

TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF AN INDIVIDUAL

GENERAL INFORMATION

Services/Work Description:	Training of Trainers on Gender mainstreaming in the Forest Sector
Project/Program Title:	Sustainable Management of Namibia's Forested Lands Project
Post Title:	Gender Specialist –National consultants
Consultant Level:	Local Consultant
Duty Station:	Namibia
Expected Places of Travel:	Otjiwarongo
Expected Start Date:	Immediately after signing the contract (around 1 September 2018)

I. BACKGROUND

The Ministry of Agriculture, Water and Forestry (MAWF) in partnership with the United Nations Development Programme (UNDP) is implementing the Sustainable Management of Namibia's Forested Lands (NAFOLA) Project with funding from the Global Environmental Facility (GEF). The project aims to reduce pressure on forest resources by facilitating the gazettement of community forests, and increasing the capacity for the uptake of improved agriculture, livestock and forestry management practices in the community forest areas.

The NAFOLA project recognises the importance of gender equality in the successfulness of CBNRM sector. The concept of gender sensitivity has been developed as a way to reduce barriers to personal and economic development created by sexism. Gender sensitivity helps to generate respect for the individual regardless of sex and contribute to community development.

The NAFOLA project thus, seeks the services of an experienced **gender expert** to work with the project to train trainers on gender sensitivity approaches and application. The training will target employees of the Ministry of Agriculture, Water and Forestry (MAWF), specifically the Directorate of Forestry (DoF) as trainers of trainees.

II. SCOPE OF THE WORK

Objectives of the consultancy

The objective of this consultancy is to:

- i. Train and equip the trainers (DoF) with key information and tools on gender-sensitivity;
- ii. Enable trainers (DoF) to develop and facilitate participatory trainings and workshops in a gender-sensitive manner.
- iii. Train trainers on gender-sensitivity in CBNRM

Key tasks of the consultancy

The consultant will carry out the following tasks:

- i. Kick-off meeting: The consultant is expected to meet the technical staff to discuss a work plan and the specific capacity needs;
- ii. Use appropriate learning and participatory approaches that will enhance the experience of the trainers;
- iii. Develop a post training questionnaire to demonstrate the impact of training on the trainers.

Expected Outputs and Deliverables

The following outputs and deliverables are expected from the consultancy:

- i. Inception report indicating agreed outputs, approach and deliverables;
- ii. Training Workshop Program outline
- iii. Conduct Training Workshop
- iv. Training Workshop Report, including training outcome and recommendations for the future;
- v. A post training questionnaire.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals
1. Agree on scope of work and sign contract	One Week	September 2018	Project Manager/Director of Forestry
2. Inception report indicating agreed outputs, approach and deliverables	One week	September 2018	Project Manager
3. Final training report	Two weeks	September 2018	Director of Forestry/Project Manager

IV. INSTITUTIONAL ARRANGEMENTS / REPORTING RELATIONSHIPS

The consulting firm will work under the overall supervision of the Deputy Resident Representative in the UNDP Country Office in Namibia. S/he will work closely with the Energy and Environment Team in UNDP and the Regional Technical Advisor(s) responsible for Gender Mainstreaming and for the UNDP-GEF support to the NAFOLA.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECTIVE IC

UNDP Namibia Country Office and NAFOLA Project will provide both administrative and logistics support for the field mission and other activities.

VI. DURATION OF THE WORK

The consulting firm will be engaged from August to September 2018, following the selection process of the best candidate.

VII. QUALIFICATIONS OF THE SUCCESSFUL CONSULTING FIRM

a. Eligibility

An individual with proven experience in gender analysis and mainstreaming. .

b. Minimum requirements

- i. An individual with a **Master's Degree** in Gender studies, social science or any related discipline;
- ii. Minimum of 10 years of proven consultancy-related working experience in the above fields;
- iii. Extensive experience in workshop management and facilitation;
- iv. Experience on gender related issues;
- v. Strong writing and communication skills;
- vi. Knowledge of CBNRM in Namibia and the conservancy/community forest institutional arrangements;
- vii. Proven experience of providing technical expertise of the above nature to government, NGOs, private sector and community-based/ support organisations (CBOs/ CSOs).
- viii. Experience with the UN system will be an added advantage.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified individual is expected to submit both the Technical and Financial Proposals. Accordingly; Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization and completeness of the proposal		20%*
▪ Criteria b. Education as required by ToR		20%**
▪ Criteria c. 10 years of demonstrated relevant work experience, specifically in gender mainstreaming		20 %**
▪ Criteria d. key expert track record		10%**
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

The prospective individual will indicate the cost of services in NAD dollars when applying for this consultancy.

All travel, subsistence allowances and other logistical costs would be covered directly by the UNDP Namibia.

The qualified consulting firm shall be remunerated for services upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Instalment of Payment	Deliverables	Approval should be obtained	Percentage of Payment
1 st Instalment	Inception report	UNDP and NAFOLA	30%
2 nd Instalment	Report on the training of trainers	UNDP and NAFOLA	70%
			100%

Chart Field

FUND	DONOR CODE	BUDGET CODE	ACTIVITY	IMPLEMENTING AGENCY	DEPARTMENT ID
62000	10003	71310	1	003547	36005

TOTAL BUDGET AMOUNT = N\$80000.00

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, prospective consultants are given a template of the Table of Contents. Accordingly, your Technical Proposal document must have at least the preferred content as outlined in the Standard Bid Document (SBD)/IC Proposal Submission Form attached hereto.

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consulting firm under the assignment shall become and remain properties of UNDP.

This TOR is approved by:

Name: **Ms. Izumi Morota**

Designation: **Deputy Resident Representative**

Signature: _____

Date Signed: