



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 03 June 2019

Post Title:	Qualitative researcher: analyzing results of focus group discussions on experience of gender roles and inequalities, safety and GBV issues, and livelihoods and social cohesion issues in northern Iraq and reporting findings including recommendations for potential future programmes.
Starting Date:	1 July 2019
Duration:	20 working days.
Location:	Home-based, with travel to northern Iraq if not based there.

OBJECTIVE

To contract an individual to help analyse data collected from a number of focus group discussions carried out over an 8 week period by two organisations in Northern Iraq. To synthesise the reports, follow up with facilitators of focus groups and put together a revised report of the findings and produce recommendations for future programming especially on livelihoods programming in Northern Iraq. Findings and recommendations will be summarized in a 3-pager for internal and external dissemination.

BACKGROUND

In 2017, UNDP and the Republic of Korea launched a global project “Ending Gender-based Violence to Achieve the Sustainable Development Goals”.

One of the key outputs of this global initiative is to pilot, cost and evaluate participatory GBV action plans in pilot areas. One of the areas chosen for this pilot was northern Iraq, with the aim of reflecting the needs and priorities of selected communities and to introduce innovative approaches to learning and developing future projects.

The first phase of the project started with a formative research inquiry aimed to inform future interventions aimed at preventing Violence Against Women that might be integrated into wider UNDP livelihoods and

social cohesion programming. The second phase of the project will pilot new approaches based on the findings of the first stage.

The formative research study took a qualitative approach, involving 30 focus group discussions (FGDs) with women, men and youth from IDP, refugee, returnee, and host community groups. The inquiry was organized under four thematic areas: 1) livelihoods and social cohesion; 2) safe spaces and risk spaces; 3) gender inequality and women's empowerment; 4) social innovation. Two local NGOs were selected to undertake the formative research in communities in Diyala and Dohuk Governorates. A facilitator and notetaker conducted each FGD with technical support from UNDP.

The objective was to analyse the data thematically across each of the four topic areas in each geographic location to understand the experiences and views of community members (disaggregating by gender and age group) on these key aspects relevant to VAW prevention programming.

An initial analysis has been carried out but there is now a need for a more systematic analysis, looking at all the focus group data and working to build conclusions and extract recommendations for possible future interventions.

The researcher is asked to review all the existing notes from the 18 focus group discussions conducted by 2 different local NGOs and to prepare potential questions for follow up with facilitators where necessary. The researcher will be expected to make contact with the facilitators preferably in person and further probe any details that are missing in the summary reports. With support from UNDP technical staff, the researcher will then put together a draft report with recommendations for the design of future programmes to help test potential approaches to prevent violence against women. After review and receipt of comments the researcher will finalise the report and recommendations.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>	Payment schedule
<u>Deliverable 1:</u> Review all focus group summaries and prepare follow up questions. Present (orally) a short summary of findings and proposed next steps.	4 working days	5 July 2019	Anik Gevers /Frances Guy (global programme consultant and regional gender adviser)	100% upon satisfactory completion all required deliverables
<u>Deliverable 2:</u> Contact facilitators of focus group discussions and conduct follow up interviews. Present initial findings of these discussions and how they will influence final proposals.	5 working days in northern Iraq, plus 3 days to summarise initial findings.	20 July 2019	As above	

<u>Deliverable 3:</u> Present initial report of findings with draft recommendations	4 working days	end July 2019	As above
<u>Deliverable 4:</u> Present 3-pager. Discuss feedback, Receive comments and prepare final report	4 working days	Mid-August 2019	As above

TRAVEL PLAN

Part of this assignment will require presence in Northern Iraq for at least 5 working days. Where the researcher is not based in Northern Iraq travel to the region will be required.

All envisaged travel costs must be included in the financial proposal.

In general, UNDP should 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 case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

Duty Station

The consultancy will be home-based, with travel expected to Northern Iraq. (Expecting travel to Erbil , Dohuk (and possibly Diyala) depending on availability of local interlocutors)

Duration of assignment

The consultancy will take up to 20 working days for over period 1.5 months.

EXPERIENCE AND QUALIFICATIONS REQUIREMENTS

Education:

- Bachelor Degree in Social Sciences, Gender Studies, Statistics, Psychology, Refugee studies, or related field.

Experience:

- At least 3 years of experience at national or international level working on qualitative research.
- Research on GBV and/or with livelihoods programming in humanitarian settings, an asset
- Experience managing qualitative data collection and data analysis
- Experience drafting recommendations in language accessible to local partners.
- Experience writing and editing research findings

Language:

Excellent written and oral Arabic and English. Kurdish would be an additional asset.

COMPETENCIES

Corporate competencies

- ☐ Demonstrates integrity by modelling the UN's values and ethical standards
- ☐ Promotes the vision, mission, and strategic goals of the United Nations
- ☐ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- ☐ Treats all people fairly without favoritism

Functional Competencies

- ☐ In-depth knowledge on development and humanitarian issues;
- ☐ Ability to advocate and provide policy advice;
- ☐ Ability to handle confidential and politically sensitive issues in a responsible and mature manner;
- ☐ High level logical and methodical organizational skills;

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **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;
- c) **Writing sample** of previous research assignment.

Interested candidates shall submit above documents to the Job Advertisement Website:

https://jobs.undp.org/cj_view_jobs.cfm as one document not later than 10 June , 2019

Interested candidates can find Procurement notice, letter of confirmation of interest and availability and P11 <http://procurement-notices.undp.org/>

Please do not submit financial proposal in this stage. Financial proposal shall be requested from Candidates who are considered technically responsive

FINANCIAL PROPOSAL

Interested candidates should provide lump sum fees for requested services with detailed **breakdown** (consultancy fees, round travel tickets, travel cost, living allowances during the missions., etc.) as per travel plan above

EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Step I: Screening and desk review:

Individual consultants will be evaluated based on the following methodology.

Applications will be first screened and only candidates meeting the following minimum criteria will progress to the pool for shortlisting:

- Bachelor Degree in Economics, Social Sciences, Gender Studies, statistics, Refugee studies, or related field.
- experience at national or international level working on qualitative research.
- Excellent written and oral Arabic and English.

Shortlisted Candidates will be then assessed and scored against the following evaluation criteria.

Evaluation of Candidates (max 100 points):

- Previous Experience Research on GBV and/or with livelihoods programming in humanitarian settings 25%
- Experience managing data collection and data analysis 30%
- Experience drafting recommendations in language accessible to local partners.15%
- Experience writing and editing research findings. **15%**
- Writing sample of research 15%

Step II: Final evaluation

The final evaluation will combine the scores of desk review and financial proposal with the following weights assigned to each:

- ☐ Technical evaluation: 70%;
- ☐ Financial proposal: 30%