

Terms of Reference h7

International Consultant/ professional executive coach to conduct virtual coaching sessions for the staff of the Ministry of Foreign Affairs and European Integration and other ministries within the Government of the Republic of Moldova

Location:	Chisinau, Moldova
Type of contract:	Consultant – Special Service Agreement (SSA)
Post level:	International consultant
Application type:	External
Languages required:	Fluent in English (Romanian will be an asset)
Starting date:	2 October 2023
Duration of assignment:	From October to mid-December 2023
Working commitment:	The consultant will deliver up to 20 coaching sessions (up to 1 h each)

I. Background

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.

The work of UN Women in the Republic of Moldova is guided by its [Strategic Note for Moldova 2023-2027](#) (UN Women SN), aligned with [United Nations Sustainable Development Cooperation Framework 2023-2027 \(UNSDCF\)](#), the [Global Strategic Plan of UN Women for 2022-2025](#), the [Programme on promoting and ensuring gender equality in the Republic of Moldova 2023-2027](#) (Gender Equality Programme), and aims to contribute to the gender-responsive implementation of the [2030 Agenda for Sustainable Development](#).

The UN Women SN focuses on three main areas where gender equality gaps are still present: 1) strengthening women's participation in politics and decision making, 2) advancing the economic empowerment of women and 3) preventing and combating violence against women and girls. To achieve progress under these areas, UN Women works with variety of national and international partners and as part of different national and regional initiatives, contributing to the implementation.

Since the ratification in 1994 of the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and following the Fourth World Conference on Women in Beijing, the Republic of Moldova took concrete measures in building the national institutional mechanism on gender equality, with the aim to reduce the persistent gender inequalities in all political, economic, social, health and cultural public sphere, as well as in private sphere in aspects of care and domestic work.

Guided by its SN, UN Women provides extensive support to relevant national and local stakeholders to ensure promotion of women's leadership, political participation, and economic empowerment, as well development of gender sensitive policies and strengthen capacity of the civil servants, at central and local level.

In 2021 UN Women expanded the cooperation with the Ministry of Foreign Affairs and European Integration (MFAEI) by supporting the advancement and institutionalization of gender equality within the ministry. As part of these efforts, UN Women supported the awareness raising and capacity development of women and men diplomats, through their

participation in a series of knowledge building sessions on gender equality issues, gender sensitive policy making, gender sensitive language, etc.

In the frame of MFAEI Gender Action Plan and its related commitment to staff capacity development, but as well in line with the Gender Equality Programme (Objective 5 Promoting women, including women from under-represented groups, in leadership and decision-making at central and local level), UN Women is planning to support the MFAEI and other Government authorities, in conducting leadership and executive coaching sessions for mid to senior managers, in order to give managers the building blocks to recognize the traits and styles of effective leaders, sharpen existing leadership skills, negotiation skills, and master new strengths with the focus on bolstering leadership, building on participants' strengths to overcome weaknesses, improving communication and influencing skills for effective communication at all levels, building a winning team by becoming an effective team leader etc.

For this purpose, UN Women seeks to hire a professional executive coach (international consultant) with previous experience in coaching, preferably with experience of conducting executive coaching for the diplomatic service.

The proposed activities would support managers in a) managing time, priorities, and work; b) clarifying and applying professional development and career planning c) assessing leadership/negotiation strengths, improvement areas and performance opportunities d) building effective teams etc.

II. Scope of Work/Duties and Responsibilities

The International Consultant will be responsible for conducting 14 virtual executive leadership coaching sessions for mid to senior level manager from MFAEI (women and men), and 6 sessions to other Government officials (primarily women) - to be identified by UN Women.

The Consultant is expected to use tested models and tools appropriate for the delivery of tailored coaching to senior and middle executives, including in the public/governmental sector and diplomacy - taking into account the strategic context, the expected success factors for the client and how to support the client to translate aspirations and goals into reality.

III. Expected Deliverables:

1. Up to 2 executive coaching sessions (to be held in sessions of 30 min or 1 h each) conducted for up to 7 managers from MFAEI, from October to mid-December 2023. Total – 14 sessions.
2. An additional 6 session (to be held in sessions of 30 min or 1 h each) conducted for other mid to senior level Government officials, primarily women, from October to mid-December.
3. Final report on the support provided.

