**TERMS OF REFERENCE**

**Location**: Uganda

**Description of the assignment**: Individual Consultant to undertake a holistic Study on Strengthening the Participation of Women in Uganda’s nascent Extractives Sector including in the Development Minerals sector

**Type of Contract**: Individual Consultant – International

**Languages Required**: English

**Starting date**: Upon signing contract

**Expected Duration of Assignment**: 25 non-consecutive working days over 2 months.

**BACKGROUND**

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| Uganda is rich in natural resources and has a favorable geological environment that hosts over 27 different minerals including limestone, marble, stone aggregate, phosphate, sand, gold, tin, iron ore, dimension stone, clay, oil and natural gas among others. Mining offers a significant opportunity for the country; particularly as a source of employment, revenue, economic lifeline for industries and in contributing to social and economic development at local, national and sub-regional level. Nationally the mining industry is a key to attaining ‘Vision 2040’ and the National Development Plan II (2015/16 –2019/20).  Growth and development of the mining sector is guided by the Mining and Minerals Policy (2001), Mining Act 2003 and Mining regulations of 2004 among other regulatory and legal instruments. The Government of Uganda recognizes the importance of the Minerals sector to the economy. Under the current Mineral Policy of Uganda (2001) the government acquired good quality geological data and established infrastructure for its management; restructured and strengthened institutional capacity; and registered improved livelihoods, increase in employment and revenues accruing from mineral resources. The Government of Uganda is, with the support of development partners, reviewing the policy and legal institutional framework of the mining sector. The ACP Group of States, the European Commission and UNDP are at the forefront in providing technical and advisory support for the review through the ACP-EU Development Minerals Programme.  Uganda’s new Minerals and Mining Policy (2016) corroborates geo-data on resource estimation indicating that Uganda has abundant mineral resource reserves for world class economic mineral deposits. Previously overlooked resources such as sand, clay and stone have taken center stage for their ability to create employment, drive national and local economic growth and reduce poverty. Discoveries of copper, nickel, gold, chromite, iron ores, tin, tantalite, tungsten, limestone, marble, graphite and gemstones have also been made. These resources have attracted increased Foreign Direct Investment (FDI) in the sector from US$5 million in 2003 to over US$ 800 million in 2017.  Furthermore, currently, the mining sector contributes 0.3% percent to Gross Domestic Product (GDP) per annum compared to an annual growth rate of 10.9%. This is expected to increase to seven percent (7%) by 2020 according to the National Development Plan (NDP) II (2015-2020) and Vision 2040 towards achievement of the Middle-income status.  However, the Minerals sector has continued to face challenges of low funding; in-adequate institutional capacity to manage the mineral resources; in-ability to undertake significant value addition to minerals; the complex nature of artisanal and small -scale mining; potential for conflicts and environmental degradation. Furthermore, despite the sector’s current and projected growth, underlying drivers of gender inequality and equity imbalances have resulted in socio-economic disparities among men and women, which in turn negatively impact livelihood and other socio-economic outcomes for women and men. While a significant number of women derive their livelihood from artisanal and small-scale mining (ASM), little is known about the socio­-economic impact, including gender dimensions of ASM and its potential to promote or hinder women’s economic empowerment. Policies aimed at formalization and regularization of the sector are thus unfolding without sufficient analysis of how women, in ASM, will be impacted.  There is also demonstrable limited technical and operational capacity within the institutional framework to effectively implement gender mainstreaming interventions – a factor that has exacerbated the income disparities between men and women; and undermined socio-economic transformation in the Mining sector. Also, the informal nature of most mining operations has augmented the vulnerabilities uniquely experienced by women especially regarding access to and control over economic resources such as land, capital, technologies and bargaining power as well as socio-cultural restrictions that impede their ability to exercise their voice and agency in the sector.  Thus, despite having a strong presence at artisanal sites, there are much fewer women than men in ownership, decision-making and leadership positions at ASM sites, points of sale and SMEs operating in the sector. This reality has largely undermined the potential for optimal benefit from the sector and compounded the socio-economic constraints that have led to gender-related barriers to wealth creation, inclusive growth and sustainable development. There is thus need for urgent action to position women to equitably derive optimal benefit from Uganda’s mining sector.  In this regard, UNDP is seeking the services of a qualified international consultant to undertake a study on *Strengthening the participation of women in artisanal and small-scale mining (ASM) with special focus on the Development Minerals sector*. The study is intended to generate reliable data on women and artisanal and small ­‐ scale mining in Uganda. The data is intended to inform actions of stakeholders responsible for the formulation and implementation of Uganda’s Mining Code, as well as various stakeholder actions at community, sub-national and national level. The draft Study Report is expected to be reviewed and validated in a National validation workshop with key stakeholders during the assignment; before finalization. |

