GBV referral services, SRH services and on the referral mechanisms/ modality to access them.</p> <p>UNFPA Moldova Country Office foresees to increase its organizational capacity in providing humanitarian support to the national Government, with a focus on addressing GBV response needs of the affected population in the context of the humanitarian crisis situation.</p>

	<p>In that regard, an International Expert - GBV Humanitarian Coordinator - will be in a Surge Mission to the Republic of Moldova aiming to support the UNFPA Moldova Country Office in planning, coordination and implementation of UNFPA's interventions in GBV area in humanitarian context.</p> <p>A National Consultant is planned to be also contracted by UNFPA Moldova to provide technical assistance in Humanitarian Context, particularly providing support to the International Expert - GBV Humanitarian Coordinator, during Surge Mission to the Republic of Moldova.</p>
<p>Scope of work: (Description of services, activities, or outputs)</p>	<p>Under the overall guidance of the International Expert - GBV Humanitarian Coordinator, the Individual National Consultant will:</p> <ul style="list-style-type: none"> - provide substantial administrative assistance, supporting planning and implementation of the UNFPA's interventions in the context of the current refugees' crisis; - Undertakes logistical, administrative, secretarial and financial arrangements for meetings, workshops, training and other program and sub-working group activities - organize site visits of the international and national experts, be in contact with national and local stakeholders and set meetings and visits to sites; - support in organizing the agendas; - participate in field visits and meetings aiming to check the refugees GBV needs and support identifying the opportunities for UNFPA assistance; - monitor the availability of quality interventions in place aiming to address the GBV needs of the affected population; - Assists procurement services and contracting processes; including seeking tenders, collecting offers, maintaining procurement and distribution records and coordination with the procurement team. · Prepares information and/or briefs, summaries and background documentation required by missions and special meetings; - prepare various documents, reports and takes minutes as required; prepares reports and informal translations and may act as interpreter, as required; - Maintains an office e-filing system and assist in archiving, and maintaining up-to-date electronic mailing lists; · Supports logistics arrangements of GBV program staff; such as Travel Authorization, ticket & accommodation booking and raises Requisitions in the system. - Assists day-to-day communication with implementing partners; - other duties as required by UNFPA Moldova office.
<p>Duration and working schedule:</p>	<p>The work is expected to commence on 27th of September 2022 and end on 27 January 2023; with possibility of further extension as needed.</p> <p>The volume of consultancy has been estimated at up to 97 full working days.</p> <p><i>Note: The mentioned number of working days has been estimated as being sufficient/ feasible for the envisaged volume of work to be completed successfully and cannot be used as criteria for completion of work/assignment. The provision of envisaged deliverables approved by UNFPA would be the only criteria for the Contractor's work being considered completed and eligible for payment/s.</i></p>
<p>Place where services are to be delivered:</p>	<p>The work will be performed by the National Individual Consultant home-based & within the UNFPA Moldova Country Office in Chisinau when needed, also during field trips that are foreseen to be conducted at the subnational level.</p>