IV. Management Arrangements

Organizational Setting: The international consultant will be working under the supervision of the UN Women Programme Specialist, and in close collaboration with the MFAEI leadership.

Contributions: UN Women and MFAEI will put at the disposal of selected international consultant all available materials and necessary information for tasks achievement and will facilitate the meetings, as needed.

V. Travel and other logistic arrangements

Current assignment does not require travel to Moldova.

VI. Performance evaluation:

Consultant's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

VII. Financial arrangements:

Payment will be disbursed in **one installment** upon submission of timesheets and approval of a report on carried out activities, and certification by the UN Women Programme Specialist and MFAEI that the services have been satisfactorily performed.

VIII. Competencies

Functional Competencies:

- Familiar with human rights terminology
- IT literacy
- Flexibility

Core Values

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women's Core Values and Competencies: <https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/About%20Us/Employment/UN-Women-values-and-competencies-framework-en.pdf>

Qualifications Education:

- Advanced University Degree (Master's degree or equivalent) in psychology, sociology, or related fields.

Experience:

- At least 7 years' expertise in designing and facilitating Executive Coaching to senior managers.
- Experience of conducting Executive Coaching for ministries of foreign affairs. affairs/diplomatic services, senior government officials will be an asset.

- Excellent analytical, facilitation and communications skills and ability to negotiate amongst a wide range of stakeholders (in P11 include any examples in the previous roles where respective skills were applied).
- Sound knowledge and understanding of international best practices, tools and methodologies on executive coaching (in the previous work experience related to the assignment, listed in P11, to be mentioned tools and methodologies applied)
- Advanced understanding of gender equality and women's human rights;

Languages and other skills:

- Fluent in English; knowledge of Romanian is an asset.
- Computer literacy and ability to effectively use office technology equipment, IT tools, ability to use Internet and email.

APPLICATION PROCESS AND SUBMISSION PACKAGE

Interested candidates are invited to submit applications with the following documents.

- Duly filled Personal History Form P11 and the CV, including records on past experience in similar projects/ assignments and specific outputs obtained; P11 can be downloaded at <https://www.unwomen.org/en/about-us/employment/application-process>
- Financial proposal – specifying a total lump sum amount for the task specified in Terms of References. The Financial proposal shall include a breakdown of this lump sum amount (daily rate). Please see ANNEX I and ANNEX II.

EVALUATION PROCEDURE

Interested candidates are invited to submit their **online applications by September 15, 2023** with the following documents:

- Duly filled Personal History Form P11 and the CV
- Letter of Intent to include a brief overview about which of your previous experiences makes you the most suitable candidate for the advertised position.
- Financial proposal – specifying a total lump sum amount for the task specified in Terms of References. The Financial proposal shall include a breakdown of this lump sum amount (daily rate). Please see ANNEX I and ANNEX II.

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

1. Advanced University Degree (Master's degree or equivalent) in psychology, sociology, or related fields.
2. At least 7 years' expertise in designing and facilitating Executive Coaching to senior managers.
3. Fluency in written and oral English.

The short-listed individual consultants will be further evaluated based on a cumulative analysis scheme, with a total score being obtained upon the combination of weighted technical and financial attributes. Cost under this method of analysis is rendered as an award criterion, which will be 30% out of a total score of 195 points.

Evaluation of submitted offers will be done based on the following formula:

$$B = T + \frac{C_{low}}{C} \times X$$

where:

- T is the total technical score awarded to the evaluated proposal (only to those proposals that pass 70% of the maximum 150 points obtainable under technical evaluation);
- C is the price of the evaluated proposal;
- C_{low} is the lowest of all evaluated proposal prices among responsive proposals; and
- X is the maximum financial points obtainable (45 points)

Technical evaluation will be represented through desk review of applications and further interview will be organized if needed, depending on the short-listed candidates' qualifications.

