

Term of Reference for Gender Portfolio Review

UNDP Yemen Stabilisation Programme

Background AND CONTEXT:

More than two million people are internally displaced in Yemen. Displacement is becoming increasingly protracted as an estimated 89% of the IDPs have been displaced for one year or more. 76% of IDPs are women and children. 44% remain displaced within their governorate of origin. IDPs in Yemen originate mainly from Taizz, Lahj, and Al Hudaydah governorates, and are fleeing to Taizz, Aden, and Lahj, which together host 80% of IDPs. The recent upsurge in Al Hudaydah has further attributed to displacement to Aden and Lahj. The protracted crisis not only simmered political conflict, but gradually social and economic front has also become visible. The conflict assessment conducted in 2017 under the ongoing Yemen Stabilization project (YSP) highlights that; water, land grabbing and occupation of government buildings by armed groups are major conflicts which affect the communities in general including host and returnees. Further, the political legitimacy and power struggle within southern region has deepened despite a collective movement to overthrow the northern establishment. The market assessment conducted in 2017 (by YSP) shows that the unemployment rates among women and youth in Aden and nearby districts are very high. The conflict has led to the lack of production of crop, livestock rearing, fish production and supply to local markets. The livelihoods of majority of rural households engaged in crop and livestock production have been impacted. Reduced operating hours and private sector layoffs, coupled with unpaid salaries for some 30% of the population in the public-sector employment, have affected income and decreased purchasing power.

The ongoing conflict and power struggle in the south has also resulted in the collapse of basic services and the institutions that provided critical services to the affected people. Protracted crisis, decline in macro-economic indicators and followed by the liquidity, inflation, disruption of operational budgets and salary payment in public sector institutions have contributed to this collapse. Southern region has also increasingly becoming a hotspot of susceptible to disease outbreaks; such as cholera, diarrhea and diphtheria. As per the recent humanitarian bulletin updates, July 2018, only 50% of health facilities are now functional and rest either is partial or non-functional. Crippled public health and WaSH systems have contributed to the unprecedented scale of the 2017 cholera outbreak, which followed by a rapidly spreading suspected diphtheria outbreak attributed to low vaccination coverage. Only half of the health facilities are functional, and even these face severe shortage of medicines, storages, equipment, access to energy, and staff. Negative coping mechanisms affecting children include increased household borrowing and rising rates of child marriage. Recruitment of children and youths into armed forces and groups have been reported widely. Women and girls are disproportionately subject to various forms of gender-based violence (GBV), including sexual violence, domestic violence, forced and child marriages, denial of resources and psychological and emotional abuse. The GBV information management system reported a 36% rise in GBV incidents in 2017, but many cases are unreported. Migrants and refugees transiting through Yemen are in a particularly vulnerable position and southern region is becoming the center stage for the above due to access to sea routes. Migrants, refugees, and asylum seekers are increasingly subject to extortion, trafficking, abuse, and sexual violence. They are also at risk of being deported, many of them on boats operated by smugglers. The Muhamasheen minority (Arabic for 'marginalised'), that constitute around 10% of the population, are in high need of humanitarian assistance. The cities most affected by conflict – such as Aden, Taizz and Al Hudaydah – had large concentrations of Muhamasheen and many have been internally displaced. The recent conflict in Al Hudaydah has further burdened the Muhamasheen as they continue to live in abandoned buildings,

make-shift tents and public spaces. They are reportedly turned away by schools and hospitals, and have difficulty accessing aid from humanitarian organizations due to discrimination.

In summary, as a political solution to end the war and to rebuild shattered country appears still a distant dream, however, quick impact solutions need to protect and empower local actors to mitigate disruptions to livelihoods and services, improved access to energy, prevent the re-occurrence of conflict and create enabling environment for longer term recovery and reconstruction. The ongoing stabilization programme in the south is a multifaceted approach, addressing the socio-economic needs of vulnerable communities as well as their physical security and enable them to uphold their rights.