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| **SCOPE OF WORK AND DELIVERABLES**  UNDP in collaboration with the Ministry of Energy and Mineral Development is implementing the [ACP-EU Development Minerals Programme](http://developmentminerals.org/node/1). In Uganda, this three-year USD 950, 000 capacity building programme aims to build the profile, and improve the management of *Development Minerals* (industrial minerals; construction materials; dimension stones; and semi-precious stones) as well as contribute to addressing gender inequalities. The programme is part of a €13.1 million initiative by the African, Caribbean and Pacific (ACP) Group of States, financed by the European Union and the United Nations Development Programme (UNDP) to strengthen the capacity of key stakeholders in 40 countries in Africa, the Caribbean and the Pacific.  **Scope of work and methodology**  The absence of reliable information and statistics on women’s participation in artisanal and small-scale mining in Uganda, and the benefits accruing to them from the sector is a key hindrance for the formulation of gender responsive policy, legal and regulatory frameworks for the mining sector.  **Objectives**  The objective of this assignment is to generate data to enhance the participation of women in artisanal and small – scale mining with special focus on Uganda’s Development Minerals sector; as well as to identify barriers to and opportunities for enhancing women’s economic empowerment in the burgeoning mining sector.  Specifically, the study is intended to:   1. Generate data to support enhanced participation of women in artisanal and small – scale mining with special focus on Development Minerals 2. Identify barriers to and opportunities for enhancing women’s economic empowerment in the burgeoning mining sector; and 3. Determine the extent to which gender considerations are included in the design and monitoring of policies and strategies aimed at formalizing and regularizing the sector.   **Key Tasks**  Under the direct supervision of the ACP-EU Development Minerals Programme Country Coordinator for Uganda and UNDP Team Leader – Inclusive Green Growth Programme and the overall supervision of the ACP-EU Development Minerals Programme Manager, the Consultant is required to use a participatory approach and process to ensure wide stakeholder consultation in the collection of both secondary and primary data. It is expected that data collected will be analyzed using a rigorous and transparent analysis framework, summarized and presented to the Uganda Country Working Group and at a National Validation Workshop to aid in prioritization of strategic interventions for enhanced participation of women in the sector and to ensure sufficient inclusion of all stakeholder views.  The key tasks:   1. Prepare an inception report detailing understanding of the terms of reference for the assignment; detailed methodology to be adopted to achieve the objectives of the assignment and the timelines for submission of the assignment deliverables; 2. Review relevant documents with specific attention to gender mainstreaming provisions and capacity gaps that hinder meaningful participation of women in artisanal mining especially in the Development Minerals sector.The capacity gaps should be categorised into i) Institutional framework capacity gaps; ii) gender gaps in incomes, livelihood and employment opportunities for women, youth and persons with disabilities; iii) barriers and opportunities for women’s access to finance including digital finance and iv) capacity needs and barriers to meaningful participation in decision-making and leadership processes for female artisanal and small-scale miners. The consultant will be expected to detail specific actions related to each category. The Consultant is expected to make key reference to the report on the Baseline Assessment and Value Chain Analysis of the Development Minerals Sector in Uganda. This should be done at inception stage before commencing with any field work. The Report will be provided to the successful bidder and is already published thus widely available: <http://www.developmentminerals.org/index.php/en/resource/studies> Other documents to be considered are, but not limited to: The Uganda Vision 2040, National Development Plan II, The Uganda Mining Act,2003, The National Minerals Policy 2001, The Uganda Gender Policy (2007), The UNDP Gender Equality Strategy (2014 – 2017); 3. Conduct extensive consultations with key stakeholders to identify barriers to meaningful participation of women in artisanal and small-scale mining with special focus on Development Minerals. To do so, the consultant is expected to determine the most suitable data collection methodologies, techniques, instruments and a rigorous sample size of key informants and representatives from relevant public, private and business development institutions as well as Civil Society Organizations. Please note that the list of stakeholder groupings is not exhaustive; 4. Undertake a stakeholder gender needs assessment and SWOT analysisto identify stakeholders’ gender-specific needs, key issues, priorities and actions to be undertaken for equitable participation of men and women in artisanal and small-scale mining. A detailed SWOT Analysis of the women in artisanal and small-scale mining of Development Minerals in Uganda will be imperative; 5. Prepare the draft study report that includes situation and gender analysis of the Mining sector in Uganda such as income disparities between men and women; and barriers to and opportunities for women’s meaningful participation and strategic positioning throughout the entire mining value-chain in artisanal and small-scale mining; due to the largely ASM nature of the Development Minerals 6. Present the findings of the study to key stakeholders for review and validation 7. Prepare a Final study report incorporating feedback from the validation workshop, that includes the list of stakeholders consulted among others.   **Expected Outputs and Deliverables**  The key deliverables of this assignment include:   1. A final inception report within 5 work days of signing the contract detailing the consultant’s understanding of the terms of reference for the assignment; detailed methodology to be adopted to achieve the objectives of the assignment and the timelines for submission of the assignment deliverables; 2. A draft report within 20 work days of contract signing that includes a situation and gender analysis of the mining sector with special focus on Development Minerals including incomes disparities between men and women; and barriers to and opportunities for women’s meaningful participation and strategic positioning throughout the entire mining value-chain in the context of artisanal and small-scale mining; 3. A final report incorporating inputs and the feedback of stakeholders from the validation workshop within 25 working days of signing the contract. |

