



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Post Title:	Gender advisor offering technical support for the organisation of the Tunisian Gender Equality Forum, April 2019
Starting Date:	17 January 2019
Duration:	87 working days over a period of 4 months
Location:	Tunisia
Project:	Tunisia Forum on Gender Equality
National or International consultants:	International Consultant

CONTEXT/BACKGROUND

Background

The government of Tunis will host a Forum on Gender Equality, that will take place from 23-25 April 2019, to follow on from the Stockholm Forum on Gender Equality in April 2018.

The Tunis Forum for gender equality will take place one year before the 25th anniversary of the adoption of the Beijing Declaration and Platform for Action (BPfA), as well as one year before the 20th anniversary of UN Security Council Resolution 1325 which set the standard for women, peace and security. The forum will also take place before the first Global Sustainable Development Report is presented to the autumn summit on the SDGs and will be an opportunity to integrate and connect the key elements of these processes and recommend future actions.

The forum will be a platform for discussion, interaction between key actors from governments, civil society, private sector, media and regional and international organizations. The aim will be to ensure at least 50% participation from young women and men under 35, with a view to preparing a new vision for Beijing +25 – to reclaim the language of feminist discourse from dominant conservative voices that have pushed the gains of Beijing backwards. The forum will also focus on the role of women in local governments to transform the lives of the community in the context of sustainable cities and new municipality organization. A third pillar of discussion will focus on post conflict reconstruction and the opportunities for gender equality. This will also be an opportunity to link CEDAW recommendations and the 1325 agenda.

The Tunis forum will build on the outcomes of other international forums regarding Gender Equality and, in particular, on the different initiatives, commitments and partnerships that have resulted from the Stockholm Forum.

The key organizing partners for the Tunisia forum will be the Government of Tunisia, notably the Ministry of Women, Family, Childhood and Seniors, UNDP and UNWomen working in collaboration with the government of Sweden and other UN agencies and civil society organisations.

Local, national and international **Civil Society** will play an essential role in the organization of the forum. Civil Society, especially young women's networks will be solicited to co-create the Forum's form and substance and facilitate seminars, debates and workshops and to participate in the follow-up of the outcomes of the forum.

The event will end with the adoption of a Tunis Declaration on Gender Equality and the Sustainable Development Goals that will, amongst other aims, inform the conference planned for 2020 on the occasion of the 25th Anniversary of the BPfA.

Live sessions of the different seminars, debates and workshops will be disseminated through the website of the Forum and through social media, allowing broader visibility and participation in the forum.

Scope of work and deliverables:

Under the direct supervision of the Deputy Resident Representative, the overall guidance of the Gender Regional Team Leader in Amman and in close coordination with UN Women who will also be recruiting an international consultant, the objectives of this consultancy are:

1. to provide technical input and advice to support the organisation of the conference, with specific reference to the creation of the agenda, identifying key participants, ensuring the flow of the event, the production of key results, including the Tunisia declaration and ensuring that the conference contributes both to the implementation of the SDG agenda and above all to re-energising the future of the Beijing platform of action 25 years later.
2. To support the co-creational aspect of the agenda through liaising with key members of civil society and other organisations globally and to manage input to the agenda as well as expectations.
3. To work with national and international NGOs based in Tunisia in the elaboration of the agenda and in the organization of the different panel of the Forum according with the theme To work with the organisers of the Stockholm Forum to ensure continuity in the dynamic organisation of the Tunisia Forum including the creation of short dynamic and innovative panel sessions and artistic and cultural interventions. To work with the organisers of the Tunis forum to structure the agenda in such a way that it meets the expectations and needs of a wide range of participants.
4. To work with the technical hosts of the conference website to ensure up to date information and a continual monitoring of input to the creation of the agenda.
5. Prior to the conference, to work with the co-organisers to finalise the agenda, be in regular contact with key participants, especially speakers and those intervening in key subjects, working in close coordination with the logistical organisers.
6. At the conference itself, organise note takers, and staff to ensure continual updating of the conference website, social media presence etc.
7. Provide a report of the conference and its organisation within one month of the end of the conference.

The outputs expected include:

- The provision of a draft working agenda by end January 2019 integrating key elements from other global processes, inputs from civil society via womens networks, and inputs from the key organisers.
- A finalised list of participants by mid February, including global representation, youth focus and male champions as well as women activists.
- Evolving updates on the agenda, side events, on a weekly basis
- Finalization of agenda and participants by mid-march
- Final report

Expected Outputs and Deliverables	Target Due Dans	Review and Approvals Required
Output 1: First progress report including initial list of participants plus letters out for contributions to co-creation process	23 January 2019	UNDP and UN Women

Output 2: Second progress report including initial draft agenda built on co-creation process and final list of participants	20 February 2019	UNDP and UN Women
Output 3 : Third progress report including final agenda	20 March 2019	UNDP and UN Women
Output 4 : Final report, analyzing what works and what doesn't work	10 May 2019	UNDP and UN Women