The *Yemen Stabilization Project phase I & II* aimed building on the foundations laid by the achievements of humanitarian aid in the Southern Region; Aden Governorate. The project approach focused on the analysis of the immediate post-conflict vulnerabilities and their differentiated impacts on women, men, boys and girls, and has incorporated planning for transition to longer-term recovery and development. A series of rapid assessments in 2015 conducted and updated with a human security situation tool in 2016 identifying immediate priorities affecting the resilience of communities and affected populations. UNDP launched the above intervention to support the poor livelihood conditions households in post conflict which have increased the rate of poverty and have created extra burdens on the house holds who suffers enormously provide day-day basic needs to their family members. The project targeted most vulnerable in Aden Governorate supporting their Livelihoods opportunities, protection mechanisms and knowledge production applied, in which vocational training and small in-kind grants to create micro-businesses in programme areas were provided to beneficiaries. The project also provide protection means, capacity building and psychosocial support to those who were traumatized due to conflict. Both activities were built on knowledge production created before launching the activity to specify the intervention and learn gaps and chances for effective interventions to support the community. Approximately 589,493 indirect beneficiaries benefited from provided services as well as 790 beneficiaries benefited directly through grants for micro businesses creation. In addition, entrepreneurial skills were improved for 920 beneficiaries (of which 460 were female) through vocational training and tool kits and linkage with providers of financial services and training services. Given the complexity of the security situation, UNDP conducted 3 Stabilization Needs Opportunity and Engagement Assessment (SNOEA) on infrastructure damage and conflict in the south, through the stabilization programme, in which the capacities of 30 local communities and civil society were enhanced on conflict analysis & drivers of conflict. 790 beneficiaries (50% female) were selected out of the trained 1,020 beneficiaries & were supported through business grants improving their livelihoods & reintegration to the society.

The key achievements attributed to the project include the following:

- Rapid integrated assessments conducted in the targeted areas as an initial entry point for the identification of community stabilisation needs and priorities.
- 600 beneficiaries have benefited from Cash for work.
- 1020 beneficiaries (50% were women) benefited from vocational and business skill development and 790 received micro business opportunities through the project grant provision
- 100 justice providers were trained on protection means and psychosocial support in order to be part of the protection network
- 1100 beneficiaries received psychosocial sessions
- 5 safe space created to host individual sessions
- 15 community initiatives selected to initiate protection initiatives
- Protection network established and a networking app linking stakeholders was created

Lessons learned

The lessons learned from earlier stabilization efforts in Aden and Lahj and the changing situation on the ground demands for a more inclusive, community-based and community-driven as well as sustainable initiatives that support security and stability. Community perception surveys proved that communities of Aden felt broader economic interventions along with provision of livelihoods not only for target piloting groups but also unemployed youth and at-risk groups need to be carried out to have a trickle effect of stimulating the rural economy, promoting community security and contributing to the stability of the affected communities, all of which have fed into the project design of phase II.

UNDP is seeking for a company for livelihood and protection assessment under YSP intervention to support the team understand the changes (if any) took place against the baseline parameters and how better future programming can be shaped based on the findings of the assessment.

Objective of the Impact assessment:

The objective of the consultancy is to assess the livelihood and protection intervention under the framework of PVE (prevention of violent extremism). The sample size should not be less than 25% under both the components and should capture the intended and unintended impacts in the target districts of Aden and Lahj.

