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Terms of Reference

International Consultant

Conceptualisation of E-Learning Course on Gender Mainstreaming

Parliamentary Gender Caucus

BENEFICIARY COUNTRY	: Republic of Mauritius
FOCAL AREA	: Gender Mainstreaming
GOVERNMENT AGENCIES	: Mauritius National Assembly
DURATION	: 30 working days
DUTY STATION	: Off-Duty Station (Remote)
STARTING DATE	: 1 June 2020
PROJECT TITLE	: Inclusive Development and Public sector Efficiency

A. Background Information

The Parliamentary Gender Caucus was established at the level of the Mauritius National Assembly in November 2016, through an amendment made to the Standing Orders 69 (6) and Rules and Regulations of the National Assembly; and officially launched in March 2017. The Caucus is presently receiving technical assistance through the support of a UNDP National Gender Expert to guide its actions and build capacity of Members of Parliament and Gender Focal Points on gender equity.

As part of its strategic plan of work, the Caucus had commissioned a Study on the “Gender Audit in the Civil Service” in March 2018 to obtain the baseline data on the status of gender mainstreaming therein. Based on the key findings of the Study, the Caucus recommended that the capacity of Gender Focal Points (GFPs)¹ of sectoral Ministries be enhanced on gender mainstreaming strategies. In this context, the Caucus has carried out a number of capacity building programmes for GFPs on gender mainstreaming within the policy cycle and gender sensitive indicators.

Concurrently, following the reconstitution of the Caucus on 02 December 2019, new GFPs have been nominated to undertake gender mainstreaming at their respective levels. The Caucus is now proceeding to enhancing the technical capacity of both the firm and alternate GFPs to equip the latter with the necessary tools to undertake their gender mainstreaming tasks in all sectors in a systematic manner within the policy/project formulation cycle, including at the agenda setting, formulation, implementation and monitoring and evaluation stages. This initiative is also being implemented as part of the Concluding Comments of the Committee on the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) (2018) [ref CEDAW/C/MUS/8]. The CEDAW Committee has called upon the Republic of Mauritius, as State Party to the Convention to mainstream gender throughout the Sustainable Development Goals.

Government’s Vision 2030 has as objective to transform Mauritius into a high-income, sustainable, innovative and inclusive economy with modern infrastructure, global connectivity and advanced skills and technology. In the same vein, the Public Sector Business Transformation Strategy for a modern public sector, the ongoing Digital Government Transformation Strategy (2018-2022), and the three year Strategic Plan of Government set out the clear strategies for continuous improvement in the public sector.

The Caucus has set up a Gender Corner Documentation Center within the Parliamentary Library and an online gender information system that acts as a repository of information containing gender related materials for access by Members of Parliament/ Parliamentary Gender Caucus and Gender Focal Points.

The Caucus is now envisaging the setting up of a self-paced online e-learning gender mainstreaming course for access by Members of Parliament/ Parliamentary Gender Caucus, and Gender Focal Points in the first instance. The development of

¹ Gender Focal Points (GFPs) are designated Officers at the level of each Ministry who act as gender liaison persons between the PGC and their respective Ministries. GFPs are in a position to participate and guide policy-making at their respective levels. GFPs are following cadres: administrative / technical/ finance or human resource.

an e-learning course will complement traditional workshop settings and physical attendance to courses; including reduced costs, increased retention and application to the job, consistent delivery of content, certification, on-demand availability, flexible access hours, and self-pacing. The e-learning course have the potential to be open to the members of the Gender Cells as well, in due course, and logistical constraints of organising workshops will be reduced.

In this context, the services of an International Consultant are being sought to conceptualise the e-learning gender mainstreaming course (basic level). The course will be underpinned by the different gender mainstreaming theoretical frameworks but will also contain practical examples for application. The course will enable policy makers to gain more knowledge on the different concepts of gender and how to practically carry out gender mainstreaming.

