

**Terms of Reference**  
**Gender Equality Seal Consultant**

Job Title:	Gender Equality Seal Consultant
Department:	Governance and Human Rights
Activity:	Gender Equality Seal Certification Programme
Time-frame:	April and May 2019
Contract:	Individual Contract (IC)/Detail
Location:	UNDP Country Office Banjul, The Gambia

## **I. Background**

The United Nations (UN) lays much emphasis on the promotion of women's empowerment and the mainstreaming of gender in its development support, including a strategy to achieve gender parity among staff. The gender Equality Seal process appraises operational elements laid out in the UNDP Gender Equality Strategy 2017-2021, and provides an overall assessment of contributions, competence and credibility to advance the UNDP's gender equality goals and global goals for women's empowerment. The UNDP Gender Equality Seal certification process is a corporate tool that recognizes good performance of UNDP Country Offices in delivering transformational gender equality results. It is also a tool for empowering managers and staff, and accelerating changes needed to support the Country Office to achieve its gender equality goals. Following the first pilot phase of the Seal, which was launched in 2011 in three Country Offices, the certification process was undertaken in 2013 and 2014 in 32 offices with 29 completing the process and 25 awarded gold, silver or bronze Seal certification. The Gambia Country Office (CO) participated in the baseline exercise of 2018 is amongst countries found to be qualified to participate in the current round of certification for 2018/19 and has been working on the implementation of the benchmarks stipulated for the certification.

To this end, the Gambia CO intends to hire a highly-motivated and experienced Gender Equality Seal Consultant to facilitate the effective implementation of the GES Certification Programme within the Country office. The Consultant will advise on strategies, develop and carry out identified capacity building activities geared towards the successful implementation of the GES Programme.

## **2. Scope of the assignment**

The Consultant for this assignment is expected to support the implementation of the gender equality seal certification process by providing gender specific advice and input to the on-going Gender Equality Seal programme.

### **3. The overarching objective**

The overarching objective of this consultancy is to provide guidance and specific services to the Gender Focal team on implementation of the Gender Equality Seal Certification Programme and to provide services to the Country office to ensure the mainstreaming of gender in some aspects of its work based on specific deliverables.

### **4. Collaboration/Reporting lines**

During the whole duration of the assignment the consultant will closely collaborate with the Gender focal point of UNDP, Gender Seal team, Governance Team on all content related matters, and with a Finance and Admin Officer on administrative matters.

All outputs are to be delivered to the Governance Specialist and progress updates are to be delivered upon request. The consultant will consult regularly with the Gender Focal Point and with the Gender Seal team in all phases of the assignment. The consultant will meet with the RR and UNDP Deputy Representative on regular basis to brief on the support being provided and on the ongoing activities.

### **5. Deliverables**

Expected deliverables of the assignment are:

- Carry out a gender review of the CO projects and programmes and provide a table of recommendations and actions to be taken on each project /programme
- Develop mechanism for gender screening of projects and programmes and select 2 projects to undergo gender screening
- Realign the CO strategy with the new Gender Equality Strategy 2018-2021
- Provide guidance on use of the gender marker in tracking project expenditure
- Provide capacity building on gender sensitive communication
- Provide capacity building on gender sensitive recruitment strategies

### **6. Duration and potential phasing**

The timeframe will be in April and May, 2019. Consultancy is based on coverage of the deliverables outlined in this TOR during these months.

<b>Deliverable</b>	<b>Estimated Duration</b>	<b>Target due date</b>	<b>Payment Terms</b>
Inception work plan (preparation, desk review)	5 days (in country)	April 2019	Based on agreed amount with the consultant
Carry out a gender review of the CO projects and programmes and provide recommendations	15 days (in-country)		
Develop mechanism for gender screening of projects and programmes and select 2 projects to undergo gender screening	5 days	April 2019	
Realign Co strategy with new gender strategy	10 days (in country)	April 2019	
Provide capacity building on gender sensitive communication	1 day (in-country)	May 2019	
Provide capacity building on use of the gender marker to track projects and programme expenditure	1 day (in- country)	May 2019	
Provide capacity building on gender sensitive recruitment strategies	1 days (in country)	May 2019	
Develop a Knowledge product on gender on plight of young men in the Gambia to inform policy	14 days (in country)	May 2019	

## **7. Required Qualifications**

The consultant should fulfil the following requirements:

- At least 5 years of working in a regional organization, the UN or at senior governmental level
- Knowledge on gender equality seal process
- A Master's degree in Gender and Development Studies, Business Administration, Social Work and Social Administration, International Relations, Public Policy Analysis, Economics or in other related subjects.
- Proven professional experience in gender equality and women empowerment-related issues.
- Evidence/proof of past experience in executing similar assignments
- Proven experience in conducting development projects
- Sound knowledge on national, regional and global gender equality frameworks.
- Proven competencies in research and facilitation skills, as well as ability to multi-tasks, deliver on time, meet tight deadlines and work with limited supervision
- Sound knowledge and experience on reporting and communications.
- Proven excellent communication and writing skills in English

## 8. Application

Eligible candidates should submit their applications in one single PDF file named GES Round 2018/19 \_Name\_(First name and Sur name ") to [registry.gm@undp.org](mailto:registry.gm@undp.org) including:

- Cover Letter; and Curriculum Vitae
- Outline of relevant work/field experience regarding fulfilling the advertised assignment
- Detailed technical proposal / work plan outlining the proposed methodology, consistent with the preferred approach and principles laid out in the TOR, and including a timeline (max 10pp)
- Separate financial proposal
- Names and email addresses of two referees

Send application marked "Gender Seal" to: [bid.gm@undp.org](mailto:bid.gm@undp.org)

**Submit Technical and Financial proposals separately. Applicants who do not meet this requirement will not be considered.**

The **closing date** for applications is **28<sup>h</sup> February 2019**.