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Enhanced Capacity of Potential Candidates for 2021 Elections – Women in Politics Expert

A. Project Title:

Women in Leadership in Samoa - WILS

B. Project Description or Context and Background:

This is the Terms of Reference (TOR) for the design of a 'Customised Support Programme for Potential Women Candidates for 2021 Elections' under the Women in Leadership in Samoa Project (WILS), which is to be undertaken in August 2018. The WILS is a DFAT (Australian Government) funded, UNDP-UN Women joint project implemented in partnership with the Government of Samoa, under the overall leadership of the WILS Steering Committee. The Steering Committee comprises of representatives of the Samoa government's (Ministry of Women, Community and Social Development (MWCSO), Ministry of Finance, and Ministry of Foreign Affairs and Trade (MFAT)), community (SUNGO), DFAT), and UN agencies (UNDP and UN Women).

The 'Women in Leadership in Samoa' (WILS) Project seeks to build and reinforce progress already made on gender equality and women's leadership in Samoa. It aims to strengthen women's leadership targeting women in the community, younger (emerging) women, and potential candidates for the upcoming elections. Through partnerships, networks, advocacy, outreach, civic awareness and capacity building initiatives, the Project hopes for an increased civic awareness of the need for inclusive and effective women's participation and representation. Women should be able to learn new skills, have more confidence and feel motivated to exercise leadership in their communities and willing to engage with gender equality and development issues. Further, Parliamentarians will be encouraged to operationalize the Sustainable Development Agenda in Samoa, noting that without strengthening gender equality the SDGs cannot be achieved. The Project will partner with existing regional programmes for Parliamentarians and women's participation. Evidence from this Project will be a national and regional source of knowledge through continued research and analysis, and with South-South exchanges for experiences and lessons sharing with counterparts and other actors.

WILS recognises that despite significant advances made in promoting and addressing gender equality in Samoa, there remain, enduring systemic, institutional, cultural, attitudinal and financial barriers that continue to prevent women from engaging effectively in decision making roles at the community, village and national parliament levels, and including boards of public enterprises. Women's leadership contribution at all levels of society need encouragement, support and acknowledgement. A key lesson from the Increasing Political Participation of Women in Samoa (IPPWS, Phase 1 of WILS) is that the work to increase the number of women representation needs sustained and long term investment and support. The reality is that getting more women into political decision-making levels is a complex undertaking. It requires a multi-faceted long-term approach to building leadership pathways for women through village and national governance mechanisms, national policy, legislative and institutional arrangements, and awareness about the significant role that capable women can play in decision making. Providing more trainings will help (with building understanding about campaigning, electoral laws, working of parliament, developing self-confidence. etc.), but do not guarantee having more women in decision making roles. The key to building a critical mass of women in leadership



roles is through strengthening their civic engagement so that they have the ongoing support of their *aiga*, villages, churches and districts.

In response the WILS includes initiatives and activities aimed at enhancing the leadership capacity of women in their community, younger women, as well as supporting potential women candidates willing to run in the upcoming elections in 2021. Other activities aimed at supporting Parliamentarians in operationalizing the Sustainable Development Agenda – noting that given all the SDGs are mutually reinforcing, the goal of strong, accountable and inclusive institutions, in particular, cannot be achieved without a strong emphasis on achieving gender equality under SDG 5. Other activities seek to strengthen civic education and awareness and knowledge sharing about the different but interrelated components of the Project. Supporting women candidates for the next elections needs to be considered within this overall context of the Project as well other complementary activities in Samoa and in the region

C. Purpose

A consultant is required to support the UNDP and UN women with the implementation of WILS Output 2 - Activity Result 2.1: 'Enhanced capacity of potential candidates for 2021 elections'.

Under the overall leadership of the WIL Steering Committee, the consultant will design a support programme customised for potential women candidates and then deliver the programme in collaboration with counterparts.

A customised support programme for potential women candidates for 2021 elections will include support areas in the identification of interested candidates for the next elections, design and delivery of a customised training and support programme for candidates, supporting candidates' networks, civic engagement, and participation in south-south exchanges, as well as a communication and research component.

This design of a customised support programme for potential women candidates for 2021 elections should be aligned with other Outputs and Activity Results of the WILS, other complementary initiatives and programmes in Samoa and the region for congruence and best value.

The Customised Support Programme for Potential Women Candidates will be designed and approved by the WILS Steering Committee, WinLA, Samoa Women Caucus, OCLA, OEC and UNDP office in 2018 will be implemented throughout the remaining three (3) year (2019-2021) lifespan of the WILS

D. Scope of Work:

A customised support programme for potential women candidates for 2021 elections will include:

- a) Preparation of a **training programme** for potential candidates, including on electoral rules, campaigning, including discussions on financing campaigns, government structures and development issues;
- b) Delivery of **practice parliaments** for women, in partnership with the UNDP Regional Parliamentary Development Programme. These are designed to familiarize women with the institution and practices of parliament, in a practical and experiential manner;
- c) Support for potential candidates to learn from candidates in other jurisdictions, and to share their experiences, through a range of **south-south** exchange activities; and
- d) Relevant initiatives, activities and events, as well as methodologies/methods aimed at:
 - identifying a critical mass of potential women willing to contest in the next elections;
 - preparing candidates well in advance to run considering legislative and civic engagement requirements;
 - supporting women in strengthening their pathways through village and district governance mechanisms;



- supporting and encouraging candidates to attend village council meetings and gain the full support of their families and villages before venturing out to voters;
- supporting candidates with their electoral campaigns noting lessons learnt from previous election experiences;
- supporting existing networks and bodies (e.g. Samoa Ala Mai, Women in Leadership Advocacy (WinLA)) supporting women leadership, complementing their work towards supporting women candidates.

