

UNICEF Moldova

TERMS OF REFERENCE

Individual Consultancy (One International lead expert and three National experts):

Conducting a Situation Analysis of Children's and Women's Rights in Moldova¹

Duration: 14 weeks (14 March 2016 – 17 June 2016)

Duty station: Moldova, Chisinau

Outcome 2: Governance and social change for child rights. By 2017 governance structures and social attitudes are more child-sensitive and equity-oriented.

Output 6: Child rights monitoring and evidence for policy. By 2017, central and local authorities have improved capacity to monitor and promote child rights, and to design and implement evidence-based policies and budgetary frameworks

1. Background

On January 26, 1993² the Republic of Moldova ratified the UN Convention on the Rights of the Child thus taking the obligation to align its legislation, national policies and practices to protect child rights. Moldova's commitments towards the fulfilment of child rights has been further reconfirmed in the Association Agreement signed with the EU in 2014 where a specific chapter on protection of child rights has been included.

The current Country Programme of Cooperation between UNICEF and the Government of Moldova (2013 – 2017) has a focus on social inclusion and protection of the most vulnerable children and families in line with the principles and standards of the UN Convention on the Rights of the Child and the Optional Protocols, while advocating for improved governance and social change for child rights. It also aims to enhance broad-based national partnership to mobilize support and resources for achieving local and global commitments for children.

UNICEF's previous comprehensive situation analysis in Moldova was conducted in 2011 focusing on the situation of most vulnerable and excluded children and vulnerable groups.³ The exercise helped the national Government to identify the needs of most disadvantaged and invisible children. SitAn 2011 findings served as a valuable source of data for a joint UNICEF – Government of Moldova planning, and policy recommendations were incorporated in UNICEF's Country Programme Document and Country Programme of Cooperation with the Government of the Republic of Moldova 2013-2017. Advocacy for incorporation of key recommendations in the adopted in 2012 National Development strategy "Moldova 2020" were made as well.

Despite progress achieved, especially in areas promoting children's rights to family environment, justice for children and inclusive education for all, the need to address identified

¹ [https://intranet.unicef.org/dpp/PPPHandbook.nsf/0/C46A08D7251E654585257D9A00696EF8/\\$FILE/Rights%20based%20equity%20focused%20Situation%20Analysis%20guidance.pdf](https://intranet.unicef.org/dpp/PPPHandbook.nsf/0/C46A08D7251E654585257D9A00696EF8/$FILE/Rights%20based%20equity%20focused%20Situation%20Analysis%20guidance.pdf)

² http://tbinternet.ohchr.org/_layouts/TreatyBodyExternal/Treaty.aspx?CountryID=142&Lang=EN

³ http://www.unicef.org/moldova/ro/Raport_ENG.pdf

disparities and move forward the equity agenda in Moldova, including in Transnistrian region of the country, remains imperative.

In 2015 a 'light SitAn' exercise was conducted internally by UNICEF as a part of a Mid-term review of the current Country Programme 2013-2017. The light SitAn focused on 2013-2014 progress and challenges. Key priority areas for improvement identified were linked with: further strengthening of the de-institutionalisation process, finding effective alternatives to detention for children in conflict with the law, work for genuinely inclusive schools, enforcement of anti-discrimination measures, especially in relation to Roma minorities and children with disabilities, ensuring equal access to health services for marginalized groups (e.g. HIV/AIDS affected adolescents), address levels of intolerance and acceptance of violence against children and establishing community-based services for stigmatized and other marginalized children. Recommendations were further included in the developed in 2015 "Briefing book from Development partners"^{4, 5} aiming to support the policy dialogue with the Government of Moldova by providing development partners' views and proposals that can be used in policy formulation. The Briefing Book recommendations were based on Moldova's existing policy orientations as set out in the National Development Strategy *Moldova 2020*, its international obligations, and the Association Agreement (AA) with the European Union (EU).

UNICEF presence and programme assistance should always help to generate new or improved knowledge on the situation of children and women. In preparation of the new Country Program cycle 2018-2022, UNICEF will conduct a new comprehensive Country Situation Analysis. The Situation Analysis is an assessment and analysis of the country situation, with respect to children's and women's rights identifying critical issues affecting their realization. The process is used to fill key knowledge gaps within a country-specific research agenda and to understand the causes of and linkages between deprivations experienced by children and women. It helps to identify how the human, economic, institutional resources and structures of the country can contribute to narrowing the gaps in development outcomes. With a focus on inequities and child deprivations, the Situation Analysis is an important contribution to shaping national development strategies to accelerate achievement of the SDGs with equity.

