

Detailed Terms of Reference

For

Consultancy to conduct "Capacity Building on Sectoral Gender Mainstreaming"

1. Project Summary Table

PROJECT TITLE	Inclusive Development
COUNTRY	Mauritius
REGION	Africa
FOCAL AREAS	Capacity Building for Gender Equality
DUTY STATION	Mauritius
TITLE	Consultant on Capacity Building on Sectoral Gender Mainstreaming
EXPECTED DURATION OF ASSIGNMENT	Maximum of 10 working days from 28 March 2019 to 30 April 2019

2. Background

The Government of Mauritius has identified gender mainstreaming as one of its top ten priorities in the three-year Strategic Plan (2018/19-2020/21). Additionally, the measures included in the 2018 budget speech call upon all sectors of government to mainstream gender within their policies and programmes.

Concurrently, following a 2018 gender audit exercise commissioned by the Parliamentary Gender Caucus, with the support of the UNDP, it was highlighted that one of the factors hampering gender mainstreaming initiatives was the lack of technical capacity of Officers to carry out gender mainstreaming. The audit further revealed that the capacity of Gender Focal Points and Officers needed to be enhanced to carry out gender sensitive analysis, gender impact assessment, formulate gender sensitive indicators. Similarly, the recommendations of the Audit exercised called upon the Ministry of Finance and Economic Development to institutionalize gender budgeting within the whole policy cycle; and called for the formulation of a gender policy and costed action plan at the level of the Ministry.

Subsequently, in line with the recommendations of the gender audit exercise and as per the measures spelt out in the Budget Speech, the Ministry of Finance and Economic Development (MoFED) is now seeking to further enhance the in-house technical capacity of Gender Focal Points, members of the Gender Cell and Officers of the Human Resource (HR) section and technical staff on gender mainstreaming strategies. The technical capacity of Officers operating in para-statal bodies falling under the purview of MoFED will also be enhanced. Furthermore, in the light of its

strategic mandate, the Ministry of Finance and Economic Development is further seeking to extend the capacity building programme to representatives of all Finance cadres of sectoral Ministries with a view to better understanding the gender concepts and to equip them with practical skills on gender responsive budgeting.

The Gender Focal Point and members of the Gender Cell of the Ministry have sought the assistance of the UNDP to retain the services of a Gender Mainstreaming Consultant with the required technical expertise and experience to carry out this task. It is expected that the Consultant will hold practical expertise in gender-related training and excellent track record conducting capacity building exercises, including in gender responsive budgeting. It is expected that two two-day capacity building workshops will be organized for members of the Gender Cell of the Ministry of Finance and Economic Development, and Senior Officers of the technical and administrative cadres of the Ministry and its relevant stakeholders. Following a needs analysis, proposed thematic issues to be covered during the workshop have been identified by the Gender Cell of the Ministry of Finance and Economic Development, in consultation with the National Gender Expert (Annex 1). Furthermore, it is expected that the Consultant will provide advice on the draft Gender Policy of MoFED, with recommendations on the working document.

3. Objective and Scope

To facilitate and deliver 2 two full-day capacity building programme from 2-3 April 2019 and 3-4 April 2019 on gender mainstreaming for identified Officers falling under the aegis of the Ministry of Finance and Economic Development in Mauritius.

Role of the Consultant will be to:

- Submit a concept note on the proposed training with the training methodology to be adopted
- Formulate two 2-day workshops agenda in consultation with the National Gender Expert and the Gender Focal Point of the Ministry of Finance and Economic Development
- Deliver the training programme for around 100 identified participants on 2-3 April and 4-5 April 2019. The training will be directed at imparting very practical gender mainstreaming skills in terms of the different gender concepts, conducting gender analysis, formulating gender sensitive indicators, implementing Gender Responsive Budgeting, writing a Gender Budget Statement, and conducting gender impact assessments;
- Provide regional and international examples on existing initiatives on how to engender the budget cycle and the importance thereof; and
- Provide technical skills on how to practically engender policies and programmes/ subprograms as well as formulating gender sensitive indicators aligned to the 2018-2019 budget and programmes;

- Advise on the draft gender policy of the Ministry; and
- Submit an end of mission report with recommendations on the way forward.

4. Expected Outputs and Deliverables

The consultant is expected to build the technical capacity of Officers of the Ministry of Finance and Economic Development, including Gender Focal Points, to mainstream gender in their respective policies and programmes.