A) Technical Evaluation: The technical part is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

No.	Criteria for technical evaluation	Max. points
1.	At least 7 years' expertise in designing and facilitating Executive Coaching to senior managers. <i>(7 years – 30 pts, each additional year – 10 pts, up to max 60)</i>	60
2.	Experience of conducting Executive Coaching for <u>ministries of foreign affairs/diplomatic services, senior government officials</u> will be an asset <i>(with relevant experience – 30 pts, without relevant experience – 0 pts).</i>	30
3.	Excellent analytical, facilitation and communications skills and ability to negotiate amongst a wide range of stakeholders <i>(P11 includes examples in the previous roles of the applicant where respective skills were applied).</i> <i>(Yes – 30 pts: No – 0 pts.)</i>	30
4.	Sound knowledge and understanding of international best practices, tools and methodologies on executive coaching <i>(in the previous work experience related to the assignment, listed in P11, to be mentioned tools and methodologies applied).</i>	20
6.	Fluency in written and oral English is required; knowledge of Romanian language is an asset. <i>(5 pts each)</i>	10

Maximum total technical scoring:	150
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B) Financial evaluation: In the Second Stage, the financial proposal of candidates, who have attained minimum 70% score in the technical evaluation (at least 105 points), will be compared.

Winning candidate

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

Please note that only applicants who are short-listed will be contacted.

In July 2010, the United Nations General Assembly created UN Women, the United Nations Entity for Gender Equality and the Empowerment of Women. The creation of UN Women came about as part of the UN reform agenda, bringing together resources and mandates for greater impact. It merges and builds on the important work of four previously distinct parts of the UN system (DAW, OSAGI, INSTRAW and UNIFEM), which focused exclusively on gender equality and women's empowerment.

The United Nations in Moldova is 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.

Annex I: Price Proposal Guideline and Template

The prospective International Consultant should take the following explanations into account during submission of his/her price proposal.

1. Lump Sum Amount

The price proposal should indicate a "lump sum amount" which is "all-inclusive"; All costs (professional fees, living allowances, communications, consumables, travel and accommodation expenses during field related missions, etc.) that could possibly be incurred by the Contractor needs to be factored into the proposed price.

UN Women will not withhold any amount of the payments for tax and/or social security related payments. UN Women shall have no liability for taxes, duties or other similar charges payable by the Individual Contractor in respect of any amounts paid to the Individual Contractor under this Contract, and the Contractor acknowledges that UN Women will not issue any statements of earnings to the Individual contractor in respect of any such payments.

Contract price is fixed to activities/deliverables indicated in the ToR, regardless of the changes in the cost components (such as days invested for completion of the deliverables.)

2. Travel costs

During assignment's related missions, UN Women Moldova office will cover travel cost for international consultant for the agreed upon routing and in conformity with UN Women applicable rules and regulations. Flight costs will be covered at economy class rate as per UN Women policies.

Should the international consultant wish to travel on a higher class he/she should do so using their own resources.

3. Daily Subsistence Allowance

Daily subsistence allowance will be paid to the international consultant at the applicable UN rates on the date of travel. DSA will be applicable for nights spent in Moldova at selected venues.

4. Currency of the price proposal

The applicants are requested to submit their price proposals in USD. In case of proposals in other currency, these shall be converted into USD using the official UN exchange rate for currency conversion to USD at the date of applications' submission deadline.

Annex II: Price Proposal Submission Form

To: United Nations Entity for Gender Equality and the Empowerment of Women

Ref: International Consultant/ professional executive coach to conduct virtual coaching sessions for the staff of the Ministry of Foreign Affairs and European Integration and other ministries within the Government of the Republic of Moldova

Dear Sir / Madam,

I, the undersigned, offer to provide professional consulting services to UN Women within the scope of the referred Assignment.

Having examined, understood and agreed to the Terms of Reference and its annexes, the receipt of which are hereby duly acknowledged, I, the undersigned, offer to deliver professional services, in conformity with the Terms of Reference.

My maximum total price proposal for the assignment is given below:

Description of Activity	Unit of measure (hour)	Unit price, USD	No. of units	Total Price, USD
Consultancy (hourly/per session) fee	40mins	\$350.00	20	\$7,000.00
Other related costs (please specify, if any): Legal Expenses		\$50	20	\$1000.00
Total Price, USD				\$8,000.00

I confirm that my financial proposal will remain unchanged. I also confirm that the price that I quote is **gross**, and is inclusive of all legal expenses, including but not limited to social security, income tax, pension, visa etc., which shall be required applicable laws.

I agree that my proposal shall remain binding upon me for 90 days.
I understand that you are not bound to accept any proposal you may receive.

[Signature]

Date: September 15, 2023

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