

## **ANNEX II**

### **Terms of Reference**

**for**

### **Individual Contract for Consultancy Services on Gender Mainstreaming**

#### **1. BACKGROUND**

UNDP supports the Government of Turkey to respond to the Syrian Crisis through its Syria Crisis Response and Resilience Programme in Turkey to strengthen the resilience of refugees, host community members, local municipalities and relevant national institutions to cope with and recover from the impact. UNDP's resilience response strategy is to invest in existing national and local systems to ensure they can adequately serve both host and refugee communities.

UNDP uses a resilience-based development approach which focuses on investing in existing national and local systems to ensure they can adequately serve both host and Syrian communities. One of the aimed outcomes of the resilience response is to strengthen technical capacities of the Municipalities through the establishment of project management office (PMOs) in Gaziantep Metropolitan Municipality. Within this framework, municipalities will be supported through an Individual Contractor facilitating gender mainstreaming align with Sustainable Development Goal 5, UNDP Signature Solution 6 and UNDP Turkey's Gender Strategy focusing women's empowerment and gender equality.

Gender mainstreaming entails bringing the perceptions, experience, knowledge and interests of women as well as men to bear on policy-making, planning and decision-making. Mainstreaming should situate gender equality issues at the center of analyses and policy decisions, medium-term plans, program budgets, and institutional structures and processes.

#### **2. OBJECTIVE AND SCOPE**

The overall objective of this assignment is to enhance the institutional capacity of the Gaziantep Metropolitan Municipality through tailor-made capacity building programs by providing strategic guidance, coaching and mentoring, as well as hands-on support in improving capacity to mainstream gender.

In close cooperation with the Gaziantep Metropolitan Municipality and Project Manager, project's core team at UNDP, Individual Contractor(s) will undertake following major tasks on gender mainstreaming:

- Capacity and need assessment
- Design and deliver training for the key staff
- Develop a strategy and action plan on mainstreaming gender in policies and programs

#### **3. DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONTRACTOR**

Within the scope of the Assignment, the Individual Contractor is expected to undertake the following generic activities in Gaziantep Metropolitan Municipality. The Individual Contractor will conduct following activities under this assignment (but not limited to):

- Conduct a comprehensive needs assessment of capacity needs, expectations and perceptions from gender mainstreaming perspective;
  - Reviewing all relevant documents (strategy plans, activity plans, project documents)
  - Having interview with key personnel

- Obtaining up-to-date information on participatory mechanisms ensuring that women as well as men, participate in decision-making and influence policy and programme formulation and evaluation
- Obtaining information on existence and needs for data and research that are used to monitor gender inequalities and different needs
- Develop a strategy and road map on mainstreaming gender in policies and programs of Gaziantep Metropolitan Municipality.
  - Reflecting on findings of need assessment
  - Evaluating of executive capacity of the Municipality
- Develop and deliver training gender equality for the key staff of Gaziantep Metropolitan Municipality
  - Reflecting on findings of need assessment
  - Preparing a training material
  - Selecting qualified participants with focal points
  - Delivering the training
- Develop a gender mainstreaming strategy plan and road map
  - Meeting with relevant personnel
  - Participating into meetings/commissions for preparation of strategy plan
  - Doing advocacy for a gender responsive approach to be integrated
- Provide strategic guidance, coaching and mentoring, and hands-on support to Gaziantep Metropolitan Municipality for gender mainstreaming
  - Supporting relevant personnel in case of need.
  - Participating into relevant meetings and commissions
  - Preparing brief notes and/or short reports
  - Preparing applicable project(s)

The above listed activities are subject to development and change with consent of Project Manager at UNDP, in line with the requirements necessitated by analyses of institutional capacity of the Municipality. These possible developments and changes will be reflected in the specific terms of references and service request to be sent to the individual contractor throughout the contract execution, the Individual Contractor will conduct activities in accordance with specific service requests by UNDP.

If required by the UNDP, the Individual Contractor may provide additional consultancy services related to her/his competencies and expertise.

#### **4. DELIVERABLES**

The individual Contractor is expected to invest (*at maximum*) 120 working days throughout contract duration.

The deliverables of the Contract will be identified during the execution of the contract. Deliverables will be identified in specific service requests by Project Manager due to results of analysis and reviews to be conducted by Individual Contractor. Individual Contractor shall submit activity/progress reports with time sheet in line with requirements and schedule identified by each specific service request.

The deliverables of the individual contractor shall be subject to approval of the UNDP Project Manager within the deadlines to be set in the specific service requests.

## **5. INSTITUTIONAL ARRANGEMENT**

UNDP will provide all relevant background documents. UNDP is not required to provide any physical facility for the work of the Individual Contractor.

UNDP will cover pre-approved travel and accommodation costs of the Individual Contractor when traveling outside of the duty-station and upon submission of relevant documentation. Meetings with the Municipality will be facilitated through UNDP. UNDP is not required to provide any physical facility for the preparatory and reporting works of the Individual Contractor. However, depending on the availability of physical facilities (e.g. working space, computer, printer, telephone lines, Internet connection etc.) and at the discretion of the UNDP and in consultation with the Municipality such facilities may be provided at the disposal of the IC. UNDP and/or Municipality will facilitate meetings between the IC and other stakeholders, when needed.