B. Scope of Work

Under the direct guidance and supervision of the Head of the Socio-Economic Development Unit (SEDU) at the UNDP Country Office and the UNDP National Gender Expert, the International Consultant will conceptualize the gender mainstreaming e-learning modules (Basic level).

The Consultant will also include relevant images to explain key concepts. Images used should not be copyrighted and a bibliography should be included at the end of each module. Links for additional reading resources may also be included where necessary. Add innovative presentation such as simulations, storytelling and culturally sensitive traits into the module materials will be encouraged.

The overall objective of the e-learning Module is to enhance the knowledge and capacity base of GFPs and Members of Parliament to promote gender responsive policy making at sectoral and parliamentary levels.

At the end of the course, Participants will be able to use the knowledge gained as policy makers to mainstream gender within their sectoral policies/programmes/projects and institutional settings for gender equality and equity. After the last Module, Participants will understand that achieving gender equality is not only a human rights issue but also and an institutional and structural issue, and therefore gender mainstreaming should be undertaken at all levels of the policy cycle.

Note: The International Consultant will not be developing the web-based platform software, but only the content to be included on the platform.

The specific outputs of the e-learning course are as follows:

- Familiarisation with terminologies relating to the gender concept
- Awareness of the international and regional instruments and frameworks for gender equality
- Recognising between gender blind/neutral and gender sensitive policies
- Introduction to the different methodologies for gender mainstreaming within the policy cycle
- Gaining an understanding of gender responsive budgeting, gender budget statements and their importance for equity and equality
- Practical application of gender mainstreaming- Engendering of a Policy

C. Deliverables

The Consultant will hold a working session with the UNDP Gender Expert on the specific timeframe and delivery of each module, as well as the methodology to be adopted.

The complete e-learning module will not take more than 6 hours to complete. Each module of the training is expected to take no more than 45 minutes to 1 hour to complete, which should be further broken down into topics of no more than 20 minutes each. It is expected that the entire Course Content will be 5 modules long.

Each Module will explain the issues at hand as defined in existing literature/ international instruments; and provide a concrete example thereof tailored for the Mauritius context, where applicable. Each Module will also end with a simple quiz to check whether the participant has understood the core matter of the module.

Examples provided within the Modules should be culturally sensitive, with considerations to learner diversity. The use of culturally significant metaphors is encouraged for realistic examples and scenarios.

Details of the modules are as follows²:

Module 1: Understanding Gender Concepts and Terminologies

- Providing an overview of the status of women in Mauritius with official sex disaggregated data³
- For example but not limited to- gender/sex; gendered systems; gender equity/equality; gender blind/neutral/sensitive; gender sensitive indicators; gender equality/women's rights; practical/ strategic gender needs; temporary special measures/quotas; gender gap; gender pay gap; feminism/ women's rights/gender equality; gender roles; gender stereotypes; gender balance; gender-based violence; Global Gender Index; gender audit; gender and sex disaggregated data; unpaid care sector
- Quiz

Module 2: Key International and Regional Instruments on Women's Empowerment & Gender Equality (including a summary of the content thereof and reporting status of Mauritius)

- The shift from Women in Development to Gender and Development to Gender Mainstreaming
- International Instruments (examples, but not limited to CEDAW and its Optional Protocol; Beijing Platform for Action; Protocol on the Trafficking of Persons; ILO 100
- the SDGs and gender as a cross cutting issue in all the SDGs with examples
- African Union Vision 2060
- Quiz

Module 3: Gender Mainstreaming Strategies and Gender Responsive Budgeting

- For example- importance of gender mainstreaming; gender analysis; gender impact assessment; gender budgeting; gender neutral language; a concrete example of a before and after case study (from gender neutral to gender-mainstreamed); institutional gender mainstreaming- gender integration framework with examples of strategic entry points for GFPs to mainstream gender; going a gender audit with assessment sheet (measuring technical capacity, and institutional culture, accountability and political will); gender action plans examples, examples of good practices on gender mainstreaming.
- Quiz