**WORKING ARRANGEMENTS**

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| **Institutional Arrangement**  The consultant will work closely with a team consisting of the ACP-EU Development Minerals Programme Uganda Country Coordinator and ACP-EU Development Minerals Programme Specialist; and shall report to the UNDP Team Leader for the Inclusive Green Growth - who will be responsible for ensuring the the overall technical quality of the deliverables, and compliance with the terms of the assignment.  The required format for all the reports generated shall be agreed with UNDP upon the inception of the assignment.  All costs needed to achieve the deliverables set forth in this RFP are to be included in the financial proposals from the offerors (transport, professional fees, communication, consumables, living allowances, etc.) except logistical costs related to the organization of the stakeholder validation workshop.  **Duration of the Work**  The assignment is expected to take a period of 25 non-consecutive working days spread over six weeks in accordance with the scope of work and indicative period for submission of deliverables as indicated in the table below.   |  |  |  | | --- | --- | --- | | **Deliverables/ Outputs** | **Estimated Duration to Complete** | **Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)** | | Final approved Inception report | 5 work days | ACP-EU Development Minerals Programme Country Coordinator for Uganda; UNDP Uganda Team Leader, Inclusive Green Growth; ACP-EU Development Minerals Programme Team | | A draft report within 20 work days of contract signing that includes a situation and gender analysis of the mining sector with special focus on Development Minerals including incomes disparities between men and women; and barriers to and opportunities for women’s meaningful participation and strategic positioning throughout the entire mining value-chain in the context of artisanal and small-scale mining; | 15 work days | ACP-EU Development Minerals Programme Country Coordinator for Uganda; UNDP Uganda Team Leader, Inclusive Green Growth; ACP-EU Development Minerals Programme Team | | A final report incorporating inputs and stakeholders’ feedback from the validation workshop | 5 work days | ACP-EU Development Minerals Programme Country Coordinator for Uganda; UNDP Uganda Team Leader, Inclusive Green Growth; ACP-EU Development Minerals Programme Team |   **Working Arrangements**  Technical meetings (in-person and via skype) will be arranged at critical stages of this assignment to allow the ACP-EU Development Minerals Programme Team to provide technical review and guidance.  **Duration of Work**  The expected duration for the assignment is 25 non-consecutive working days spread over six weeks from date of approval and acceptance of contract by both parties. The assignment will be in accordance with the scope of work and indicative period for submission of deliverables above.  **Duty Station**  The consultant’s duty station shall be Kampala with travel expected to selected 4 development minerals mining sites. |

**REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| Academic Qualifications:   * A Master’s degree or higher in Natural Resources Management, Mining, Gender Studies, or Economics, development studies or relevant disciplines.   Years of experience:   * At least seven (7) years of relevant work experience related to natural resource management, mining and sustainable development with a strong background in gender and small-scale mining; * Demonstrated experience conducting gender analyses in the extractives sector in a development context; * Strong experience working on gender dimensions of artisanal and small-scale mining * Demonstrated experience in one or more of the following commodity subsectors an advantage: construction materials; dimension stones; industrial minerals and semi-precious stones; * Familiarity with international standards as well as industry best practice on gender and the mining sector as well as mining governance.   Competencies:  **Corporate competencies**   * Commitment to UNDP’s mission, vision and values; * Sensitivity to cultural, gender, religion, race, nationality and age differences. * Demonstrates integrity by modeling the UN’s values and ethical standards; * Promotes the vision, mission, and strategic goals of UNDP; * Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; * Treats all people fairly without favoritism.   **Functional Competencies:**   * Advanced skills in Microsoft Office with strong analytical and presentation skills; * Ability to execute multi-stakeholder engagements; * Ability to facilitate a validation workshop that brings together multiple stakeholders; * Produce high quality analytical outputs and in a timely manner; * Strong organizational skills; * Ability to work independently, flexibly and under pressure utilizing initiative; * Sound judgment, strategic thinking and the ability to manage competing priorities; * Flexibility in responding to changing priorities in a fast-paced environment; * Strong analytical, research and writing skills and demonstrated ability to think strategically; * Strong inter-personal, communications, negotiation and liaison skills;   Excellent written and spoken communication skills in English. Working knowledge of the local languages an advantage.  Language requirements   * Fluency in written and spoken English.   **Intellectual Property:**  All information pertaining to this project as well as outputs produced under this contract shall remain the property of the UNDP who shall have exclusive rights over their use. Except for purposes of this assignment, the products shall not be disclosed to the public nor used in whatever format without written permission of UNDP in line with the national and International Copyright Laws applicable. |

PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

A lump sum payment, in two tranches, shall be made upon successful completion and certification of work done as indicated in this Terms of Reference.

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| **Payment Releases** | **Percentage** | **Timing**  (after contracting) |
| Inception Report | 25% | Upon submission of the inception report - Within 5 (five) days of contract signing |
| Facilitation of Validation Workshop to review draft Report | 25% | Upon successful review and validation of the draft report at a national workshop - Within twenty (20) work days of contract signing |
| Final Report | 50% | Upon submission ofthe final Report - Within twenty-five (25) work days after the stakeholder validation workshop |

**Evaluation Method and Criteria**

**Cumulative analysis**

Individual consultants will be evaluated based on the **cumulative analysis** methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

* Responsive/compliant/acceptable; and
* Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Technical Criteria weight: [70%]

Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 70% on the Technical evaluation would be considered for the Financial Evaluation.

**Technical Criteria – Maximum 70 points**

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| **Technical Criteria** | **Weight (%)** |
| Candidate holds a Master’s degree or higher in Natural Resources Management, Gender Studies, or Economics, development studies or relevant disciplines | 20 |
| Candidate has a minimum of 7 years of relevant professional experience related to mining and sustainable development with a strong background in small-scale mining | 20 |
| Candidate has strong experience and expertise conducting gender analyses in the extractives sector in a development context | 25 |
| Candidate has experience working on gender dimensions of small scale mining | 15 |
| Candidate has demonstrated experience in one or more of the following commodity subsectors: construction materials; dimension stones; industrial minerals and semi-precious stones | 5 |
| Candidate has familiarity with international standards as well as industry best practice on gender and the mining sector; and mining governance. | 10 |
| English language proficiency | 5 |
| ***Total*** | ***100*** |

**Financial Criteria - 30% of total evaluation**

The following formula will be used to evaluate financial proposal:

p = y (µ/z), where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

µ = price of the lowest priced proposal

z = price of the proposal being evaluated

UNDP is applying fair and transparent selection process that would consider both the technical qualification of Individual Consultants as well as their price proposals. The contract will be awarded to the candidate obtaining the highest combined technical and financial scores. Please go the following link for the General Conditions of Individual Contracts: <http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>

UNDP retains the right to declare the tender unsuccessful should no applicant meet the minimum requirements. It also retains the right to contact references directly.

Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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| Interested individual consultants must submit the following documents/information to demonstrate their qualifications **in one single PDF document:**   1. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex II). 2. **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and, telephone number) of the Candidate and at least three (3) professional references. 3. **Technical proposal:**    1. Brief description of why the individual considers him/herself as the most suitable for the assignment    2. A methodology, on how they will approach and complete the assignment. *[If applicable. A methodology is recommended for intellectual services, but may be omitted for support services]* 4. **Financial proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (Annex II). Applicants are instructed to submit their financial proposals in USD for this assignment using the financial proposal template available here: <http://procurement-notices.undp.org/view_file.cfm?doc_id=45780>. The proposals should be submitted with the following subject heading: **“**Proposal for **Individual Consultant – Gender and the Extractives Sector in Uganda”** **latest by September 19, 2018**. Proposals received after the deadline will be rejected. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal should be all-inclusive and include a breakdown. The term ‘all-inclusive” implies that all costs (professional fees, travel related expenses, communications, utilities, consumables, insurance, etc.), - except logistical costs related to organizing the validation workshop, that could possibly be incurred by the Contractor are already factored into the financial proposal. |

ANNEXES *(to be downloaded from UNDP Uganda Website, procurement notices section:* [*http://www.ug.undp.org/content/uganda/en/home/procurement.html*](http://www.ug.undp.org/content/uganda/en/home/procurement.html) *)*

* ANNEX I- Individual Contractor General Terms and Conditions
* ANNEX II –Offers’ Letter to UNDP Confirming Interest and Availability for the Individual Contractor Assignment

This TOR is approved by: [*indicate name of Approving Manager*, *only for internal purposes.]*

Signature

Name and Designation

Date of Signing