

## People in Need (PIN), Moldova Country Program

### TERMS OF REFERENCE Advocacy Expert/Consultant

Position:	Advocacy Consultant/Expert
Type of Contract:	Service Contract
Modus operandi:	2 days training for 15 NGOs of FEDRA network and mentoring sessions to 3 sub-granted NGOs
Country:	Moldova
Evaluation type:	Mixed (Technical terms, financial terms, interview)
Period of consultancy	October - December 2025, with possible extension until December 2026
Eligible candidates	Legal entity or natural person which is not registered as an entrepreneur

#### 1. Background and Context

People in Need (PIN) Moldova and SOS Autism are jointly implementing the multi-year project **INCLUDE**, funded by the Czech Development Agency (CzDA) until December 2027. The action is carried out in close partnership with the Ministry of Labour and Social Protection, the Ministry of Health, the Ministry of Education and Research, and local civil society actors, particularly the Federation for Rights and Resources of People with Autism Spectrum Disorders in the Republic of Moldova (FEDRA).

The general objective of the INCLUDE project is to strengthen the inclusion and empowerment of people with Autism Spectrum Disorder (ASD) to fully exercise their rights in Moldova. Within this framework, Specific Objective 3 focuses on enhancing the role of civil society in policy advocacy and monitoring of national public policies relevant to ASD.

Under Output 3.1, the project aims to strengthen the technical capacity of 15 NGOs, members of the FEDRA umbrella network, in advocacy, monitoring, and evaluation of public policy documents.

To contribute to this output, **Activity 3.1.1** foresees the delivery of a **two-day interactive training** (learning-by-doing) for 15 member NGOs of FEDRA, focused on the theory of change in public policies, monitoring and evaluation methodologies, and practical advocacy tools. This will be followed by targeted mentorship for 3 sub-granted NGOs out of 15 trained (**Activity 3.1.2**), who will apply the knowledge in practice, including development of monitoring and evaluation tools, identification of information sources, and planning of advocacy actions.

In this regard, a national expert with proven experience in public policy advocacy, monitoring, and evaluation will be contracted through an open competitive process.

## 2. Scope of Work

The purpose of this consultancy is to build the advocacy and policy monitoring capacity of 15 member NGOs of FEDRA, enabling them to effectively engage in the evaluation and improvement of public policies relevant to inclusion and empowerment of people with Autism Spectrum Disorder (ASD) to fully exercise their rights in Moldova.

The consultancy will employ a **learning-by-doing** methodology, combining an initial **2-day interactive training** with practical mentoring support to selected NGOs.

### **Training content will include:**

- Understanding the Theory of Change in public policy processes;
- Introduction to monitoring frameworks: what is to be monitored, who is monitoring, how and why it is important to monitor, intended outcomes, target audiences and frameworks for planning monitoring;
- Principles and methods for analysis of the information which has been collected during monitoring, including results analysis frameworks;
- Reliable sources of data and methods to analyze them.
- Practical tools and strategies for advocacy and influencing decision-making.
- Practical exercises analyzing relevant existent public policies.

The training agenda and materials will be developed by the expert and submitted to PIN for review and approval. The expert will also design a pre- and post-training knowledge assessment to measure the immediate impact.

Following the training, **3 NGOs** will be selected by PIN based on predefined criteria and will receive targeted **mentorship** over **40 working days (320 hours)** until **15 December 2025**.

The three monitored policy documents will be:

1. National Mental Health Program 2023–2027
2. National Program on Rare Diseases 2024–2028
3. National Program for Inclusive Education 2024–2027

### **Mentorship will include but is not limited to:**

- Developing the methodology, including monitoring and assessment tools;
- Identifying relevant data sources and stakeholders to collect and analyze data;
- Contribution to the evidence-based monitoring and evaluation reports produced by 3 grantees, which will be finalized in 2026.

### 3. Deliverables and Timeline (2025)

Deliverable	Consultancy Days	Deadline	Notes
Preparation of training agenda, PPT, and pre/post-training questionnaire	3	30 Sep 2025	<p>Agenda and materials approved by PIN, which may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>-Understanding the Theory of Change in public policy processes</li> <li>-Introduction to monitoring frameworks: what to monitor, who should monitor, how to monitor, why monitoring matters, intended outcomes, target audiences, and planning tools</li> <li>-Principles and methods for evaluation/assessment of the information collected through monitoring, including results evaluation frameworks</li> <li>-Reliable data sources and methods for their analysis</li> <li>-Practical tools and strategies for advocacy and influencing decision-making.</li> <li>-Practical exercises analyzing relevant existent public policies.</li> </ul>
Delivery of 2-day offline training in Chisinau	2	10 Oct 2025	For 15 NGOs
Drafting of training activity report (with pre/post-test analysis)	0.5	15 Oct 2025	Submitted to PIN
Ongoing mentorship offline and online for 3 selected NGOs	40 (320 hours)	15 Dec 2025	<p>Mentorship may include but is not limited to:</p> <p>Identification and elaboration together with the grantees of the methodology for developing public policy monitoring reports, including monitoring and assessment tools. The outcome of the mentorship will be 3 monitoring and analysis reports of 3 policy documents:</p>

Deliverable	Consultancy Days	Deadline	Notes
			<ul style="list-style-type: none"> <li>• National Mental Health Program 2023–2027</li> <li>• National Program on Rare Diseases 2024–2028</li> <li>• National Program for Inclusive Education 2024–2027</li> </ul> <p>Provision of informational support in collecting and interpreting the data necessary for developing public policy monitoring reports;</p> <p>Defining the advocacy actions to be undertaken to increase the impact of public policy based on report findings;</p> <p>Monthly participation with PIN staff in meetings dedicated to analyzing the progress of the grantees.</p>
Monthly summary reports of expert's activity	1.5	End of each month	Total 3 reports
Final consultancy report	1	20 Dec 2025	Approved by PIN

**Total:** 48 working days in 2025, with possibility to extend in 2026 in order to validate the monitoring and evaluation reports and present them to relevant authorities.

