



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLES: **Consultant on Women, Peace and Security Coordination**

AGENCY/PROJECT NAME: N-Peace UNDP Bangkok Regional Hub

COUNTRY OF ASSIGNMENT: Bangkok, Thailand (with possible travel to countries in Asia-Pacific)

A. General Background

N-Peace, or ‘Engage for Equality, Access, Community and Empowerment’ is a UNDP flagship initiative founded in 2010 to commemorate a decade of UNSCR 1325 implementation via the Women, Peace and Security (WPS) agenda.

Currently unique to the Asia-Pacific region, N-Peace operates in Afghanistan, Indonesia, Myanmar, Nepal, Pakistan, the Philippines and Sri Lanka, with the goal of implementing UNSCR 1325, and enhancing the role of women in conflict resolution and peacebuilding.

N-Peace is built on the premise that if targeted women and men are supported with increased investment in capacity and skills, they will be able to create institutional and social shifts that prioritise the inclusion and empowerment of women and girls, and ultimately change the discourse around the roles of women in peacebuilding. The project includes four major outputs:

1) N-Peace Awards and advocacy through the N-Peace Awards campaign and knowledge sharing:

Over the past nine years, N-Peace has awarded 50 exceptional women and men, as well as 7 civil society organizations who work on implementing the WPS agenda on the ground. Approximately 66.7 per cent of previous awardees report greater recognition for their work since winning the N-Peace Awards, and being invited to formal or informal peace processes at the national or subnational levels. This is a significant achievement, given the negligible numbers of women who are invited to peace processes in the region. Similarly, our social media advocacy campaign received almost 20 million Twitter deliveries in 2018 alone.

2) Sustained engagement through national dialogues:

The national dialogues have had varying levels of success in terms of how regularly the dialogue meetings were held and whether the meetings provided opportunity for network members to connect more

systematically around key WPS policy issues at the national level. Nevertheless, in 2018 with support from N-Peace a regional dialogue was conducted with women mediators from the N-Peace network and ASEAN countries on creation of a sustainable framework of engagement of WPS issues at national and regional levels.

3) Trainings and capacity building:

Capacity building workshops are conducted in partnership with Inclusive Security for the recipient of the N-Peace Award each year (alongside the N-Peace Gala), and separately for CSOs - including those engaged with N-Peace under the small grants initiative. This is an important component that builds the visibility for the awardees, and ensures scalability and sustainability of the initiatives implemented under the small grants component.

4) N-Peace Small Grants:

The small grants component was first implemented by N-Peace in 2015, in Indonesia and Nepal to support operationalisation of National Action Plans on WPS. The grants helped to leverage the strengths of CSOs working on WPS with immediate results achieved on capacity building, access to justice for women, and creating dialogue and platforms of peace. In 2016, the component was halted due to financial constraints. Nevertheless, it was re-implemented in 2018 with the selection of 21 CSOs across 6 N-Peace participating countries.

UNDP therefore requires the services of a Consultant to effectively coordinate and report on delivery of the N-Peace Initiative.

B. Scope of Work

The Consultant will conduct the following activities under the supervision of UNDP Gender and Inclusion in Peacebuilding Specialist;

- Oversee and lead the implementation of the N-Peace initiative to ensure the timely delivery of quality results and achieving the programmatic targets; develop an annual work plan for the implementation of outputs and generation of results, as well as quarterly reports;
- Support and develop N-Peace concepts and initiatives;
- Increase visibility of UNDP's Women, Peace and Security work in Asia and the Pacific; develop and maintain collaborations and strategic relationships with civil society partners and other stakeholders;
- Mobilize personnel, goods and services, training and grants to initiate activities, including drafting terms of reference and work specifications and overseeing all contractor's work;
- Provide strategic advice and technical guidance to the project team and partners; and
- Provide support to Programme Assistants in providing backstopping to N-Peace.