To achieve the above objective, a company will be hired. The assignment will be based on quantitative and qualitative data collection and analysis. The assessment will incorporate two key elements in designing; **Economic benefits**- skill building and development, business selection based on market viability, business and advisory support provision, access to capital, market opportunities, financial rate of return (FRR), employment/income/profit, utilization of income, credit/debit status, scale up opportunities, networking and linkages with market centers, supply and demand volume, pricing index, financial risks and continuity and opportunity cost. **Social benefits** impact such as utilization of income as alternative opportunities and reduction in the engagement to violence extremism. Gender profile of the sample will be developed and analysed from PVE lens. The assessment will also capture as to whether increased women's mobility due to conflict and their engagement livelihood and protection activities has helped in reducing their vulnerabilities or not relate to GBV/protection. The samples will compose of control and treatment to compare the changes and impact in project and non-project support provided to the targeted beneficiaries in the same target locations. Data collection tool, processing and analysis will be based on digital platform method such as **Kobotoolbox/Mobenzi** where technical team of UNDP and consultant will have equal access during the assignment period. The assessment framework will be developed on the digital platform including survey questionnaire and other tools. The consultant will hire enumerators team to collect the data using the digital platform. UNDP will have access to the data platform from the beginning of the collection so that timely input can be provided if needed for survey and quality of information collection. The data collection will include voice and video recording of focused group discussion, key informant interviews and testimonies and that will be uploaded on the digital platform. The secondary and primary data will be presented to UNDP team for a review. Data processing and analysis will be done after the feedback on data collection is approved by UNDP. The consultant will also collect high quality visuals and videos (selected) from sample focus group discussion/interviews. The company will organize workshops (2) at Aden and Lahj level. The first workshop will be for the presentation of raw data. The second workshop will be an opportunity for the company to present the final draft report of the assessment. All the workshops will be organized in UNDP premises. For the first two workshops, UNDP and consultant will participate for the review and feedback. Second workshop will be organized by the company to validate the assessment report. Implementing partner, relevant agencies; UN/INGOs, cluster members, stakeholders and targeted beneficiaries will participate, and their feedback will be incorporated into the report before the submission to UNDP. Dataset should be in English at the digital platform as well as submission to UNDP should be in English. UNDP will have the copyright of the dataset collected through the digital platform.

SCHEDULE AND REPORTING:

The firm will report 3 reports during the contract period (Inception report, final draft and final reports) to the YSP team.

C. SCOPE OF WORK AND TASKS:

- Review livelihood market and conflict analysis conducted during the beginning of the project implementation.
- Develop assessment framework for economic and social benefits to capture the impact in control and treatment areas
- Develop assessment tools, FGD, survey, KII etc. to implement the assessment.
- Digitization of assessment framework on kobotoolbox/mobenzi once UNDP approves the framework
- Desk review of existing secondary data; final reports, assessments reports produced by implanting partners and UNDP.
- Develop and finalize data collection tools; survey questionnaire, KII, FGDs and testimonies
- Hire enumerators and training on data collection using digital platform
- Field visits for data collection and storage on digital platform; quantitative, visuals and videos
- Organization of workshops (3) for raw data presentation, draft report and final report.
- Submission of final report and dataset, visuals and videos.

Expected Outputs and key deliverables

The impact assessment shall be carried out within an allocated time of 60 days. The following reports will be presented:

1. **An inception report**, outlining the key scope of the work and intended work plan of the analysis, and evaluation questions, shall be submitted after one week of commencing the consultancy. The evaluator will prepare an inception report which will outline the scope of work, intended work plan and analysis. The inception report will provide key stakeholders the opportunity to verify that they share the same understanding about the assessment objectives. The inception report should clearly layout the detail methodology as per the guidance provided in the methodology section above. The inception report should include a proposed schedule of tasks, activities and deliverables, designating a team member with the lead responsibility for each task or product. Inception report should also provide structure of the table of content of the final assessment report and this will be discussed and approved by UNDP. UNDP will provide its feedback within a week.
2. **First draft report:** A draft report that will be presented by the consultant and shared with UNDP team for its feedback and input. Draft report presentation will be made by the consultant in a workshop. UNDP will provide comments within a week soon after the submission of the draft report. The draft report should be submitted after 4 weeks of inception report. The consultant will need also to present the raw data and UNDP will provide feedback and approve as well.
3. **The Final Report:** This will be submitted after two weeks of draft report submission and feedback will be provided to the consultant through the final workshop. Company needs to submit the report soon after two weeks of the final workshop and hand over the dataset on kobotoolbox.