#### 4. Selection Process

To accept or reject the bid is the responsibility of the **evaluation team**, the decision of which shall be final.

### A. Qualification Criteria

Mandatory qualification criteria - candidates must possess the following mandatory minimum qualifications, which will be evaluated based on the **Pass/Fail** criteria. Failure to meet any qualification criterion will result in immediate disqualification from the bidding process:

- Bachelor's degree in the relevant field (Law, Political Science, Social Sciences, Public Admin, or related) or higher;
- At least 2 years of experience in monitoring and evaluation of public policies, including development of reports;
- At least 2 years of experience as a trainer or consultant to deliver trainings and provide mentorship in **advocacy and monitoring/evaluation of public policies**;
- Fluent knowledge of Romanian and Russian.

### B. Evaluation criteria

The evaluation committee will evaluate and award the contract on the basis of the following **evaluation criteria**:

- **70% Weightage for Technical Proposal**
- **30% Weightage for Financial Proposal**

#### Evaluation of Technical Proposal

Evaluation committee will assign points for the best quality of the sample, based on the following evaluation grid:

Criteria	Scoring	Max Points
<b>Technical evaluation</b>		
Relevant university degree (Law, Political Science, Social Sciences, Public Admin, or related)	Master's – 3 pts; Bachelor's – 2 pts	5
Experience in monitoring and evaluation of public policies, including development of reports	From 2 to 3 years – 5 pts; +1 per additional year (max 10 pts)	10
Experience as a trainer or consultant delivering trainings in advocacy and monitoring/evaluation of public policies	From 2 to 3 years – 5 pts; +1 per additional year (max 10 pts)	10

Criteria	Scoring	Max Points
<b>Technical evaluation</b>		
Language skills	RO & RU – 3 pts; EN – 2 pts	5
<b>Evaluation of trainer's experience</b> <i>(Will be determined by interview)</i>		
Organizational, coordination, and communication skills	Not meeting expectations – 0 pts Meeting some expectations – 3 pts Meets Expectation – 7 pts Exceeds Expectations – 10 pts	10
Familiarity with Moldova's legal, policy, and institutional context on ASD/social services	Not meeting expectations – 0 pts Meeting some expectations – 3 pts Meets Expectation – 7 pts Exceeds Expectations – 10 ptS	10
Experience working with civil society	Not meeting expectations – 0 pts Meeting some expectations – 3 pts Meets Expectation – 7 pts Exceeds Expectations – 10 pt	10
Relevant experience in the field of social inclusion, particularly from the perspective of persons with disabilities and child protection, with a focus on promoting rights and influencing policy.	Not meeting expectations – 0 pts Meeting some expectations – 3 pts Meets Expectation – 7 pts Exceeds Expectations – 10 pt	10
Maximum points		70

The technical score is calculated as:

$$S = (\text{Points B/Points A}) \times 70$$

Where:

S = score for financial evaluation

**Points A** = highest points score from all submitted offers;

**Points B** = actual points score received from committee.

### Evaluation of Financial Proposal

The financial offer should be submitted in MDL and must include all applicable taxes.

The financial score is calculated as:

$$S = (F_{\min} / F) \times 30$$

Where:

- **S** = score for financial evaluation
- **F<sub>min</sub>** = lowest financial offer
- **F** = financial offer under consideration

#### 1. Contract Award

The contract will be awarded to the bid that receives the Highest Combined Score. In the event of an equal number of points, the contract will be awarded to the bid with the lowest price.

### 5. Application Process

Applications must include:

1. CV
2. Cover letter
3. Example of relevant work on monitoring and evaluation of public policies
4. Two professional references
5. Completed Technical and Financial Offer (as per Annex 1)

Send applications by **September 28, 2025** EOD to **tender.moldova@peopleinneed.net** with subject line: *“Advocacy expert – [Name, Surname]”*.

Only shortlisted applicants will be contacted.

## Annex 1 – Template for Technical and Financial Offer

Please fill in the table below as part of your application. It will be used to assess both the technical quality of your approach and the cost-efficiency of your offer.

No.	Task	Deliverable	Methodological Approach (Briefly describe how you will complete the task)	Consultancy Days	Daily Rate (MDL)	Subtotal (MDL)
1	Preparation of agenda, training materials, and pre/post-training questionnaires	Approved agenda, prepared materials, and questionnaires		3		
2	Delivery of 2-day interactive training for 15 NGOs	Training delivered, pre/post questionnaires applied		2		
3	Drafting of training activity report (with pre/post-test analysis)	Training activity report		0.5		
4	Provision of mentoring sessions (individual and group) for 3 NGOs over approx. 90 calendar days (40 working days)	Mentorship plan, ongoing support, 3 policy monitoring reports drafted with expert's support		40		
5	Monthly summary reports of expert's activity on mentorship (3 reports)	Monthly reports		1.5		
6	Final consultancy report	Final report approved by PIN		1		
	<b>TOTAL, MDL*</b>					

**Estimated Total Days: 48**

**\*Financial offer for natural person which is not registered as an entrepreneur will be submitted in Moldovan Lei, including income tax, health insurance and social security contribution.**

**\*Financial offer for legal entity will be submitted in Moldovan Lei without including VAT (VAT 0%).**