2. Objectives and purpose of work

The **objective** of this consultancy is to conduct a rights-based, equity-focused Situation Analysis (SitAn) focusing on:

- a) a disaggregated assessment of the status of and trends in the realization of children's and women's rights;
- b) an analysis of the immediate, underlying and structural causes of shortfalls and disparities across various groups;
- c) provision of recommendations to address the shortfalls and disparities and accelerate progress towards development goals and the fulfilment of human rights conventions⁶.

By focusing on the key knowledge gaps related to inequities and child deprivations and promoting the broad engagement of all stakeholders, the SitAn is intended to make an

⁴ UN system in Moldova, EU, WB and bilateral donors

⁵ <http://www.worldbank.org/en/country/moldova/publication/briefing-book>

⁶ Particularly the Convention of the Rights of the Child (CRC), the Convention on the Elimination of All Types of Discrimination Against Woman (CEDAW) and the Convention on the Rights of Persons with Disabilities (CRPD).

important contribution to shaping national development strategies to accelerate achievement of the child-related goals with equity.

Purpose

The rights-based, equity-focused SitAn should serve the following purposes:

- a) improve the understanding of UNICEF, its partners and all other stakeholders of the current status of children's and women's rights in the country and the causes of shortfalls and inequities, as the basis for recommending actions;
- b) support national and decentralized planning and development processes including influencing policies, strategies, budgets and national laws to contribute towards an enabling environment for children that adheres to human rights principles, particularly in regard to universality, non-discrimination, participation and accountability;
- c) inform the planning of the next UNICEF-assisted Country Programme of Cooperation 2018-2022 and contribute towards the development of the UN system Common Country Assessment and preparation of the new UN Development Assistance Framework (UNDAF) 2018-2022 for Moldova;
- d) to engage duty-bearers and rights-holders in a collective analysis of shortfalls and disparities and their causes and ways to reduce inequities in child outcomes;
- e) strengthen national and sub-national capacities to monitor the situation of children and women, principally regarding vulnerable and disadvantaged groups and how their specific rights are being met;
- f) Strengthen the knowledge base to enable assessment of the contribution of development partners, including UNICEF and the UN, in support of national development goals.
- g) contribute to national research on disadvantaged children and leverage UNICEF's convening power to foster and support knowledge generation with development, civil society and private sector stakeholders.

UNICEF Strategic Plan 2014-2017 highlighted the importance of addressing gaps in data, evidence, reporting and accountability⁷. Applying Monitoring for Results (MoRES) approach with particular focus on barriers and bottlenecks faced by the most disadvantaged children and families⁸ is a must for proper analysis and planning of UNICEF programmes. In line with this, the SitAn will analyze the situation of children with a holistic, gender-sensitive and equity-focused approach.

The SitAn will be developed in consultation with key line ministries and other relevant institutions and in close collaboration with the National Council on the Protection of Child Rights under the State Chancellery /Government of Moldova.⁹

⁷ http://www.unicef.org/about/execboard/files/2013-21-UNICEF_Strategic_Plan-ODS-English.pdf, Page 3, para 6(f)

⁸ *Ibid.*, Page 5, para 14(a)

⁹ <http://www.cancelaria.gov.md/category.php?l=ro&idc=417>

3. Conceptual framework and scope of analysis

Key thematic areas of the SitAn will focus on:

a) Inclusive education

Focus will be placed on most vulnerable and excluded groups such as Roma children and children with disabilities. Purpose of the study will be to identify bottlenecks and barriers for inclusion of such vulnerable groups in education, including in Early Childhood Education (ECE). Specific attention will be placed on the widening rural – urban divide at pre-school, primary and lower secondary education levels.

Additional focus will be placed on the situation of out-of-school children, including drop-out from education. The study will assess the situation of out-of-school children and reasons/ causes for non-enrolment or drop-out. Mechanism and accountability for local enrolment and tracking of out-of-school children and drop-outs will be assessed as well with focus on quality of data collection.