Delays will be acceptable only if motivated by *force majeure* and in any case justified in writing with any relevant supporting document.

Institutional Arrangements

The contractor will report to the UNDP YSP team project manager/staff

Duration of the Work

The assessment will be carried out within an allocated time of working 60 days.

Duty Station

Field work will take place in Aden and Lahj governorates.

Manner of submission:

The only way to submit the proposal is only via E-tendering system.

<https://etendering.partneragencies.org>

Please submit:

- Two Separate sealed envelope one for technical and one for financial proposal or if the vendor prefer to send the proposal by email then please follow the below procedure.

PLEASE NOTE: Any proposal sent to the private email addresses of any procurement staff or UNDP staff will not be accepted.

EVALUATION CRITERIA

Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)

Technical Proposal (70%)

- ☒ Expertise of the Firm 20%
- ☒ Methodology, Its Appropriateness to the Condition and Timeliness 40%
- ☒ Management Structure and Qualification of Key Personnel 40%

A proposal is selected on the basis of *cumulative analysis*; the total score is obtained by combining technical and financial attributes.

A two-stage procedure will be utilized in evaluating the proposals;

The **technical proposal** will be evaluated with a minimum pass requirement of 70% of the obtainable 700 points assigned for technical proposal. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 700 points prior to any price proposal being opened and compared.

TECHNICAL EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	200
2.	Proposed Methodology, Approach and Implementation Plan	400
3.	Management Structure and Key Personnel	400
	Total	1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing	30
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted Well organized management structure 20 Bank statement from official bank 5 Audit report - 15	40
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country.	100
1.4	Quality assurance procedures and risk mitigation measures	30
Total Section 1		200

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	80
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Details on how the different service elements shall be organized, controlled and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50

2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	70
2.6	Demonstration of ability to plan, integrate and effectively implement gender mainstreaming and gender equality measures in the execution of the contract	50
Total Section 2		400

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		100
3.2	Qualifications of key personnel proposed		
3.2 b	National consultants		300
	- General Experience General experience in conducting impact assessment General Data collection and assessment survey study 15-25	30	
	- Specific Experience relevant to the assignment 6 years and above – 150 3-5 years -100-140 1-3 years – 40-70	150	
	- Experience at the national level including field experience	70	
	- Language Qualifications	50	
	English and Arabic 50 English 40 Arabic 10		
Total Section 3			400

Technical proposal will include the following important elements:

- Detailed work-plan for the assignment on the basis of the overall project work plan.
- Identification and proposal of methodology, available models, tools, and software required to carry out the exercise.
- Proposed criteria for selecting the representative sites at both urban and rural areas.

Scope of Service Price and Schedule of Payments;

The contract payment will be lump sum based according to three suggested milestones:

- 20% of the contract value upon submission and approval of Inception Report.
- 30% First draft of the evaluation.
- 50% Final draft of evaluation submitted along with assessment data.

Qualifications of the Successful Contractor

Expertise and Capability of Proposer

Company profile:

- 3-5 years' experience in the area of impact assessments, research and analysis, training, gender advocacy and communication, women economic empowerment, livelihoods, protection, mainstreaming and capacity building, monitoring and evaluation aspects in crisis settings
- The vendor should have the access to the required locations.
- Certificates and accreditation (if applicable).

Organizational Architecture:

- Background: Provide a brief description of the organization submitting the proposal, including if relevant years of experience and country of incorporation, types of activities undertaken.

Adverse judgments or awards:

- Include reference to any adverse judgment or award.

General Organizational Capability

- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).
- Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.
- Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously.

Subcontracting

Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of roles, responsibilities, reporting lines and accountability.

