

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	Consultancy for inclusion of five disadvantaged groups of women and girls: females with disabilities, elderly women, females from LGBT community, and Muslim and indigenous females.
UNDP Practice Area:	Programme Results Unit
UNDP Cluster/Project:	Partnership for Gender Equity-Phase IV project
Location:	Phnom Penh (Cambodia)
Type of Contract:	Individual Contractor (IC)
Post Level:	Senior Specialist
Language Required:	English
Contract Duration:	30 days: from 29 January to 6 April 2018

2. Program Description

The 'Leading the Way for Gender Equality' (LWGE) program (2017-2020) is a new innovative program of the Ministry of Women's Affairs of Cambodia (MoWA) whose overall objective is "Enabled environment for gender equality, women's empowerment and feminist leaderships in Cambodia through enhanced capacities of the Gender Machinery." The LWGE program is supported by the Swedish International Development Agency (Sida) and UNDP -through the Partnership for Gender Equity-Phase IV (PGE IV) project-.

The LWGE program relies on the implementation of an innovative approach which is based on four key success factors: 1) Cambodian leadership and ownership; 2) Improved systemic management of MoWA; 3) Feminist methodologies and practices; and 4) New development approach to support MoWA organizational reform.

Bilateral cooperation between MoWA and universities and four selected line ministries (Ministry of Education, Youth and Sports (MoEYS); Ministry of Information (MoInf); National Committee for Sub-national Democratic Development (NCDD); Ministry of Civil Service (MoCS); and Ministry of Culture

and Fine Arts (MCFA) is envisaged to jointly carry out key outputs/activities for gender equality in their respective sectors.

The LWGE program has a special focus on promoting inclusion of five disadvantaged groups of women and girls across national gender policies and portfolios of pilot ministries. Those groups include: 1) women and girls with disabilities; 2) elderly women; 3) females from LGBT community; 4) Muslim women and girls; and 5) indigenous women and girls. These five groups have a cross-cutting inter-relationship as well (e.g.: elderly women may be both disabled, indigenous and Muslim).

Although MoWA has experience working on inclusion of women and girls with disabilities, MoWA still needs the support of a short-term consultant to build some capacities and understanding on the needs and rights of -especially- the other 4 vulnerable groups. This consultancy will provide critical support to strengthen MoWA for mainstreaming of vulnerable groups of women and girls across policies and partner ministries' portfolios. Consultancy will also help MoWA to gain understanding about the work of stakeholders and CSOs for inclusion of vulnerable groups in Cambodia and to facilitate further cooperation with them.

3. Scope of Work

The consultancy falls under Output 5 of the LWGE program, which reads as follows: "Inclusion of vulnerable groups of women and girls in MoWA's internal work and in activities of pilot line ministries as relevant is improved."

Under coordination of the MoWA LWGE Programme Coordinator in close collaboration with Technical Coordination Desk, the MoWA Director General for Social Development and relevant MoWA officials, the short-term consultant will help MoWA to incorporate disadvantaged groups in institutional development of MoWA (i.e. integrate other disadvantaged groups at existing MoWA Working Group on Disability), to map existing good practices and entry points for MoWA's cooperation with line ministries for inclusion of 5 vulnerable groups of women and girls, and to identify activities to be implemented by under the Output 5 for the whole duration (3 years) of the LWGE program (2017-2020). [Note: the MoWA Technical Coordination Desk is a mechanism to upgrade advisory role of mid-level managers of MoWA and improve internal and external coordination of MoWA].

4. Expected Outputs and Deliverables:

The consultant's assignment will provide accompaniment support to MoWA staff in processes listed below and undertake the following main deliverables:

1. Support to the institutionalization of disadvantaged groups of women and girls in MoWA structure and technical portfolio, under coordination of the Technical Coordination Desk. This will comprise meetings and follow-up with relevant MoWA officials to facilitate nomination of focal persons for target disadvantaged groups of women and girls. Deliverable: TOR for MoWA team in charge of vulnerability inclusion with clear objectives, roles and responsibilities.