C. Expected deliverables and outputs

The Consultant will work under supervision of UNDP's Gender and Inclusion in Peacebuilding Specialist. The consultant will be responsible to deliver:

1. Implementation of the N-Peace Initiative in the 7 participating countries;
2. Annual reports for N-Peace projects based on regional and country level activities;

3. Monitoring and evaluation of N-Peace programmatic interventions;
4. Oversee the contracting and disbursement of grants under the N-Peace Small Grants component;
5. UNDP BRH representation at regional workshops and missions related to the implementation of UNSCR 1325 in Asia-Pacific;
6. Concept notes and briefs for attracting funding for the N-Peace Initiative;
7. An N-Peace Civil Society Organization workshop on implementing local level projects on Women, Peace and Security;
8. Implementation of N-Peace Awards 2019 capacity building workshop, gala and associated events; and
9. Next-generation programme development and execution.

D. Institutional Arrangements

The Consultant will work under supervision of Gender and Inclusion in Peacebuilding Specialist Advisor, Governance and Peacebuilding Team, UNDP BRH

E. Period of Assignment, Duty Station, and Expected Places of Travel

The period of the assignment is estimated to be from 25 April 2019 – 30 April 2020, up to a maximum of 240 working days.

The duty station will be Bangkok, Thailand (with possible travel to countries in Asia-Pacific)

This assignment is on a full-time basis with some travel required. The Consultant's presence is required at UNDP Bangkok Regional Hub premises to work closely with the Gender and Inclusion in Peacebuilding Specialist Advisor, UNDP BRH

F. Qualifications of the Successful Individual Contractor

The Consultant should possess the following expertise and qualifications:

Education:

- Master's Degree, or equivalent preferably in political science, human rights, security, or other relevant social science studies.

Experience:

- Minimum of 3 years' experience working in programme management using the RBM framework;
- Experience of working with civil society on conflict prevention, women, peace and security and/or peacebuilding;
- Demonstrated knowledge of WPS concerns in the Asia-Pacific region;
- Ability to produce conflict and peacebuilding research, policy papers and training materials on gendered conflict dynamics and peace and security capacities; and
- Excellent writing and communications skills in English.

Language:

- Fluency in written and spoken English.

G. Scope of Price Proposal and Schedule of Payments

In accordance with the requirements above, the duration of this assignment is maximum days. The candidate shall quote **an all-inclusive Daily Fee in USD** for the contract period. The term “all-inclusive” implies that all costs (professional fees, the cost of travel from the home base to the duty station and vice versa, living allowances needed at the duty station, Communications, utilities and consumables, life, health and any other insurance , etc.) that could be incurred by the consultant in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost should be identified separately.

Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC’s supervisor of a Time Sheet indicating the days worked in the period.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the consultant, prior to travel and will be reimbursed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.

H. Recommended Presentation of Offer

Candidates wishing to be considered for this assignment are required to submit the following documents interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- 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;
- Financial Proposal that indicates the daily rate/fee of the candidate, in US dollars; Incomplete proposals may not be considered;
- Please provide writing sample of a recent work relating to women, peace and security

Incomplete proposals may not be considered. The short listed candidates may be contacted and the successful candidate will be notified.

I. Criteria for Selection of the Best Offer

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 100 points)

- Criteria 1: Relevance of Education – Max 20 points
- Criteria 2: Experience working in programme management using RBM framework - Max 15 Points
- Criteria 3: Experience of working with civil society on conflict prevention, Women, Peace and Security, and/or peacebuilding - Max 15 points
- Criteria 4: Demonstrated knowledge of Women Peace and Security concerns in the Asia-Pacific region – Max 15 points
- Criteria 5: Ability to produce conflict and peacebuilding research, policy papers and training materials on gendered conflict dynamics and. peace and security capacities – Max 20 points;
- Criteria 6: Excellent writing and communications skills in English – Max 15 points

Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.

J. Approval

This TOR is approved by:

Signature: _____

Name and designation:

Date of signing: 28/02/2019