Quality assurance procedures, risk and mitigation measures

- *Describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality.*
- *Describe measures that will be put in place to mitigate these risks. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc.*
- *Relevance of Specialized Knowledge and Experience on Similar Projects*
- *Detail any specialized knowledge that may be applied to performance of the TOR. Include experiences in the region.*
- *Describe the experience of the organization performing similar services. Experience with other UN organizations/ major multilateral / or bilateral programmes is highly desirable.*
- *Provide at least 3 references*

Project	Client	Contract value	Period of performance	Reference Contact Details (Name, Phone, Email)

Proposed Work Plan and Approach (methodology)

The vendor should submit a clear methodology for the required task according to the following points:

- A review of relevant background documents provided including the current CPD, UNDP Project documents, progress reports, M&E plans, Third Party Monitoring reports, UNDP Global Gender Strategy, Yemen Country Office Gender Equality Strategy, as well as Implementing Partners Operational Manuals and Policies; Guidance on Gender Analysis and Guidance on the Gender Marker
- Support the international Team Lead to conduct an impact assessment; within the CO YSP team to identify gaps, areas of improvements, and develop a capacity building plan that can facilitate the implementation of the recommendations.
- Conduct individual and focus group interviews with selected CO Management, programme and project staff, Implementing Partners staff (Aden and Lahj), Third Party Monitoring Agency to gain insight on impact assessment and capacity gaps to be addressed
- Focus group interviews/discussion with women and men beneficiaries, community leaders and representatives, any other formal or informal structures or networks established to support projects' implementation at the community level;
- Consult with UNHCR and other UN agencies as relevant.

- F. Review of selected projects implemented to see whether they have taken a protection and livelihoods perspective into account in design, planning implementation, monitoring and evaluation/report writing and to identify challenges and successes;
- G. Prepare a draft assessment report and a briefing on findings and recommendation
- H. Provide the final report (in hard and soft copy) to the project management of YSP.

Resource Plan, Key Personnel.

Composition of the team proposed to perform TOR, and the work tasks (including supervisory)

Describe the availability of resources in terms of personnel and facilities required for the TOR. Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each.

Team Composition and Roles and Responsibilities

The selected contractor is expected to propose a team of national consultants who will carry the necessary field data collection analysis.

It is expected that:

- UNDP Yemen YSP Team will provide the overall strategic guidance and decision-making for the exercise to the team, in consultation with CO senior management;
- The project manager to provide overall leadership, strategic framing of the exercise, provide guidance and oversight. S/he will lead the overall analysis and produce the consolidated reports, with the findings and recommendations, and will lead the consultations with UNDP Yemen YSP Programme Team. S/he will report to the UNDP Yemen YSP manager and UNDP national consultant.
- The national consultant(s) will carry out the necessary field level data collection and analysis, under the leadership of the project management.

Qualifications of Key Personnel

Names and qualifications of the key personnel who will perform the services indicating the Team Leader and support staff.

Professional and Education Requirements

National consultants

1. Masters' degree in development, social study, International Development, Development Economics/Planning, Economics, International Relations or any other relevant university degree;
2. At least 5 years of experience in assessment and evaluation related to institutions/governance/social cohesion in Yemen or in the Middle east.
3. A minimum experience of 5 years of work proven experience at national or international level in governance, institution building, service delivery, and capacity building, monitoring and evaluation aspects in crisis settings.
4. A good experience and knowledge of UN/UNDP Gender Equality and Women Empowerment policies and strategies and related working documents and processes

5. Good computer skills in word, excel and PowerPoint programmes
6. Good facilitation, training, analytical, comprehension and writing skills
7. Excellent command of English; Arabic will be of added value

Financial Proposal (30%)

Contractor must identify in the proposal professional fees, travel allowances and any operational costs. according to the breakdown template in the bid document.

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

The **financial proposal** will be opened only for those entities whose technical proposal achieved the minimum technical threshold of 70% of the obtainable score of 700 points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

300 points will be allocated based on financial proposal. In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion.

A formula is as follows:

$$p = y (\mu/z)$$

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

The contract shall be awarded to the proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal.

The total number of points ("maximum number of points") which a firm/institution may obtain for its proposal is as follows:

Technical proposal: 700

Financial proposal: 300

Total number of points: 1,000