2. Ongoing Capacity Development to MoWA officials and staff for inclusion of the 5 disadvantaged groups of women and girls in MoWA structure and technical portfolio. Deliverable: Design and facilitation of 1-day workshop/roundtable discussion with MoWA, experts and women from those disadvantaged groups.
3. Development of 1-year work plan with key activities and measures to be undertaken by the LWGE program under its Output 5. Transfer of capacities from consultant to MoWA team is to be used for further planning of Output 5 in subsequent years.
4. Mapping of existing measures and best practices for inclusion of disadvantaged groups of women and girls from target ministries/institutions of the LWGE program (MoEYS, MoInf, MoCFA, NCDD and MoCS) and identification of entry points for bilateral cooperation with MoWA on this issue.
5. Mapping of stakeholders working in Cambodia with the five disadvantaged groups of women and girls, including a brief description of their work and contact details.
6. Final report of consultancy with recommendations for strengthening MoWA's structure and role in inclusion of target disadvantaged groups of women and girls.

No	Outputs/Deliverables	Estimated Duration of Works	Target Due Dates	Review and Approvals Required
1	Inception report with detailed methodology and workplan in response to scope of work	2 days	31 Jan 2018	Head of MoWA Technical Coordination Desk, MoWA Director General for Social Development, MoWA Coordinator of LWGE program, UNDP Gender Specialist, UNDP Program Analyst and UNDP Assistant Country Director
2	Facilitation of workshop/roundtable discussion with MoWA, experts and women from those disadvantaged groups; and delivery of the following four documents: <ul style="list-style-type: none"> • Draft 1-year work plan with activities for inclusion of disadvantaged groups under the LWGE program; • Draft TOR for MoWA team in charge of inclusion of disadvantaged groups of women and girls. • Draft mapping of existing and 	22 days	5 Mar 2018	Head of MoWA Technical Coordination Desk, MoWA Director General for Social Development, MoWA Coordinator of LWGE program, UNDP Gender Specialist, UNDP Program Analyst and UNDP Assistant Country Director

	best practices from target line ministries/institutions <ul style="list-style-type: none"> • Draft mapping of stakeholders working with disadvantaged groups of women and girls in Cambodia 			
3	Final report of consultancy with recommendations, final revised work plan, TOR, mapping of existing and best practices, and stakeholders mapping that incorporate comments provided by MoWA and UNDP.	6 days	26 March 2018	Head of MoWA Technical Coordination Desk, MoWA Director General for Social Development, MoWA Coordinator of LWGE program, UNDP Gender Specialist, UNDP Program Analyst and UNDP Assistant Country Director

5. Duration of the Assignment

The timeframe is for 30 working days spreading over the period from January 2018 to March 2018. A more detailed work plan of the assignment will be further elaborated in collaboration with MoWA and UNDP Gender Specialist and incorporated into the inception report once the Consultant is selected.

6. Institutional Arrangement

The Consultant will be directly supervised by the LWGE Programme Coordinator in close collaboration with MoWA Technical Coordination Desk, the MoWA Social Development Department, and the Gender Specialist of UNDP Cambodia. S/he will also work closely with the LWGE program management team as well and relevant MoWA senior officials. UNDP Cambodia Country Office will approve on deliverables (to release the payment) based on confirmation of satisfactory outputs from, the MoWA Coordinator of the LWGE program and the UNDP Gender Specialist and UNDP Program Analyst.

Meetings and appointments during consultant's mission will be coordinated and arranged by MoWA LWGE management team with support from PGE IV project and the consultant, when needed.

7. Duty station

The consultancy comprises 22 days of mission work in Phnom Penh (Cambodia). Consultancy also includes home-based work performed for preparation (including draft of inception report) as well as

finalization of final report, which shall include correspondence by email and telephone/Skype as well.

Selected individual contractor who is expected to travel to the Country Office (CO) to undertake the assignment in the country (Cambodia) is required to undertake the *Basic Security in the Field (BSIF) training*

(<https://dss.un.org/dssweb/WelcometoUNDSS/tabid/105/Default.aspx?returnurl=%2fdssweb%2f>)

prior to travelling. CD ROMs must be made available for use in environments where access to technology poses a challenge.