Quality outcomes of education will be assessed as well, with specific focus on teachers' performance in relation to existing normative and regulatory framework, remuneration and incentives. Quality, accessibility and availability of services for ECE will be evaluated as well and relevant recommendations provided.

b) Access to health services

The study will focus on assessing the access and outreach of primary health services within rural and urban context with specific focus on mother and child services, including immunization and nutrition. Specific attention will be placed on assessing the health system capacity for early identification and intervention of child disability and developmental delays as well on early identification of common diseases. Within this context and assessment of existing patronage system will be done and recommendations for its improvements in line with concepts of home visiting will be made, with specific recommendation on mechanisms for an improved outreach to most vulnerable, marginalised and poor households.

A review of the Health Insurance System will focus on financial protection of poor families and guaranteeing access to primary health services of most vulnerable children under 5 years of age and their mothers.

Additional focus of the study will be the access, availability and quality of services for most at risk adolescents with recommendations for further improvement of the existing Youth Friendly Health Services provided.

c) De-institutionalisation/ prevention of child institutionalisation and services for children in conflict with the law at local level

The study will look with priority at causes for child abandonment and on assessing the status of government prevention response with specific focus on children 0 to 3 years of age. Specific focus will be placed on poor families and on identification/

understanding of the prevalence of family separation. Relevant recommendation for changes in normative and regulatory framework and alternative solutions should be made as appropriate.

In regard to children in conflict with the law, assessment focus will be the quality, availability and accessibility of services at local and community level.

d) Social Protection

The Social Protection focus of the study will look at four main sub-categories:

i. Violence against children

The study will focus on violence against children in school setting – bullying and peer violence, and on domestic violence, particularly violent disciplining of children, and other forms of domestic violence. Recommendations should focus both on how to improve the skills and outreach of professionals working with children and parents (inside and outside of schools) and on approaches for strengthening positive parenting skills of caregivers.

ii. Children left behind

The study will explore more in depth the impact of migration on child wellbeing, with focus on situation and needs of children left behind (with extended family).

iii. Social protection system

The study will assess the functioning of the Social Protection system in Moldova, including functioning and accountability of relevant institutions. Relevant recommendations should focus on options for strengthening the institutional setting, including improved availability of services at regional and sub-national level, and on mechanisms for inter-sectoral coordinated approach to delivery of services. Additional recommendations should focus on the relevance and the required adequate level of services (minimum package of social protection services) contributing towards alleviation of child poverty.

Additional assessment of the quality of data collection and national monitoring of child poverty will be made, including a general overview and conclusions in regard to the estimate level of child poverty and its causes in the country. Assessment of existing and relevant recommendations for strengthened social protection mechanisms will be made.

iv. Decentralisation, financing of social services and public financing for children

The study will assess the level of implementation of decentralisation process and its ability to address child protection and child poverty issues. Relevant recommendations for UNICEF support to decentralisations process so as to

ensure adequate protection of child rights through appropriate financing of services will be made. Assessment of the quality and quantity of national level public financing for children will also be a scope of the study, with relevant recommendations for redistribution of funds from central to local level, and recommendations for local authorities' improved financing and planning made.

4. Methodology and process

The Situation Analysis should primarily be an analytical exercise, establishing causalities for the unrealized rights of children and women (and responsible actors) and leading to the identification of major issues for inclusion in the Country Programme of Cooperation. It should be based on a comprehensive assessment of the rights of all children and women, particularly the most disadvantaged groups and be carried out through a human rights-based and gender-sensitive methodological approach that highlights inequities in child outcomes.

4.1. SitAn steps

The Situation Analysis should follow a basic sequence of **steps** including, but not limited to:

Step 1: Assessment of the manifestations of child rights shortfalls and inequities in child outcomes

It will involve an overview of main indicators for 2010-2015 period, describing the status of children in a particular domain, as well as analysis of trends where available, based on review of existing data, evidence and research. It will review outcomes for children in relation to EU/international and national targets. The analysis of data and information will be disaggregated to the extent possible by various characteristics of children as relevant in each context. The data presentation will focus on the overall situation of children followed by a review of disparities in regard to different vulnerable categories.