5. Institutional Arrangement

The Consultant will work closely with the Head of the Socio Economic Development Unit and Gender Expert at the UNDP Office in Mauritius and Senior Officers of the Ministry of Finance and Economic Development, with a view to delivering key results and any other tasks falling within the ambit of the terms of reference. The SEDU Unit will facilitate contacts with Senior Officers of MoFED with any other stakeholders when necessary.

6. Duration of the work

The assignment will be for a maximum of **10 working days from 1 April 2019 to 30 April 2019.**

7. Duty Station

The Contractor will be based in Port Louis, Mauritius and the assignment will not involve any travel outside Mauritius.

8. Qualifications and Experience

A. Qualifications

- (i) Masters (or above) degree in the field of women's rights/ gender equality or human rights or international studies
- (ii) At least 8 years of proven experience in the field of gender equality, and women's empowerment

B. Competencies

- Proven experience in formulating gender equality programmes and training at the international level
- Proven experience in sectoral gender mainstreaming, including budgeting in the civil service and in the policy/programming processes
- Proven abilities to carry out research, analysis and assessment with recommendations.
 - Strong skills in writing reports, good organizational and communication skills to interact with people.



9. Scope of price proposal

Financial proposals must be “all inclusive”¹ and expressed in a lump-sum for the total duration of the contract. The lump sum is fixed regardless of changes in the cost components.

10. Schedule of payments

Payment will be made based upon successful completion of the deliverables as per terms below:

1. Thirty percent (20%) after submitting a concept note on the proposed training with the training methodology to be adopted; and Formulating a two 2-day workshop agenda in consultation with the National Gender Expert and the Gender Focal Point of the Ministry of Finance and Economic Development by 29 March 2019
2. Fifty percent (60%) after delivering the training programme for identified participants during the two 2-day workshops by 5 April 2019
3. Twenty percent (20%) after submission of workshop report with recommendations on the way forward

11. Recommended presentation of offer

Interested parties must submit the following documentation:

1. Personal History Form (P11) and personal CV, indicating all past experience from similar projects.
2. Letter of Confirmation of Interest and financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.
3. A detailed technical proposal in accordance with the scope of work, methodology, expected outputs and deliverables provided for herein.

12. Criteria for Selection of the Best Offer

The award of the contract will be made to the Individual Consultant whose offer has been evaluated using the “Combined Scoring Method” and determined as:

- Responsive/compliant/acceptable
- Having a minimum of 70 points out of 100 for the technical evaluation to be considered for the Financial Evaluation

The selection will be based on a Combined Scoring method – where the technical proposal will be 70% and combined with the price offer which will be weighted 30%.

¹The term “all inclusive” implies all cost (professional fees, travel costs, living allowances etc.)

13. Required expertise and Submission evaluation

All submissions will be assessed against the following criteria:

Technical evaluation		Score
Education of the consultant	Masters (or above) degree in the field of women's rights/ gender equality or human rights or international studies	10
Proposed methodology	A clear methodology on how this project will be conducted (i) <i>Understanding of TOR</i> (ii) <i>Compliance with project schedule</i> (iii) <i>Coverage of required tasks</i> (iv) <i>Technical approach</i> (v) <i>Deliverables</i>	30 5 5 5 10 5
Specific Technical Expertise	<ul style="list-style-type: none"> Expertise in analysis in economic sectoral gender strategies and reporting on gender sensitive socio-economic issues Practical working expertise in gender responsive budgeting strategies and gender budget statements 	20 10 10
Work Experience	<ul style="list-style-type: none"> At least 8 years of professional work experience at international level. Experience must relate to gender mainstreaming for gender equality and equity Very good knowledge of policy drafting, development of gender training materials and training of civil servants 	30 15 15
Communication skills	<ul style="list-style-type: none"> Strong interpersonal skills, team working skills and excellent communication skills Excellence in oral and written English 	10 5 5
	Total technical score	100 (70%)
Financial evaluation		
Value for money	The value that UNDP Mauritius/Seychelles will receive from the service provider	30%

Only the best candidates will be contacted for the next stage.

14. Annexes

Annex A - Letter of confirmation of interest and availability and Submission of financial proposal

Annex B - P11

Annex C - IC Contract Template

Annex D - UNDP GCC IC

15. Approval

This TOR is approved by:

Signature

Name and Designation

Date of Signing



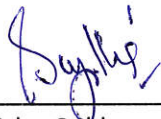
Ms. Renooka Beejan, Head, Socio Economic Development Unit
21 March 2019

Signature:

Reviewed by:

Designation:

Date:



Sujitha Sekharan

International Operations Manager/UNDP

21 March 2019