8. Minimum Qualifications of the Individual Contractor

Education:	Master degree in social works, women's studies, gender studies, inclusion of vulnerable groups (i.e. disability, LBT persons, elderly, Muslim and indigenous) or any other relevant field. A combination of a Bachelor's degree or equivalent, with an additional three years of relevant work experience may be accepted in lieu of the Master's degree.
Experience:	<ul style="list-style-type: none">▪ Minimum of ten years of relevant experience in advice to governments, public institutions and CSOs for inclusion of disadvantaged groups, preferably in South-East Asia.▪ Solid experience on gender equality and/or gender mainstreaming for inclusion of at least one of the following disadvantaged groups of women and girls: women and girls with disabilities, elderly women, indigenous women and girls, Muslim women and girls, and females from the LGBT community.▪ Previous working experience in Cambodia and knowledge of Cambodian institutional context is considered a strong asset.
Competencies:	<ul style="list-style-type: none">▪ Demonstrated commitment to MoWA's and UNDP's mission, vision and values;▪ Sensitivity and adaptability to Cambodian culture;▪ Highest standards of integrity, gender-sensitivity, age-sensitivity, discretion and loyalty.▪ Good interpersonal skills and ability to work in and with teams;▪ Ability to set priorities and manage time effectively
Language Requirements:	<ul style="list-style-type: none">• Fluent in English language.• Knowledge of Khmer language is an asset.

9. Evaluation:

Individual consultants will be evaluated based on cumulative analysis method, against combination of technical and financial criteria. Maximum obtainable score is 100, out of which the total score for technical criteria equals to 70 and for financial criteria to 30. Offerors not meeting any of minimum qualification requirements will be automatically disqualified. Only offerors obtaining minimum 35 points as a result of the desk review will be considered as qualified offerors and invited for the interview. Those offerors passing 70% threshold of maximum obtainable scores as a result of the technical evaluation (desk review and interview) will be shortlisted and requested to provide financial proposal.

Financial Proposal:

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments 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. Maximum 30 points will be assigned to the lowest price offer. All other price offers will be scored using the following formula (inverse proportion): Financial score $X = 30 \times \frac{\text{lowest price offer}}{\text{suggested price offer}}$. All envisaged travel costs must be included in the financial proposal as well.

Technical Evaluation Criteria	Obtainable Score
At least Master Degree in women's studies, gender studies, disability inclusion or rehabilitation, social sciences, international development or another relevant field.	10
Minimum of ten years of relevant experience in advice to governments, public institutions and CSOs for inclusion of disadvantaged groups, preferably in South-East Asia.	30
Solid experience on gender equality and/or gender mainstreaming for inclusion of at least one of the following disadvantaged groups of women and girls: women and girls with disabilities, elderly women, indigenous women and girls, Muslim women, and girls and females from the LGBT community.	30
Working experience in Cambodia and knowledge of Cambodian institutional context	30
Total Obtainable Score:	100

10. Payment Milestones

The consultant will be paid on a lump sum basis under the following installments:

No	Outputs/Deliverables	Payment Schedule	Payment Amount
1	Upon satisfactory delivery of inception report with detailed methodology and workplan in response to scope of work	31 Jan 2018	20%
2	Upon facilitation of workshop/roundtable discussion with MoWA, experts and women from those disadvantaged groups; and delivery of the following four docs: <ul style="list-style-type: none">• Draft work plan with activities for inclusion of disadvantaged groups under the LWGE program;• Draft TOR for MoWA team in charge of inclusion of disadvantaged groups of women and girls.• Draft mapping of existing and best practices from target line ministries/institutions• Mapping of stakeholders working with disadvantaged groups of women and girls in Cambodia	5 Mar 2018	50%
3	Upon satisfactory delivery of the final revised work plan, TOR, mapping of existing and best practices, and stakeholders mapping that incorporate comments provided by MoWA and UNDP.	26 March 2018	30%

11. Annexes

The Fourth National Strategic Plan for Gender Equality and the Empowerment of Women (2014-2018) -Neary Rattanak IV- and the Cambodia Gender Assessment 2014 -a policy report which provides a comprehensive overview on gender equality in all sectors- can be downloaded here:

http://www.kh.undp.org/content/cambodia/en/home/library/democratic_governance/cambodia_n-gender-strategic-plan---neary-rattanak-4.html

Documents, reports and other relevant reading materials to be provided upon successfully selection of Individual Consultant

[NOTE: Qualified female candidates, especially from the disadvantaged groups targeted by assignment, are strongly encouraged to apply]