This part of SitAn will be developed through a desk review of available and reliable data, evidence and research on children and women in Moldova, including official statistics, UNICEF and other development partners' and UN system supported studies, surveys (2012 Multiple Indicator Cluster Survey and others –see attached List / resources) and evaluations (including MCEs Moldova).

An important aspect of Step 1 is the identification of knowledge gaps on priority issues. Where critical data gaps exist, UNICEF should advocate with government and other partners to fill the gaps through special surveys, studies and other research work.

Such an assessment will include an assessment of the extent to which the current child rights monitoring and available data meets minimum quality standards, a review of the trends in all child outcomes in health, nutrition, education, HIV, child and social protection and participation in relation to international targets and commitments, namely MDGs, CRC, CEDAW and CRPD.

A comprehensive review of data and research-based information will summarize current knowledge, enable in-depth understanding of key social, cultural and related economic issues and help to identify what additional information or analysis are required.

Quantitative component will be focused on secondary data analysis of recent national representative household surveys such as the Multiple Indicator Cluster Surveys (2012 Moldova MICS), 2014 Population and Housing Census (preliminary data), Household Budget Survey etc. These are important information sources, as they can provide disaggregated and trend data that will serve as a primary evidence base for a rights-based and equity-focused analysis.

Qualitative component might be considered at this stage to gather additional information if needed. On the basis of the developed overview, three to four specific issues will be identified in consultation with UNICEF and NCPCR and deeper analysis will be further performed within each of thematic areas (right to health, right to development and education, right to social protection and right to child protection).

Step 2: Analysis of the major causes of child rights shortfalls and inequities

Following the assessment of the situation of children and women based on existing data and trends, the next step is to analyze available information to systematically analyze the socio-political, judicial and institutional environment, systems, behaviors and practices that facilitate or hamper the fulfilment of the rights of children and women. The following interrelated and mutually reinforcing tools will support a quality and adequately structured analytical effort.

1. a causality analysis will examine the *causes* of shortfalls and inequities within a conceptual framework, probing beyond the immediate causes of non-realization of children's and women's rights to determine the underlying and structural causes of the problem; identifies the *bottlenecks and barriers* relevant to the *critical determinants* in the provision and use of essential interventions and services for children and women in order to support the establishment of a baseline for action in reducing inequities and accelerating progress towards child development goals;
2. a role-pattern analysis delves into the *roles and relationships* between duty-bearers and rights holders in relation to specific rights;
3. a capacity-gap analysis, examines the *capacity* of key individuals and institutions responsible for respecting, protecting and fulfilling the rights of children;
4. an analysis of the enabling environment examines broader policy, legal, administrative and budgetary issues and social norms which influence the realization of human rights of children and women and the reduction of inequalities.

For the each above outcome area, consultant will apply the ten determinants framework (Table 1) to identify where the bottlenecks and barriers to achieving those outcomes are. These ten determinants have been categorised into: *i) the enabling environment, ii) supply, iii) demand, and iv) quality of services/interventions for children*. Understanding the determinants for each relevant service, intervention, system, behaviour or practice and assessing how they affect desired results for children is a prerequisite. Within this step, following 10 social determinants that might be preventing the most vulnerable to realize their rights should be explored.

Table 1 – 10 Critical determinants for assessing bottlenecks and barriers to equitable outcomes for children.

	Determinants of Bottlenecks and Barriers	Description
Enabling Environment	Social Norms	Widely followed social rules of behaviour
	Legislation/Policy	Adequacy of laws and policies
	Budget/expenditure	Allocation & disbursement of required resources
	Management /Coordination	Roles and Accountability/ Coordination/ Partnership
Supply	Availability of essential commodities/inputs	Essential commodities/ inputs required to deliver a service or adopt a practice
	Access to adequately staffed services, facilities and information	Physical access (services, facilities/information)
Demand	Financial access	Direct and indirect costs for services/ practices
	Social and cultural practices and beliefs	Individual/ community beliefs, awareness, behaviors, practices, attitudes
	Continuity of use	Completion/ continuity in service, practice
Quality	Quality	Adherence to required quality standards (national or international norms)

Qualitative component should be considered at this stage and will require inputs from partners (government, international organizations and NGOs); and bilateral meetings/focus group discussions with CSOs to gather additional qualitative information on issues of particular relevance.

