



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE:	Gender Equality and Women's Empowerment Consultant
AGENCY/PROJECT NAME:	UNDP BRH
COUNTRY OF ASSIGNMENT:	Thailand
NUMBER OF DAYS:	Max. 240 days over 1 January – 31 December 2020

1) GENERAL BACKGROUND

The global development challenges have become increasingly interrelated, requiring us to take interdisciplinary approaches and seek non-linear solutions. Important development trends like urbanization, climate change, and inequality pose significant challenges on our path to achieve the 2030 agenda of achieving the Sustainable Development Goals (SDGs).

UNDP positions itself as the Sustainable Development Goals (SDGs) integrator who connects all relevant knowledge and partners to support countries to achieve the SDGs in an inclusive and integrated manner. UNDP Bangkok Regional Hub (BRH), along with the Pacific Office in Suva, supports the 24 UNDP Country Offices in Asia and the Pacific to achieve the SDGs by providing efficient access to knowledge through high quality integrated advisory services and technical support based on applied research and lessons learnt from UNDP's experience globally. BRH also provides regional thought leadership, builds partnerships and promotes regional capacity building, which allow UNDP, governments and other development partners to identify, create and share knowledge relevant to solving urgent development challenges. This mission is part supported by UNDP's provision of policy advice and tools to fight exclusion and marginalization in areas such as social protection strategies, job creation and livelihoods, and sustainable urbanization.

UNDP's Strategic Plan (2018-2021) includes among its 6 Signature Solutions gender equality and empowerment of women, squarely placing these issues at the core of UNDP's development mandates and strategy. The SDGs, including SDG5 on gender equality, and all other gender-related targets and indicators, also provide the concrete framework for the work of UNDP as a global development organization. For UNDP, gender equality is primarily a matter of human rights. It also recognizes the role of gender equality and women's empowerment as an integral and indispensable accelerator for sustainable development. Accordingly, gender equality and women's empowerment are integrated into UNDP's offers of solutions to the region's complex development challenges.

Gender inequalities remain a development challenge throughout the Asia-Pacific region. This persistence is particularly troubling when considering the enormous economic progress the region has made. This continuing discrimination and neglect threaten the security and well-being of women as well as their families and communities throughout Asia and the Pacific. In accordance with the principle of the SDGs, i.e., 'Leave No One Behind', UNDP places an emphasis on eliminating gender-based inequalities faced by women, girls, men and boys in the region.

To advance UNDP's role as the SDGs integrator, UNDP BRH has been strengthening its engagement with old and new partners in the United Nations family, Government institutions, women's rights advocacy organisations, Private Sector, social enterprises, think-tanks and academia to localize the global development

agenda. Leveraging these partnerships to promote gender equality and women's empowerment in the framework of the 2030 Agenda is one critical and integrated aspect of such engagement.

2) Project Description and Objectives

The work of UNDP Bangkok Regional Hub (BRH) Gender Team is aligned with UNDP Gender Equality Strategy 2018-2021, and contextualized to respond to the specific development challenges and ecosystems of the Asia-Pacific region. The promotion of gender equality and empowerment of women are central to the mandate of UNDP and its development approaches. UNDP BRH Gender Team support UNDP Country Offices (COs) across the region to address structural barriers to gender equality, strengthen integration of gender equality across the different portfolios, and build institutional mechanisms for gender mainstreaming, through designing and providing integrated solutions. UNDP BRH Gender Team also manages a regional gender equality and women's empowerment portfolio under the overall framework of the Regional Programme Document, with a view to developing and sharing insights and tools, leveraging lessons learned from across the region, building UNDP's institutional capacity in the region to deliver integrated gender equality results, and mobilizing resources, all in support of the work of UNDP COs in the region.

3) SCOPE OF WORK

Under the overall guidance of Asia-Pacific Regional Gender Equality Team Leader and in close collaboration with different programming teams at BRH as well as in close consultation with UNDP Country Offices in Asia and the Pacific, the consultant will undertake the following:

- Substantively supporting the implementation of the 2020 BRH Gender Equality and Women's Empowerment Portfolio.
- Supporting UNDP COs with development of solutions for gender equality challenges, and taking a bridging role between UNDP's global lessons learned and COs in the region.
- Supporting UNDP COs and BRH with the implementation of institutional measures for effective gender mainstreaming in alignment with UNDP's corporate standards.
- Coordinating multi-disciplinary engagement and collaboration across various regional programming teams and an in-house coordination platform for scoping and deploying technical engagements that draw from UNDP's gender equality Community of Practice.
- Coordinating different streams of work at the regional level on gender equality and women's empowerment that incorporates the full range of BRH's diverse initiatives.
- Advancing gender equality and women's empowerment project proposals at both the regional and country levels and assisting in partnership building and resource mobilization.
- Preparing inputs for annual and other reporting platforms on the work of BRH Gender Team and the work of UNDP COs in the region on gender equality and women's empowerment.
- Supporting BRH Gender Team with advocacy activities including social media campaigns and print and online materials development.
- Facilitating UNDP's effective engagement in the regional UN interagency platforms addressing gender equality and women's empowerment.

The Consultant will provide weekly updates with tracking of individual results to Asia-Pacific Regional Gender Equality Team Leader.

