



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE: Development of a Guidance Note on Good Business Practices for Gender Equality at Workplace

AGENCY/PROJECT NAME: UNDP BRH

COUNTRY OF ASSIGNMENT: Thailand

NUMBER OF DAYS: 25 days over the period of 2 months: 20 September - 09 November 2018

1) GENERAL BACKGROUND

UNDP Bangkok Regional Hub, along with the Pacific Office in Suva, primarily provide the 24 UNDP Country Offices in Asia and the Pacific with easy access to knowledge through high quality advisory services and technical support based on global applied research and UNDP lessons learnt.

The second priority is to provide regional thought leadership, build partnerships and promote regional capacity building, which allow UNDP, governments and other development partners to identify, create and share knowledge relevant to solving urgent development challenges.

Gender equality and empowerment of women are at the core of UNDP's development mandates and strategy. For UNDP, gender equality is primarily a matter of human rights. It also recognizes the role of gender equality and women's empowerment as an integral and indispensable driver for sustainable development. UNDP believes that unless women and men are able to fully realize their rights in all spheres of life, and their contributions are equally valued in the process and outcome, human development will not be advanced. Gender equality and women's empowerment are integrated into every aspect of UNDP's work in supporting countries through a range of programmes and projects.

Gender inequalities remain a development challenge throughout the Asia-Pacific region. This persistence is particularly troubling when considering the enormous economic progress the region has made. This continuing discrimination and neglect threaten the security and well-being of women as well as their families and communities throughout Asia and the Pacific. In accordance with the principle of SDGs, i.e., "Leave No One Behind", UNDP places an emphasis on eliminating the inequalities experienced by women and girls in the region.

2) Project Description and Objectives

UNDP Bangkok Regional Hub is addressing gender equality and women's human rights through multiple regional development initiatives. It has also been sustaining robust communication and knowledge management activities to contribute to UNDP's delivery of strengthened gender equality results in the region.

To close persistent gender gaps in the workplace, UNDP, in partnership with national governments and the

private sector, has designed and implemented a certification programme for private and public enterprises through which private companies and public enterprises can be recognized for meeting specific standards to promote gender equality. The certification programme supports public and private enterprises to address gender disparities in the workplace, establish environments where both women's and men's performance and contributions are valued without gender bias, and women's economic empowerment is promoted. The programme has so far gained critical success in Latin America and the Caribbean. This initiative has made it possible to collect, analyze and rationalize business practices that promote gender equality at workplaces. Moreover, incentives for private and public enterprises to commit themselves to action in this regard have also been identified.

The main objective of this consultancy is to develop a guidance note which includes a compendium of measures that have been proven to be effective in promoting gender equality at workplace, with the descriptions of resulting impacts and benefits to companies. The guidance note will also explain how those measures are aligned with the international and regional standards safeguarding human rights and gender equality at **workplaces**. **Concrete** experiences from Latin America and the Caribbean will add value to the measures demonstrated as good business practices.

3) SCOPE OF WORK

Under the overall guidance of Asia-Pacific Regional Gender Team Leader based in Bangkok, and with expert inputs from a core group including, Regional Gender Teams in Latin America & the Caribbean, select Country Offices from the region, and relevant advisors from BRH, the consultant will undertake the development of a guidance note as described above.

More concretely, the consultant will be responsible for the following:

- 1) Desk review of all relevant materials produced so far relating to the UNDP Private Sector Gender Seal Certification Programme as well as other documents that provide a framework for international standards in protecting and promoting human rights and gender equality at workplace.
- 2) Identify key stakeholders from the private sector, develop an interview guide (using the framework of the UNDP Private Sector Gender seal) and undertake a set of interviews to develop case studies and document good practices from the region and beyond.
- 3) Develop a user-friendly and practical note for use by the private sector which includes (a) good business practices using the framework used by the UNDP Private Sector Gender Seal Certification Programme; (b) identifies gaps and (c) presents findings for potential ways in which UNDP can engage the private sector in promoting gender equality and women's empowerment in Asia Pac.

Performance of the consultant is monitored closely, and regular feedback will be provided by Asia-Pacific Regional Gender Team Leader.

4) EXPECTED OUTPUTS AND DELIVERABLES

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
1. Desk review report including analysis of the	28 September	Regional Gender Team Leader

labour market in Asia from gender equality perspectives		
2. First Draft Guidance Note	19 October	Regional Gender Advisor
3. Final Draft Guidance Note	09 November	Regional Gender Advisor

5) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Up to a maximum of 25 working days over a period of maximum 2 months. The expected starting date is 20 September 2018, and the expected ending date is 9 November 2018.

This is a home-based assignment. A two-day mission to Bangkok is expected, to present the findings of the study.

6) FINAL PRODUCTS

A guidance note on good business practices for gender equality at workplace

7) PROVISION OF MONITORING AND PROGRESS CONTROLS

Consultation calls will be organized on weekly basis with Regional Gender Team Leader in Bangkok for progress monitoring and quality assurance as well as to ensure the timely delivery of the specified deliverables.

8) DEGREE OF EXPERTISE AND QUALIFICATIONS

Essential

- Master's degree or equivalent in relevant areas such as Gender Studies, Business & Management, Sociology, International Development, or Labour laws.
- Minimum 7 years of relevant experience in addressing gender equality at the policy level, including gender equality issues related to workplace.
- Working knowledge of the private sector and UNDP's partnerships with the private sector in Asia.
- Proven fluency in English writing skills.

Desirable

- Previous relevant experience with UNDP or the broader UN System would be an asset.

Competencies

- Strong command of English.
- Ability to perform tasks in timely manner and under pressure, to tight deadlines.
- Ability to communicate verbally and in writing with a wide range of partners persuasively and collaboratively.
- Able to work independently and as part of a team seamlessly using a range of modern means of

communication as required.

8) REQUIRED DOCUMENT

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document as the application only allows to upload maximum one document:

- a) **Duly accomplished Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV**, indicating all relevant and similar previous experiences, as well as the contact details (email and telephone number) of the Applicant and at least three (3) professional references;
- c) **Brief description** of why the applicant considers him/herself as the most suitable for the assignment, relating how he/she proposes to conduct the assignment to their previous experience.
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.
- d) **A sample of social media campaign plan / package** with dedicated focus on gender equality issues led by the applicant.
- e) **Online link to sample of visual communication materials** developed by the applicant
- f) **Online link to sample of written communication materials** developed by the applicant

Incomplete proposals may not be considered. The short listed candidates may be contacted and the successful candidate will be notified

9) CRITERIA FOR SELECTION OF THE BEST OFFER

Individual consultants will be evaluated based on the following methodology, **Cumulative analysis**

The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

- Relevant academic background (10%)
- Demonstrable relevant experience in addressing gender equality at the policy level, including gender equality issues related to workplace (30%)
- Working knowledge of the private sector and UNDP's partnerships with the private sector in Asia (30%)
- Demonstrable experience in developing gender equality focused knowledge products (10%)
- Fluency in written English (20%)
- Working knowledge of UNDP or other UN entities and agencies is an asset.

Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE

☒ PARTIAL

☐ INTERMITTENT

☐ FULL TIME

10) PAYMENT TERMS

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- Deliverable 1 Desk Review Report: 30% of total contract amount
- Deliverable 2 First Draft Guidance Note: 40% of total contract amount
- Deliverable 3 Final Draft Guidance Note: 30% of total contract amount
-

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.

11) ANNEXES TO THE TOR

N/A