Step 3: Validation of the analysis for the realization of child rights with equity (see Annex 1 - Guidance on Conducting a Situation Analysis of Children’s and Women’s Rights 2012)

The validation of conclusions and recommendations from the analytical effort with stakeholders sets the foundation for issue prioritisation and for developing scenarios towards addressing the barriers and bottlenecks that impede the achievement of results with equity. This confirms the importance of a clear articulation of policy and programmatic implications as integral to the Situation Analysis. A Situation Analysis is undertaken as part of UNICEF’s long-term collaboration to develop national capacity for evidence-based, child-focused research and to influence policies and programmes for children. The finding of the SitAn will be validated through final validation workshop with key government and non-government partners as outlined under p. 4.2 below.

4.2. National ownership

The process of conducting a Situation Analysis should be linked to key national processes/dialogue in a way that it can provide specific policy recommendations and evidence for child rights advocacy, including by partners. An opportunity within Moldova context can be the pending proceed of mid –term review of the national development strategy Moldova 2020.

The situation analysis will be developed in cooperation with the Government through a participatory process that will provide space for inputs from key stakeholders. SitAn will be based on primary and secondary data sources and mixture of quantitative and qualitative data. The analysis will be conducted by a team of national consultants led by international consultant who will be responsible for the overall quality of the report.

In order to ensure full participation of the Government in development of the situation analysis and ownership over the final findings and recommendations, a Technical Working Group will be established constituted of representatives of the National Council on the Protection of the Child Rights, National Bureau of Statistics of the Republic of Moldova, line ministries (MoH, MoE, MLSPF, MoJ etc.), Alliance of NGOs active in Child Rights protection domain and UNICEF.

Other key stakeholders to the SitAn process will include:

- key ministries and government agencies at the national and sub national levels;
- parliaments and other representative bodies
- relevant civil society organizations, including NGOs, professional associations, women's groups, youth organizations and other social partners
- development cooperation partners
- policy analysis, research and development institutions
- the private sector
- the media
- children and young persons
- groups subject to discrimination, including the poor, indigenous peoples and migrants.

4.3. Key data and questions to be addressed

Specifically, the process of developing a SitAn should:

a) use available data and other information to accurately identify trends, patterns, incidence and causes of key deprivations (e.g. child mortality, stunting, low school enrolment, achievement or violence against children), disaggregated by relevant segments of the population.

b) identify and analyze major barriers and bottlenecks that prevent disadvantaged children and families from benefiting from required interventions and services, including the social, political and economic conditions that result in shortfalls in the creation of an enabling environment for the realization of children's rights.¹⁰

¹⁰¹⁰ For further guidance on analysis of bottlenecks and barriers, see the note on Monitoring the Equity Approach (September 2011).

c) analyze the extent to which gender inequalities and the fulfillment/non-fulfillment of the rights of women affect overall inequalities and deprivations, including those affecting children.

d) assess the current or potential presence of emergency risks, including conflict, disaster risks, and other potential shocks; the likelihood of their occurrence, the underlying vulnerabilities and resilience capacities, the nature of the hazard and the particularly vulnerable groups that will be affected.

e) analyze the extent to which the evidence-based interventions and services needed to address deprivations are prioritized in national policies, laws, strategies, plans and budgets, and supported by UNICEF and partners. This would include an analysis of the extent to which there is an enabling environment for the realization of the rights of all children including the promotion of positive social norms and behaviors, organization of services, institutional capacities at national, sub-national and community levels.

Key Questions to which the Rights-based, Equity-focused SitAn need to answer in regard to vulnerable groups mentioned in Section 3 are:

1) How do child and maternal outcomes and trends differ across population groups and regions?

2) Which are the most deprived groups of children and women? Where are they located?

3) What forms of deprivation and exclusion do these groups face? What are the determining factors that give rise to and perpetuate their exclusion?

4) What are the underlying causes of gender and other inequalities across population groups and regions?

5) What are the immediate, underlying and structural barriers and bottlenecks to child and maternal well-being and to accessing and utilizing basic social services and other critical resources?

6) What risks (conflict, natural hazards, etc.) exist that are likely to affect the patterns of deprivation and exclusion, exacerbate or create barriers and bottlenecks?