² See also UNDP, 2007, Gender Mainstreaming Training Manual, Available Online at https://www.undp.org/content/dam/undp/library/Environment%20and%20Energy/Sustainable%20Energy/Gender_Mainstreaming_Training_Manual_2007.pdf, Last Accessed April 2020, pg 55-57

³ Statistics Mauritius is the official data collection agency in Mauritius.
See <http://statsmauritius.govmu.org/English/StatsbySubj/Pages/Gender.aspx>

Module 4: Quick Gender Mainstreaming Checklist in the policy cycle

- Formulation of a gender mainstreaming checklist for ease of reference. The checklist should comprise questions/guidelines to be followed at each stage of the policy cycle, namely, agenda setting, policy formulation, implementation, monitoring and evaluation
- Quiz

Module 5: Practical Application- Quiz (Any practical application - for example filling a gender responsive budget statement or engendering a gender-blind policy)

D. Institutional Arrangement

The International Consultant will be contracted by the UNDP. The detailed workplan will be worked out in consultation with the UNDP National Gender Expert and Senior Representatives of the National Assembly and the IT Unit.

E. Duration of the Work

This assignment is for duration of 30 working days starting on 1 June 2020 and ending on or before 31 July 2020.

F. Duty Station

The Consultant will work off-duty station. Travelling to Mauritius will not be required.

G. Methodology

The Consultant will adopt an educational adult-learning methodological approach to promote institutional transformation underpinned by gender mainstreaming strategies. The Consultant will ensure that gender mainstreaming strategies such as gender analysis, gender budgeting and impact assessment form an integral part of forthcoming solutions towards achieving the Goal 5 of the Sustainable Development Goals.

H. Expected Outputs

The consultant will have contributed to capacity building of policy makers on gender mainstreaming. The end result relates to addressing Goal 5 of the Sustainable Development Goals, namely in terms of leveraging on ICT for the

promotion of gender equality; and strengthening policies to promoting gender equality at all levels

I. Deliverables

Following consultations with the UNDP Gender Expert, the Consultant will be expected to submit draft modules for consideration and submit the final approved deliverables as per table below:

S.N .	Deliverables	Timeframe	Fee (%)	Review and Approved by
1	(a) Hold a Teleconference Call with the UNDP Gender Expert, on the instructional design plan, time frame and methodology to be adopted (b) Identify and compile relevant statistics for an analysis of the status of women in Mauritius	2 June 2020	20%	UNDP/ National Assembly
2	Final Modules 1 and 2 (a) Module 1: Understanding Gender Concepts and Terminologies (b) Module 2: Key International and Regional Instruments on Women's Empowerment & Gender Equality	20 June 2020	40%	UNDP/ National Assembly
3	Final Modules 3, 4 and 5 (a) Module 3: Gender Mainstreaming Strategies and Gender Responsive Budgeting (b) Module 4: Quick Gender Mainstreaming Checklist in the policy cycle and in projects (c) Module 5: Practical Application-Quiz	10 July 2020	40%	UNDP/ National Assembly

J. Qualifications and Competencies

EDUCATION:

The following minimum qualifications and experiences are required:

- (i) Advanced Degree in Gender/ Women's Studies, Education, Policy, Development Studies, Sociology
- (ii) Recognised Certification in Project Management would be an advantage

EXPERIENCE:

- (i) At least 10 years of proven experience in the field of gender mainstreaming at the policy and implementation levels
- (ii) Proven experience in curriculum development on gender mainstreaming or formulation of training manuals, preferably for high level policy makers
- (iii) At least 10 years practical experience in delivering training programmes for high level policy makers in culturally diverse contexts.

LANGUAGE

The working languages of the United Nations Development Programme (UNDP) in Mauritius are English and French. High level written and oral English language skills are a pre-requisite.