Under the approved Customised Support Programme for Potential Women Candidates, the consultant will deliver in partnership and collaboration with identified key local and regional counterparts, the Programme.

E. Activities:

The consultant will conduct a scope and then design and deliver a Customised Support Programme for Potential Women Candidates. The specific activities are as follows:

- a) Critically examine, assess and evaluate previous, existing or ongoing similar initiatives supporting women candidates for Parliament, and identify the successes, weaknesses and lessons learnt for further improvements and for informing ongoing programmes;
- b) Conduct a mapping of relevant policies, initiatives and programmes as well as bodies (e.g. WinLA, Samoa Women Caucus, Samoa Ala Mai, National Council of Women, OCLA, OEC, Gender Subcommittee) that are making decisions, implementing policies and programmes, and advocating for women, gender equality and other interrelated areas;
- c) In consultation with the WILS Team, WinLA, Samoa Women Caucus, Samoa Ala Mai, OCLA, OEC, MWCSO, National Council of Women, UNDP, and other key stakeholders, develop/design a Customised Support Programme for Potential Women Candidates. The design should include the following:
 - A **training programme** inclusive of a practice parliaments for potential candidates;
 - Activities supporting potential candidates to learn from candidates in other jurisdictions, through a range of **south-south** exchange activities;
 - Initiatives, activities and events and methodologies/methods aimed addressing support areas identified under Section 2d) above; and
 - An Implementation Plan outlining activities, delivery mechanisms, costs/inputs involved, etc., a Monitoring and Evaluation (M&E) Framework, and a Risk Log.
- d) Factor into the Customised Support Programme for Potential Women Candidates collaboration and proactive coordination of existing programmes for Women, including for example, the Pacific Women Parliamentarian Partnerships, WinLA and Samoa Caucus Project, Samoa Ala Mai Network, and the work of other networks/bodies, to leverage learning opportunities for women and leading organisations, networks and groups supporting women and gender equality;
- e) Integrated with the Customised Support Programme for Potential Women Candidates, assist with designing activities aimed at strengthening coalitions of women including national and sector conversations/dialogues on gender equality and women issues, as well as the delivery of civic education activities emphasizing the importance of gender equality and having more capable women in decision making leadership roles; and
- f) Deliver the Customised Support Programme for Potential Women Candidates as design and make necessary adjustments incorporating lessons learnt from the implementation of previous training sessions, events and activities;



F. Expected Deliverables:

The selected consultant is expected to complete and submit the following deliverables within the agreed timelines:

- a) An inception report outlining the key activities and a methodology on how the Consultant will work with the WILS Team, WinLA, Samoa Women Caucus, Samoa Ala Mai, OCLA, OEC, MWCSD, UNDP and other national and regional counterparts on the performance and completion of this consultancy and its Terms of Reference;
- b) A draft Customised Support Programme for Potential Women Candidates, addressing the purpose, scope of work and activities of this Consultancy as outlined above. In principle, the Customised

Support Programme for Potential Women Candidates should include:

- A **training programme** inclusive of a practice parliaments for potential candidates;
 - Activities supporting potential candidates to learn from candidates in other jurisdictions, through a range of **south-south** exchange activities;
 - Initiatives, activities and events and methodologies/methods aimed addressing support areas identified under Section 2d) above;
 - An Implementation Plan of the Customised Support Programme for Potential Women Candidates outlining activities, delivery mechanisms, costs/inputs involved, collaboration with counterparts, etc.;
 - A M&E Framework of the Customised Support Programme for Potential Women Candidates; and
 - A Risk Log of the Customised Support Programme for Potential Women Candidates.
- c) A presentation to the WILS Steering Committee, OCLA, WinLA, Samoa Women Caucus, Samoa Ala Mai, OEC and other key partners on the Draft Customised Support Programme for Potential Women Candidates; and
 - d) A final Customised Support Programme for Potential Women Candidates.

G. Timelines

The consultant will be engaged up to a maximum of 30 days over the contracting period. The consultant is expected to commence on 1st August and will end on the 31st August 2018. It is envisaged that the Customised Support Programme for Potential Women Candidates should be designed and cleared by the WILS Steering Committee by the end of Q3 2018.