7) What existing social, institutional and political factors (e.g. social norms, institutional capacities at all levels of government, accountability and coordination mechanisms, policy and legal frameworks) impede or could potentially support the creation of an enabling environment for the realization of children's rights?

8) have the 'drivers' of inequity changed over time? If so, how has that been accomplished? If not, why not? Does the policy environment proactively address disparities and deprivations through legislation, policies and budgets? What gaps are there in policy response and in implementation?

9) What capacities exist at national, sub-national and community levels to participate in analytical processes that examine the causes and consequences of shortfalls and inequities and to what extent are disadvantaged groups involved in such efforts and with what results?

10) What Programme interventions and resource mobilization and allocation options should be considered in the future, in order to address specific dimensions of inequity and pervasive vulnerabilities?

Additional guidance is provided in Annex 1 – Guidance to a rights-based, equity-focused approach to Situation Analysis, UNICEF 2012.

Special attention needs to be placed on “Addressing sensitive issues within the Situation Analysis” and “Other related analytical components” as described in Annex 1 – Guidance to a rights-based, equity-focused approach to Situation Analysis, UNICEF 2012.

4.4 Report Structure

The situation analysis will be presented through the Executive Summary and two general overview chapters followed by five broad thematic areas as follows:

Executive Summary

Chapter 1– Introduction (Demography, Socio-economic and political context, Child poverty, Social/cultural norms, Rights legislation/discrimination, Fiscal trends and overall public expenditures)

Chapter 2 - Governance and Institutional context (Structure of central and local government administration, Overall child related strategic and policy framework, Links between policy, planning and budgeting, Decentralization process, Monitoring, reporting and evaluation mechanisms with focus on Child Right Monitoring and reporting)

Chapter 3 – Right to Inclusive Education for all (Early Learning and Development, Primary Education, Secondary Education – focus on marginalized groups and rural urban divide)

Chapter 4 -Right to Health (Access to primary health services, Adolescent health services, children with disabilities, Home visiting services, pro poor health insurance)

Chapter 5 – Children right to family environment and Protection of Children in conflict with the law (Prevention of Institutionalization, Children in formal care, Children in conflict with the law)

Chapter 6 – Right to Social Protection (Violence and exploitation of children, Migration and Children left behind, Child Poverty, Decentralization. Public Financing for Children)

Conclusions and recommendations to each chapter should summarize findings from respective chapters and propose recommendations to address disparities and accelerate progress towards the achievement of national and international targets for children.

A report summary (approx. 20-25 pages) reflecting key aspects and major findings should be developed for public advocacy purposes.

The full SitAn report will be used for thematic advocacy with key line Ministries. Depending on validations modalities with government counterparts, the full report can be a public or internal UNICEF document.

5. 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 work with UNICEF and with counterparts.

6. SitAn Team Composition

The SitAn team will be comprised of four consultants: one international Team Leader with sound knowledge of the UNICEF country programming approach and three English-speaking national consultants with specific thematic specialization in Education, Health and Social Protection areas (hired by UNICEF in consultation with the Team Leader). If need be a translator can be hired additionally by UNICEF for in-country missions of international consultant.

All team members should have high level experience in analyzing and interpreting data as outlined in requirements for SitAn data collection/analysis methods.

The team should also possess a general understanding of the major economic and social development issues and problems in the country.

7. Duration and Work Plan

The duration of work of Team Leader is around 50 working days (with possibility of extension), within a three-month period (February – May 2016), including approximately 30 working days spent in the country.

For the national consultants the estimated duration of work is around 50 working days each (with possibility of extension).

The SitAn process will consist of the following phases:

1. Inception phase including:

- Five days inception in the country for the Team Leader only
- In-depth review of the list of available sources of information and data to improve understanding of the country context, UNICEF country programme areas, involved stakeholders, etc.
- Preliminary discussions with the UNICEF CO program staff and other relevant stakeholders, to facilitate an in-depth common understanding of the SitAn framework;
- Refining and adjusting data collection methods and sample (list of stakeholders to be interviewed and locations to be visited);