REQUIRED SKILLS

- (i) Demonstrated skills in delivery of training on gender mainstreaming within the stages of the policy cycle
- (ii) Proven Experience in curriculum development/ designing modules on gender mainstreaming
- (iii) Excellent communication skills and a good command of English, both written and spoken
- (iv) Proven Experience in working in a culturally diverse environment
- (v) Ability to work in a team and independently
- (vi) Initiative and sound judgment, dedication and respect for the principles of the United Nations Charter and the UNDP Statement of Purpose

Corporate Competencies

- Demonstrate integrity by modelling the United Nations' values and ethical standards;
- Advocate and promotes the vision, mission, and strategic goals of United Nations;
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability; and
- Treat all people fairly without favoritism

Candidates should produce written evidence of experience/knowledge claimed.

K. Scope of Price Proposal and Schedule Payments

Price Proposal

- The financial offer should be quoted as a lump sum amount, 'all-inclusive '. The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amount submitted in the proposal
- The contract price is fixed regardless of changes in the cost components. Payments will be effected based on deliverables

Payment Schedule-

1. Deliverables 1- 20%

- (i) Hold a Teleconference Call with the UNDP Gender Expert, on the instructional design plan, time frame and methodology to be adopted
- (ii) Identify and compile relevant statistics for an analysis of the status of women in Mauritius

2. Deliverables 2- 40%

(i) Final Modules 1 and 2

- Module 1: Understanding Gender Concepts and Terminologies
- Module 2: Key International and Regional Instruments on Women's Empowerment & Gender Equality

3. Deliverables 3- 40%

(ii) Final Modules 3, 4 and 5

- Module 3: Gender Mainstreaming Strategies and Gender Responsive Budgeting
- Module 4: Quick Gender Mainstreaming Checklist in the policy cycle and in projects
- Module 5: Practical Application- Quiz

L. Proposed Work Plan and Indicative Time

It is planned that the consultancy starts by 1 June 2020 and ends on or before 31 July 2020.

M. Recommended Presentation of Offer

Individual Consultants/Resource Persons are invited to submit the following applications and requirements:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- Personal CV, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate.
- Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology on how they will approach and complete the assignment.
- 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.

N. Criteria for Selection of 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 received the highest score out of a pre-determined set of weighted technical and financial criteria specified below - (Technical Criteria with a weight of 0.7 and Financial Criteria of a weight of 0.3.


Only candidates obtaining a minimum of 70 marks out of 100 in the Technical Evaluation would be considered for the Financial Evaluation. The technical criteria and weightage are as follows:

Educational Qualifications	Experience	Methodology reports	Language Proficiency
<p>Advanced Degree in Gender/ Women's Studies, Education, Policy, Development Studies, Sociology</p> <p>Recognised Certification in Project Management would be an advantage</p>	<p>At least 10 years of proven experience in the field of gender mainstreaming at the policy and implementation levels</p> <p>At least 10 years practical experience in delivering training programmes for high level policy makers in culturally diverse contexts.</p>	<p>Demonstrated skills in delivery of training on gender mainstreaming within the stages of the policy cycle</p> <p>Proven Experience in curriculum development/ designing modules on gender mainstreaming</p> <p>Proven Experience in working in a culturally diverse environment</p>	<p>High level written and oral English language skills are a pre-requisite.</p>
30 MARKS	40 MARKS	20 MARKS	10 MARKS

Important Note:

- Qualified women are encouraged to apply
- Interested offerors above the age of 62: UNDP regulations require, at their own cost, to undergo a full medical examination including x-rays. Medical evaluation documentation does not need to be submitted with the other requested documents listed above but will be requested should the candidate be chosen.

Approved by:

Name:	Ms. Renooka Beejan
Position:	Head of Socio-Economic Development Unit, UNDP Mauritius
Signature:	
Date:	4 May 2020