4) EXPECTED OUTPUTS AND DELIVERABLES

The Consultant will work under supervision of the Gender Equality Team Leader. The consultant will be responsible to deliver:

- 1) Demand-driven provision of support to COs relating to the gender equality and women's empowerment portfolio.
- 2) Provision of technical and capacity development support to COs on the application of UNDP Gender Marker and effective gender mainstreaming at the project level.
- 3) Provision of technical and capacity development support to COs for the development of CO gender equality strategy and CO gender architecture.
- 4) Reporting on results and activities of BRH Gender Team and COs in Asia and the Pacific including Results-Oriented Annual Reporting (ROAR), Gender reporting to the Executive Board, Regional reporting to the Gender Implementation and Steering Committee (GSIC), reporting under the Regional Programme Document, Gender Evaluation and Audits, and others as required.
- 5) Technical assistance across functions and teams within BRH and to COs in Asia and the Pacific for gender equality programming and advocacy, including desk research, drafting and editing briefs and meeting reports, and engagement with relevant regional intergovernmental and civil society partners.
- 6) Development of an integrated assessment tool and capacity support programme to engage Private Sector partners in transforming workplace and business practices for gender equality.
- 7) Development and resource mobilization for a regional gender equality initiative in Asia and the Pacific.
- 8) Design and development of communication materials to disseminate UNDP's good practices for gender mainstreaming from the region.
- 9) Facilitation of regional learning and knowledge exchange through face-to-face and online events as well as a platform in support of the Asia-Pacific Gender Equality Community of Practice.
- 10) Participation in regional UN interagency platforms on gender equality and women's empowerment (eg., Beijing+25 review process).

5) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Up to a maximum of 240 working days over a period of maximum 12 months. The expected starting date is 1 January 2020, and the expected ending date is 31 December 2020.

Duty station is Bangkok, Thailand.

Mission travel is expected to countries in Asia and the Pacific and will be based on actual costs. Arrangements will be made to facilitate the consultant's travel by UNDP.

6) FINAL PRODUCTS

[As listed in 4\) Expected Outputs and Deliverables.](#)

7) PROVISION OF MONITORING AND PROGRESS CONTROLS

Direct supervision will be provided by Regional Gender Equality Team Leader. Regular progress monitoring and quality assurance, as well as for ensuring the timely delivery of the specified deliverables, will be provided by Regional Gender Equality Team Leader.

8) DEGREE OF EXPERTISE AND QUALIFICATIONS

Essential

- Master's degree or equivalent in relevant areas such as Gender Studies, Development Studies, International Relations, Economics, Public Policy or Political Science.
- Minimum 7 years of work experience with project design and implementation using UNDP/UN's corporate programming and Quality Assurance tools in the areas of gender equality and women's empowerment, social or economic development, community development, and/or governance and the public sector development in a country or countries in Asia and the Pacific.
- Minimum 7 years of work experience in direct engagement with the Government, civil society organisations and the Private Sector in Asia and the Pacific.
- Demonstrable experience in delivering tangible gender equality results in the areas of social or economic development, community development, governance and the public sector development, gender equality at workplace, through UNDP/UN programming with at least 2 incidents.
- Specialized and working knowledge of UNDP/UN's work on recent gender equality challenges in Asia and the Pacific as demonstrated in the work experience.

Desirable

- Knowledge on design thinking and behavioural insights.
- Experience in working on donor relations.

Competencies

- Strong command of English.
- Ability to perform tasks in timely manner and under pressure, to tight deadlines.
- Ability to communicate verbally and in writing with a wide range of partners persuasively and collaboratively.
- Ability to work independently and as part of a team seamlessly using a range of modern means of communication as required.

8) REQUIRED DOCUMENT

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:

- a) **Duly accomplished Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV**, indicating all relevant and similar previous experiences, as well as the contact details (email and telephone number) of the Applicant and at least three (3) professional references;
- c) **Brief description** of why the applicant considers him/herself as the most suitable for the assignment, relating how he/she proposes to conduct the assignment to their previous experience.
- d) **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.

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

9) CRITERIA FOR SELECTION OF THE BEST OFFER

Individual consultants will be evaluated based on the following methodology - **Cumulative analysis**

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.

- Relevant academic background (5%)
- Minimum 7 years of work experience with project design and implementation using UNDP/UN's corporate programming tools in the areas of social or economic development, community development, and/or governance and the public sector development in a country or countries in Asia and the Pacific (15%)
- Minimum 7 years of work Experience in direct engagement with the Government, civil society organisations and the Private Sector (15%)
- Demonstrable experience in delivering tangible gender equality results in the areas of social or economic development, community development, governance and the public sector development, gender equality at workplace, through UNDP/UN programming (15%)
- Specialized and working knowledge of UNDP/UN's work on recent gender equality challenges in Asia and the Pacific as demonstrated in the work experience (10%)
- Fluency in written and spoken English (10%)

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

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE

X PARTIAL

INTERMITTENT

FULL TIME

10) PAYMENT TERMS

In accordance with the requirements above, the duration of this assignment is maximum 240 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 insurances, 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 Living Allowance rates.

11) ANNEXES TO THE TOR

N/A