- Participation in selection of local SitAn consultant (e.g. interviewing, assessing candidates)
 - Inception report preparation.
2. Desk review of existing studies and surveys – 10 days (home based for Team Leader)
 3. Data collection phase – 15 working days in country for collection of relevant data including through interview with relevant stakeholders and field visits.
 4. Reporting writing phase – 15 working days (can be home based for the Team leader)
 5. Translation of Summary and Full report in Romanian - 10 working days (by UNICEF)
 6. Verification of Romanian translation – 5 working days (by national consultants)
- A draft report (in English and Romanian) should be submitted to UNICEF Moldova.
7. Preparation of Validation workshop – 5 working days (in country for Team Leader)

The process will be guided by the following tentative schedule (expected to take place in March – June 2016)

Activity	Timeframe	Location	Deliverables
Inception Phase: 5 working days (Team leader only)			
Review of the list of available sources of information	2 working days	In - country	Finalized list of survey studies and other sourced of information
Meetings with relevant stakeholders and preparation of inception report	3 working days	In-country	
			Inception report
Desk review of existing studies and surveys: 10 days			
Desk Review by Team leader	10 working days	Home based	Initial draft of specific chapters - summary
Desk review by National consultants		In -country	
Data Collection: 15 working days			
In-country data collection, interviews with stakeholders and field visits (international consultant and national consultants)	15 working days	In-country mission (for international consultant)	List with stakeholders to be interviewed Schedule for field visits (both validated by UNICEF) Second draft of specific chapters (with inputs from field research and

			interviews with stakeholders)
Analysis and Report drafting: 15 working days			
In-depth causal analysis of the major drivers of child right inequities in key specific areas and finalization of key Chapters	5 working days	Home-based	Pre-final draft SitAn
Consolidation of findings and final report writing Elaboration of Summary Report with key findings, conclusions and recommendations (25 pages)	5 working days	Home-based	Draft SitAn (full and Summary reports)
Finalization of report following inputs from government counterparts	5 working days	Home -based	Final SitAn report (full and Summary reports)
Validation of translated report*: 5 working days			
Validation of English and Romanian versions	5 working days (national consultants only)	In-country	Romanian version of final report
Validation workshop: 5 working days			
Preparation of presentation of the report – PPT with key findings; Presentation of the SitAn at Validation workshop	5 working days	In-country mission (for international consultant)	PPT and relevant materials Final report and Summary Report (in English and Romanian)

*Translation of the reports (Full report Summary report) will be ensured by UNICEF.

8. Qualifications and experience

International lead-expert:

- Advanced university degree in a relevant field of social sciences
- Minimum of 10 years of relevant professional experience related to human and child rights, social statistics and data analysis
- Previous experience in development of analytical reports in using causal analysis and policy recommendations related to child rights. Experience with UNICEF program preparation processes and Situation Analysis of Children Reports a strong advantage.
- Ability to synthesize large amounts of information combining quantitative and qualitative data
- Profound knowledge of human rights based approach to programming
- Previous experience of working with UNICEF or other UN agencies (in human rights or other relevant domains)
- Excellent writing skills (in English)
- Knowledge of Romanian and / or Russian will be an asset

National consultants (x 3):

- Advanced university degree in a relevant field of social sciences (Education, Health and Social Policy and Welfare / Child Protection areas)
- Minimum of 8 years of relevant professional experience related to human and child rights, social statistics and data analysis
- Profound understanding and knowledge on the situation of children, CRC reporting and other related processes
- Previous experience in development of analytical reports and policy documents related to children
- Experience in facilitating consultations with government representatives, NGOs and other stakeholders
- Previous experience of working with UNICEF or other UN agencies (in human rights or other relevant domains)
- Excellent command of Romanian (both oral and written skills)
- Very good knowledge of English and good writing skills

9. Definition of supervision arrangements

A policy level inter-sectoral Steering Committee co-chaired by the UNICEF Representative and the highest-level administrator (e.g. Permanent Secretary, Director, Deputy Minister) of the government coordinating body for the UNICEF-supported Programme will be established to oversee the process.

The SitAn Steering Committee should be accountable for:

- i. Approval and overall monitoring of the work plan for the development of the Situation Analysis;
- ii. Early identification and filling of specific critical capacity needs for the entire process;
- iii. Formation and evaluation of the performance of Working Groups (covering different aspects of the situation analysis), their specific ToRs and deadlines, including clear deliverables and reporting hierarchy and responsibilities.
- iv. Full participation in all key milestone events in the work plan including decision on the work, the Conceptual Framework, validation of the final draft.