EXPERIENCE AND QUALIFICATIONS REQUIREMENTS

Education:

- Master's Degree or equivalent in gender studies or international relations or related field

Experience:

- Experience of and participation in, events focusing on gender equality, including CSW
- Participation at the Stockholm forum on gender equality
- Knowledge of global gender equality advocates
- Knowledge of CEDAW, Women peace and Security issues, Beijing Declaration and Platform for Action, women's economic empowerment and GBV at a global level and ongoing debates about connections and integration
- Knowledge of women's empowerment and gender issues in the MENA region.
- Understanding and knowledge of international women's movement and its interactions.
- Experience of organizing major conferences
- Ability to work without supervision and take initiatives
- Excellent concise writing skills in English and French
- Good presentation skills in English and French
- Personal Commitment to gender equality
- Background knowledge about the SDGs, CEDAW and related UNSCRs
- Proven experience on gender equality issues and proven familiarity with the gender-economic participation nexus in the Arab region
- Proven intellectual and practical capacity to understand and interpret regional, national and international development issues through a gender lens

Language Skills:

- Excellent written and spoken English and French. Ability to work in Arabic would be an asset.

COMPETENCIES

Corporate competencies

- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies

- Good teamwork and interpersonal skills;
- Flexibility and ability to handle multiple tasks and work under pressure;
- Excellent drafting and formulation skills;
- Excellent computer skills especially Word, Excel and PowerPoint;

Knowledge Management and Learning

- Seeks and applies knowledge, information and best practices from a variety of sources
- Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction

Judgment/Decision-Making

- Mature judgment and initiative;
- Proven ability to provide strategic direction to the project implementation process

INSTITUTIONAL ARRANGEMENT

- The consultant will be directly accountable to the Tunisia gender forum task force in country and will report to UNDP country office in Tunisia and to the gender advisor in the regional hub.

DURATION OF WORK

The duration of the work is expected to be four months, starting as soon as possible and ending 2 weeks after the forum.

DUTY STATION

- The consultant will be based in Tunisia

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

All proposals must be expressed in a *lump sum amount*. This amount must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. Also, please note that the contract price will be Deliverables/Outputs based - not fixed - subject to change in the cost components.

The contractor will be paid an all-inclusive Deliverables/Outputs based lump sum amounts over the assignment period, subject to the submission of Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table hereunder:

Milestone	Estimated due date	Payment
Output 1: First progress report including initial list of participants plus letters out for contributions to co-creation process	31 January 2019	25%
Output 2: Second progress report including initial draft agenda built on co-creation process and final list of participants	21 February 2019	25%
Output 3 : Third progress report including final agenda	20 March 2019	25%
Output 4 : Final report, analyzing what works and what doesn't work	10 May 2019	25%

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

- 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;
- Technical Proposal in English and French** detailing how they will approach the assignment, prioritizing activities to meet the deliverables as set above in the most efficient and effective manner;

- c) **Financial Proposal** that indicates the all-inclusive Deliverables/Outputs based total contract price, supported by a breakdown of costs, as per template provided. The terms “all-inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal.

EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Step I: Screening and desk review:

Individual consultants will be evaluated based on the following methodology.

Applications will be first screened and only candidates meeting the following minimum criteria will progress to the pool for shortlisting:

- Master’s Degree or equivalent in gender studies or related field
- Proven knowledge of international gender issues and dynamics
- Language proficiency in written English and French.

Candidates will be then assessed and scored against the following evaluation criteria.

Evaluation of Candidates (max 100 points):

Evaluation criteria		Max / 100 pts
1	Advanced University Degree in gender studies or related field: <ul style="list-style-type: none"> - Master or equivalent.....8 points - PhD.....10 points 	10 pts
2	A minimum of 5 years of experience in the field of international gender equality issues and dynamics: <ul style="list-style-type: none"> - At least 5 years..... 20 points - At least 7 years..... 21 points - At least 9 years...22 points - Previous experience with Gender in UNDP+ 3 point - Previous experience in Tunisia..... + 3 point - Participation at the Stockholm forum on gender equality +2 points 	30 pts
3	Experience in the organization of global events: <ul style="list-style-type: none"> - At least 1 global event..... 15 points - 2 or more global events.....20 points 	20 pts
4	Language <ul style="list-style-type: none"> - Language proficiency in written and oral English and French..... 7 points - Ability to work in Arabic would be an asset..... +3 points 	10 pts
5	Technical proposal The different functions to be implemented are understood and clearly developed15 points	30 pts

	- The progress of activities is realistically planned and in line with the expected results.....15 points	
	TOTAL MAX	100

Step II: Final evaluation

The final evaluation will combine the scores of the desk review and the financial proposal with the following weights assigned to each:

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 predetermined 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 points (70%) on the Technical evaluation will be considered for the Financial Evaluation.