The timelines for the delivery of the expected deliverables are specified in the table below:

DELIVERABLES	TIMING	RESPONSIBILITIES
Inception report	2 days	Consultant to submit to WILS Project Management
Draft Customised Support Programme for Potential Women Candidates for 2021 Elections	25 days	Consultant to submit to WILS Project Management
Presentation	1 day	WILS Steering Committee, OCLA, WinLA, Samoa Women Caucus, Samoa Ala Mai, OEC, other key partners



Final Customised Support Programme for Potential Women Candidates for 2021 Elections	2 days	10%
Total	30 days	100%

The consultancy for the delivery and implementation of the of the Customised Support Programme for Potential Women Candidates would be for 24 months with 14 days in 2019 and 2020 with the possibility of extension subject to satisfactory performance. The delivery of the Customised Support Programme for Potential Women Candidates will be carried out under a consultancy to be confirmed in 2019, 2020 and 2021.

The consultant will undergo a yearly Performance Appraisal that will inform assignment continuation. WILS partners will have the opportunity to input.

H. Institutional Arrangement:

The consultant will work closely with the WILS Project Team, and to forge and maintain productive relationships with the WinLA, Samoa Women Caucus, Samoa Ala Mai, OCLA, OEC, MWCSD, and other women networks, UNDP, UN Women, national and regional expertise as well as other local partners and counterparts.

The Consultant reports day-to-day to the Project Manager under the overall supervision of the WILS Steering Committee.

Logistical and communications support will be provided from the WILS Project Team during implementation of the Customised Support Programme for Candidates.

I. Duration of the Work:

30 working days, home based with travel to Apia Samoa. The Consultant will be based at the UNDP MCO Office.

J. Competencies:

- Demonstrates commitment to UNDP's mission, vision and values
- Highly effective in working with multi-sector teams
- Ability to function effectively under pressure and tight timelines
- Self-motivated and able to work independently
- Excellent oral and written communication
- Creative thinking and emotional intelligence

K. Qualifications and Experience of the Successful Contractor:

- Post-graduate degree in Gender Equality, Governance, Development, Women Leadership, Political Science, Public Policy, Community Development or closely related Degree
- Over 10 years working with leadership development in diverse contexts including designing and delivering training and other related capacity development programmes
- Excellent knowledge of the role of women in community development
- Experience working with women and gender equality in the Pacific
- Excellent networking, stakeholder management and problem solving skills



- f. The ability to use tact and present strategically
- g. Experience in the usage of computers and office software packages (MS Word, Excel, etc.)
- h. Fluency in English.
- i. Experience in the Pacific
- j. Good understanding of political and socio-economic issues in the Pacific and/ or Samoa
- k. Experience as a Community Development Specialist

Evaluation criteria: 70% Technical, 30% financial combined weight

L. Scope of Bid Price & Schedule of Payments:

Consultancy fee in USD or TALA will be paid after certification by WILS Project Team of satisfactory performance of performances and submission of the expected deliverables and in accordance with the signed contract and as per schedule below:

DELIVERABLES	DUE DATE (%)	AMOUNT IN USD TO BE PAID AFTER CERTIFICATION BY WILS TEAM OF SATISFACTORY PERFORMANCE OF DELIVERABLES
Inception report	2 August 2018 (5%)	\$xxx
Draft Customised Support Programme for Potential Women Candidates for 2021 Elections	27 August 2018 (50%)	\$xxx
Presentation	28 August 2018	
Final Customised Support Programme for Potential Women Candidates for 2021 Elections	30 August 2018 (35%)	\$xxx
TOTAL	100%	\$xxx

M. Recommended Presentation of Proposal:

Given below is the recommended format for submitting your proposal. The following headings with the required details are important. Please use the template available (Letter of Offer to complete financial proposal)

P11s with a proposed methodology addressing the elements mentioned under deliverables must be submitted by **Tuesday 31 July, 2018** electronically via email: procurement.ws@undp.org. Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include:

- **Cover letter that includes**
 - a concise explanation as to why the bidder is the most suitable candidate for the consultancy assignment;
 - a concise description of the bidder's understanding of the consultancy assignment;
 - a summary of the comments on the TOR; and,
 - a brief description of the proposed methodology and approach in carrying out the required tasks, specifying the number of days it will take complete each task.
- **Updated and signed P-11** that includes description of qualifications/competencies and relevant past experiences in similar projects – **(using the attached template).**
- **Financial Proposal** specifying the daily rates inclusive of other expenses. Candidates have the option to choose daily rate or lump sum **(using the attached template).**



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- **Refer to <https://icsc.un.org/map/> fo the latest UN per diem rates for Samoa. Per diem rate cannot be more than the Samoa rate for the month.**
- **Letter of interest and availability of the firm/consortium specifying the available date to start and other details – (using the attached template).**
- **Reference Checks Templates to be completed by referees. Please include at least 3 completed and signed referee letters (using the attached template).** UNDP staff may contact referees to verify details of the reference provided if required.

The abovementioned documents, information and requirements are mandatory and as such are required to form a complete tender. A proposal will be rejected if it is not substantially responsive to the abovementioned requirements;

Queries about the consultancy can be directed to the UNDP Procurement Unit procurement.ws@undp.org.