Project Manager will directly supervise the Individual Contractor. Individual Contractor will be directly responsible to, reporting to, seeking approval/acceptance of output from Project Manager.

All reports should be submitted in the Turkish and/or English Language as per UNDP's determination.

## **6. REQUIRED QUALIFICATIONS**

The followings demonstrate the required qualifications of the IC to be recruited for this Assignment.

### **General Qualifications;**

- University degree in social sciences (e.g. Sociology, law, economics, international relations, political sciences, business administration, public administration and other related fields) is required.
- Advanced (masters or higher) degree in social sciences (e.g. Sociology, law, economics, gender/women studies, international relations, political sciences, business administration, public administration and other related fields) will be an asset.
- Proficiency in Turkish and English is required.

### **General Professional Experience;**

- At least eight (8) years of general professional experience is required.

### **Specific Professional experience;**

- Demonstrated experience and knowledge on gender mainstreaming including designing and delivering training on gender equality is required.
- Working experience with local governments with respect to gender related issues is asset.
- Experience on conducting need assessment, doing analysis and writing strategic reports is required.
- Knowledge on best practices and models applied in the world to promote gender mainstreaming will be considered as an asset.
- Knowledge and experience on economic empowerment of women will be considered as an asset.
- Knowledge and experience on gender equality advocacy is an asset.

## 7. TIMING AND DURATION

The Assignment is expected to start on 15 March 2019 and be completed on 31 December 2019. The Consultant is expected to invest (at maximum) 120 working days to fulfil the required tasks as per specific service requests to be made by UNDP throughout contract validity.

## 8. DUTY STATION

Duty station for 40 working days (at maximum) of the assignment is Home-based; for 80 working days (at maximum) of the assignment is Gaziantep. The duty station for each service request will be determined by the Project Manager in line with requirements of the tasks.

Travels with respect to UNDP's various project needs and the duties and responsibilities of the consultant stated in Items 3 will occur. Travel, accommodation and living expenses {inter-city, intra-city travels, living costs such as breakfast, lunch, dinner, etc.) in duty stations will be borne by the Individual Contractor. Travel to join duty stations and repatriation travel costs (travels to and from duty stations) will be covered by the Individual Contractor.

In case of unforeseen travel, UNDP will cover pre-approved mission travel and accommodation costs of the Individual Contractor when traveling outside of the duty station and upon submission of relevant documentation.

The following guidance on travel compensation is provided per UNDP practice.

Cost item	Constraints	Conditions of Reimbursement
Travel (intercity transportation)	Full-fare economy class tickets	1- Approval of UNDP before the initiation of travel 2- Submission of the invoices/receipt, etc. by the expert with the UNDP's F-10 Form 3- Approval of UNDP
Accommodation	Up to 50% of the effective DSA rate of UNDP for the respective location	
Breakfast	Up to 6% of the effective DSA rate of UNDP for the respective location	
Lunch	Up to 12% of the effective DSA rate of UNDP for the respective location	
Dinner	Up to 12% of the effective DSA rate of UNDP for the respective location	
Other Expenses (intra city transportations, transfer cost from /to terminals, etc.)	Up to 20% of effective DSA rate of UNDP for the respective location	

## 9. PAYMENTS

The contract to be signed between UNDP and the Individual Contractor will *not* entail a financial commitment from UNDP. UNDP's financial commitment will be established on an *ad-hoc* basis every time as services are officially requested by UNDP through specific service requests.

The Contract is based on a daily fee. For each specific service request UNDP makes payments based on the total actual number of days worked for the respective specific service request. "Individual Contractor Time Sheet" containing number of days worked and tasks completed, must be submitted by the Individual Contractor, duly approved by Project Manager, which shall serve as the basis for the payment of fees.

The total amount of payment to be affected to the Consultant within the scope of this contract cannot exceed equivalent of 120 working/days.

The amount paid to the expert shall be gross and inclusive of all associated costs such as social security, pension and income tax etc.

Payment terms and conditions will be specified in the specific service requests. Payment terms and conditions along with the daily fee rate (indicated in the contract for the duty station) and number of days invested (not to exceed maximum number of days in the service request) will be the basis of payment to the Individual Contractor(s). The payment amount will be calculated according to the duty station where the IC executed the tasks. Payments will be made against submission of the deliverable(s) in the specific service requests by the Individual Contractor(s) and approval of such deliverables by UNDP. UNDP will cover pre-approved travel and accommodation costs of the Individual Contractor(s) when traveling outside of the duty-stations and upon submission of relevant documentation.

The Individual Contractor will be paid in TRY.

The amount paid to the expert shall be gross and inclusive of all associated costs such as social security, pension and income tax etc.

Tax Obligations: The Individual Contractor(s) is solely responsible for all taxation or other assessments on any income derived from UNDP. UNDP will not make any withholding from payments for the purposes of income tax. UNDP is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the Individual Contractor(s).