In its day to day work the consultants will work under the direct supervision UNICEF Moldova Deputy Representative and in close collaboration with the Monitoring&Evaluation Officer and Program Sector leads.

10.Support provided by UNICEF

UNICEF will:

- i. Provide all required information and data, including studies and surveys by development, government and civil society partners;
- ii. Facilitate access to government quantitative and qualitative data;
- iii. Regularly communicate with the consultants and provide required feedback and guidance in relation to specialist's work;
- iv. Ensure translation for international consultant during in-country missions (as needed) and English-Romanian translation of the Report(s).

11. Description of official travel involved

Official travel for the international consultant will be required in regard to the inspection phase, field data collection and validation workshop. The selected candidate must undertake the on-line Basic Security in the Field training (to be provided by UNICEF).

Official travel for the national consultants will be required in regard to the field data collection phase.

Travel related costs will be specified in the Consultancy contract as per UNICEF rules and regulations. Agreed travel costs in a signed contract are not negotiable. Consultant/Contractors are responsible for assuming costs for obtaining visas and travel insurance. Travel paid for by UNICEF shall be based on economy class travel, regardless of the length of travel.

Costs for accommodation, meals and incidentals shall not exceed applicable daily subsistence allowance (DSA) rates, as promulgated by the International Civil Service Commission (ICSC).

12. Financial proposal and payment modality

The financial proposal of International consultant – lead expert shall specify separately the daily and summary consultancy fee requested for the tasks described in the current ToR. Travel costs for 3 in-country missions needs to be specified as a separate budget line. Best value for money principle will be taken into consideration under final selection.

The financial proposal of national consultants shall specify the fee requested for the tasks described in the current ToR.

The payment will be done based on the deliverables as follow:

- 30% - upon submission of Inception report and Outline of in-depth analysis structured by specific issues (in English)
- 40% - upon submission of Draft SitAn (full and summary report) in English and Romanian
- 30% - upon submission of Final validated SitAn (full report) and Summary report in English and Romanian

13. Evaluation criteria for selection

The candidate is expected to reflect in his/her application the qualifications/ knowledge/ experience related to the qualifications and tasks above. Technical evaluation will be performed through a desk review of applications, and if necessary, may be supplemented by an interview. The selection will be based on the principle of “best value for money” among the technically qualified candidates.

Technical Criteria	Technical Sub-criteria	Maximum Points
Team Leader		

Overall Response	- Understanding of scope, objectives and completeness of work assignments;	5
	- Understanding of, and responsiveness to requirements;	5
	- Overall concord between the requirements and the proposal;	15
Sub-Total		20
Team leader	- Advanced university degree in a relevant field of social sciences	5
	- Range and depth of experience with similar projects and contracts	10
	- Previous relevant experience of working with UNICEF or other UN agencies	5
	- Excellent writing skills	5
Sub-Total		25
Proposed Methodology and Approach	- Quality of proposed design and methodology and extent of alignment with requirements	10
	- Quality of proposed implementation/management plan (how, who, what, where, when)	10
	- Recognition of direct/peripheral risks/ problems and methods to prevent and manage these	5
Sub-Total		25
Total Maximum	(minimum score for technical qualification: 50 points)	70

Technical Criteria Team Members	Technical Sub-criteria	Maximum Points

Overall Response	- Understanding of scope, objectives and completeness of work assignments;	5
	- Understanding of, and responsiveness to requirements;	5
	- Overall concord between the requirements and the proposal;	15
Sub-Total		20
Team members	- Advanced university degree in a relevant field of social sciences	5
	- Experience in development of analytical reports and policy documents related to children	10
	- Previous relevant experience of working with UNICEF or other UN agencies	5
	- Excellent English writing skills	5
Sub-Total		25
Proposed Methodology and Approach	- Quality of proposed design and methodology and extent of alignment with requirements	10
	- Quality of proposed implementation/management plan (how, who, what, where, when)	10
	- Recognition of direct/peripheral risks/ problems and methods to prevent and manage these	5
Sub-Total		25
Total Maximum	(minimum score for technical qualification: 50 points)	70

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**.

14. Copyrights & utilization rights

The copyright and the right of utilization of all the materials will belong to UNICEF Moldova.