



## PROCUREMENT NOTICE

### **Proofreader for editing 2 reports in Romanian elaborated within the project “Protection and Empowerment of Victims of Human Trafficking and Domestic Violence in Moldova”**

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Date: 17 October 2011

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**Country:** Republic of Moldova

**Description of the assignment:** Proofreading and editing of 2 reports in Romanian elaborated within the project “Protection and Empowerment of Victims of Human Trafficking and Domestic Violence in Moldova”: “Acțiuni împotriva traficului de ființe umane și a violenței în familie în Moldova” (approximately 45 pages) and “Violența domestică împotriva femeii în Republica Moldova” (approximately 82 pages).

The goal of these publications is to capture the results of the good practices and lessons learned during the implementation of the “Protection and Empowerment of Victims of Human Trafficking and Domestic Violence” project, with the financial contribution of the Government of Japan.

The publications are bilingual: English and Romanian. They have been originally drafted in English and then translated into Romanian. To ensure the high quality of the publications, UNFPA is hiring a consultant proofreader to edit the Romanian version of the publications.

**Project name:** MDA1G43A “Protection and Empowerment of Victims of Human Trafficking and Domestic Violence in Moldova”

**Period of assignment/services (if applicable):** 28 October 2011 – 17 November 2011

Proposal should be submitted to the following address: UNFPA Office, 131, 31 August 1989 Street, MD - 2012, Chisinau, Moldova or by email to [office@unfpa.md](mailto:office@unfpa.md) no later than the **23<sup>rd</sup> October 2011, 16:30 (local time)**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNFPA representatives will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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## **1. BACKGROUND**

Gender equality is ensured and promoted by law in Moldova. In practice, however, women experience high levels of unemployment or are concentrated in low-paid jobs, and encounter strong patriarchal attitudes and deep-rooted stereotypes that perpetuate the subordinate position of women in the family and in society. Women face horizontal and vertical segregation at the labour market, which leads inter

alia to discrepancies in wages of men and women. Representation of women in leadership positions in local public administration remains low.

Violence against women, within the family and in formal institutions, is said to be a widespread phenomenon. Domestic violence ... is, by and large, accepted as a normal aspect of private life by men and women alike and not considered as a problem warranting legal intervention. According to the most recent 2010 survey results by National Bureau of Statistics, the total prevalence rate of spousal/partner violence against women over lifetime since the age of 15 is 63.4%.

UNFPA, the United Nations Population Fund is an active partner in promoting gender equality and empowerment of women in Moldova, as well as in assisting the Government to improve the mechanisms for assistance and protection to victims of violence against women, including domestic violence. Since 2007, UNFPA has been implementing the Country Programme with a separate outcome on Gender. The interventions are being undertaken on the central level as well as in selected districts. They are complimentary to the joint UNDP, UNFPA, IOM, and OSCE "Protection and Empowerment of Victims of Human Trafficking and Domestic Violence in Moldova" Project, which is financed by UNTFHS from the funds of the Japanese Government.

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## **2. MAIN OBJECTIVES, RESPONSABILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK.**

In order to achieve the envisaged objectives the successful candidate will report to the Communication Associate and will be tasked with the following assignments:

- Edit the publications to ensure clarity, consistency and readability of the texts.
- Under the guidance of the Communication Associate, review the chapters/sections suggesting and performing rewriting as necessary, adding/editing boxes of interest, etc. bringing the publication to full completion including all necessary components (table of contents, forewords, executive summary, boxes, annexes, footnotes etc).
- Point out inconsistencies in descriptions, faulty logic and awkward or unclear passages and suggest solutions.
- The subscriber will be responsible for providing services of high quality, and accurate revision of the reflected facts.
- The subscriber will work outside the office of UNFPA, the day not being regulated.

For detailed information, please refer to Annex 1- Terms of Reference.

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### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- University degree in Communication, Journalism, Philology / Bibliography or Other related areas, or equivalent combination of education and relevant experience;

#### II. Experience:

- Minimum three years of relevant experience as writer/editor in a media organization;
- All shortlisted candidates will be asked to provide writing samples/press clippings.
- Specialization in human rights, gender and/or family violence, human trafficking would be an asset;
- Working experience with UN and other international organizations and donors;

#### III. Competencies:

- Swift and solid research, reporting, writing and editing skills in Romanian, knowledge of English will be an asset;
  - Good command of oral and written Romanian;
  - Ability to work under supervision and accept constructive critics;
  - Excellent ability to write and communicate orally with accuracy and professionalism;
  - Excellent computer skills.
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### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

#### 1. Proposal:

- (i) Explaining why they are the most suitable for the work
2. Financial proposal in USD (fee per page of proofreading/editing)
  3. Personal History Form including past experience in similar projects and at least 3 references
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### 5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount in USD (fee per page of proofreading/editing), and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

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### 6. EVALUATION

The most successful candidate will be evaluated based on the Cumulative analysis

*When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*

- a) *responsive/compliant/acceptable, and*

b) *having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

\* *Technical Criteria weight (max 175 points) – 70%;*

\* *Financial Criteria weight (max 75 points) – 30%;*

*Only candidates obtaining a minimum of 122.50 points would be considered for the Financial Evaluation.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>		
1.1 Relevant University Degree (20 pts, communication or related areas relevant for the assignment – +5 pts)	10%	25
1.2 Minimum 3 years of proven work experience in the field of writing/editing articles, reports or any other related materials. Specialization in human rights and/or family violence, human trafficking would be an asset;	24%	60
1.3 Experience in drafting analytical papers and reports	24%	60
1.4 Working experience with UN and other international organizations and donors	4%	10
1.5 Good command of oral and written Romanian.	8%	20
<b>Total technical score</b>		175
Qualification over the 70% threshold (122.50 pts)		122.50
<b>Points on financial proposal*</b>	30%	75
<b>TOTAL OVERALL scoring</b>		250

*\*The scoring for the financial proposal is calculated based on the following formula:  $S = F_{min} / F * 75$ , where  $S$  is the score awarded,  $F_{min}$  – minimal financial proposal (in USD) out of all the scored candidates,  $F$  is the financial proposal (in USD) of the scored candidate.*

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**