<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>The National Consultant is expected to complete and submit the following deliverables on the specified dates:</p> <table border="1" data-bbox="462 205 1386 1346"> <thead> <tr> <th data-bbox="462 205 1122 268">Deliverables</th> <th data-bbox="1122 205 1386 268">Deadline</th> </tr> </thead> <tbody> <tr> <td data-bbox="462 268 1122 485">Brief Monthly Narrative Activity Report in English language on the achieved results in September 2022 within the current assignment - shall be developed and submitted to UNFPA Moldova Country Office, in electronic format (not more than 3 pages overall).</td> <td data-bbox="1122 268 1386 485">By 30th September 2022</td> </tr> <tr> <td data-bbox="462 485 1122 701">Brief Monthly Narrative Activity Report in English language on the achieved results in October 2022 within the current assignment - shall be developed and submitted to UNFPA Moldova Country Office, in electronic format (not more than 3 pages overall).</td> <td data-bbox="1122 485 1386 701">By 31st October 2022</td> </tr> <tr> <td data-bbox="462 701 1122 917">Brief Monthly Narrative Activity Report in English language on the achieved results in November 2022 within the current assignment - shall be developed and submitted to UNFPA Moldova Country Office, in electronic format (not more than 3 pages overall).</td> <td data-bbox="1122 701 1386 917">By 30th November 2022</td> </tr> <tr> <td data-bbox="462 917 1122 1134">Brief Monthly Narrative Activity Report in English language on the achieved results in December 2022 within the current assignment - shall be developed and submitted to UNFPA Moldova Country Office, in electronic format (not more than 3 pages overall).</td> <td data-bbox="1122 917 1386 1134">By 31st December 2022</td> </tr> <tr> <td data-bbox="462 1134 1122 1346">Brief Monthly Narrative Activity Report in English language on the achieved results in January 2022 within the current assignment - shall be developed and submitted to UNFPA Moldova Country Office, in electronic format (not more than 3 pages overall).</td> <td data-bbox="1122 1134 1386 1346">By 31st January 2023</td> </tr> </tbody> </table>	Deliverables	Deadline	Brief Monthly Narrative Activity Report in English language on the achieved results in September 2022 within the current assignment - shall be developed and submitted to UNFPA Moldova Country Office, in electronic format (not more than 3 pages overall).	By 30 th September 2022	Brief Monthly Narrative Activity Report in English language on the achieved results in October 2022 within the current assignment - shall be developed and submitted to UNFPA Moldova Country Office, in electronic format (not more than 3 pages overall).	By 31 st October 2022	Brief Monthly Narrative Activity Report in English language on the achieved results in November 2022 within the current assignment - shall be developed and submitted to UNFPA Moldova Country Office, in electronic format (not more than 3 pages overall).	By 30 th November 2022	Brief Monthly Narrative Activity Report in English language on the achieved results in December 2022 within the current assignment - shall be developed and submitted to UNFPA Moldova Country Office, in electronic format (not more than 3 pages overall).	By 31 st December 2022	Brief Monthly Narrative Activity Report in English language on the achieved results in January 2022 within the current assignment - shall be developed and submitted to UNFPA Moldova Country Office, in electronic format (not more than 3 pages overall).	By 31 st January 2023
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<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>The monitoring will be ensured through regular information on progress within joint meetings and via: e-mail, phone calls, on-line calls.</p> <p>At the end of each completed month of service the National Consultant will provide a brief monthly narrative activity report.</p>												
<p>Supervisory arrangements:</p>	<p>The consultant will work under direct supervision of the UNFPA Administrative Associate.</p>												
<p>Expected travel:</p>	<p>Individual National Consultant is expected to travel within the country to border crossing points and refugees' placement centers.</p>												
<p>Required expertise, qualifications and</p>	<p>The UNFPA Moldova Country Office is looking for a National Individual Consultant who has the following educational background, qualifications and expertise:</p>												

competencies, including language requirements:	<ul style="list-style-type: none"> • University degree in economics, international relations, public administration, social sciences and/or other related areas; • At least 6 years of progressive experience in administrative work, logistics, project management, or other substantive area is required, preferably in international environment; • Prior experience in development assistance or related work for a donor organization, governmental institutions and/or NGOs, is a very strong advantage; • Good organizational skills, results orientation, excellent writing and communication skills & ability to work in team and to discuss sensitive issues with different stakeholders, are required; • Excellent computer skills (especially MS Office applications) and ability to use information technology as a tool and resource, are required; • Fluency in Romanian, Russian and English, is required.
Inputs / services to be provided by UNFPA or implementing partner	<p>Office space at the UNFPA Office in Chisinau will be provided, when needed.</p> <p>The travel expenses in the context of foreseen field trips at the subnational level - will be covered by the UNFPA Moldova in accordance with UNFPA Travel Policy.</p>
Other relevant information or special conditions, if any:	<p>Selection process: a suitable potential candidate will be selected in line with UNFPA Policy and Procedures for Contracting Individual Consultants - without a competitive process (ensuring that the prospective National Individual Consultant is fully suitable according to the Terms of Reference provisions).</p> <p>Basis of payment: Payment will be done on monthly basis, as per the number of days worked, upon positive evaluation and approval by UNFPA of the monthly activity reports.</p> <p>Requirements for concluding the Contract with Individual Consultants: Before signing the Contract with UNFPA, each Individual Consultant is required to pass the following mandatory courses and submit the completion Certificates to UNFPA:</p> <ul style="list-style-type: none"> • Prevention of Sexual Exploitation and Abuse https://extranet.unfpa.org/Apps/PSEA2017/ • Fraud and Corruption Awareness and Prevention https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html • BSAFE Security Training https://training.dss.un.org/
<p>Requesting Officer in Hiring Office:</p> <p>Violeta Terguta, GBV Programme Analyst  Date: 13-Sep-2022 827B54A1FCFC4E6...</p> <p>Cleared by:</p> <p>Saidkasim Sakhipov, Emergency Coordinator to RM  Date: 13-Sep-2022 ECDFDA5A7B4F49C...</p> <p>Approved by:</p> <p>Natalia Plugaru, UNFPA Moldova Assistant Representative  Date: 13-Sep-2022 8AC4D1BDEF7C4D3</p>	

