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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 03/10/2013

Reference: PN/38901-37-13

Consultancy Title: Developing UNDP Pacific Strategy for Increasing Women's Participation in Politics in the Pacific Region.

Period of assignment: Duration of 20 days which is expected to commence from 1st November, 2013.

Duty Station: Home based

Consultancy Proposal should be mailed to C/-UNDP Fiji MCO, Private Mail Bag, Suva, Fiji or sent via email to procurement.fj@undp.org no later than COB (Fiji Time), 18 October 2013 clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted.

1. BACKGROUND

Increasing women's participation in parliament and securing their access to political life at both national and sub-national level is crucial to achieving gender equality and democratic sustainable development. The link between women's presence in national legislatures and human development is clearly outlined in the United Nations Millennium Development Goals to promote gender equality and empower women.

2. SCOPE OF WORK

UNDP Pacific Centre is in the process of defining its next 4-year program and is seeking an Individual Consultant to assist in the identification of strategic entry points for the Centre's programmatic work on increasing women's representation in national legislatures and sub-national elected bodies in the Pacific region.

Refer to Annex I - [Terms of Reference](#) for details.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION

The successful offeror shall have a Post Graduate qualification in political science, gender studies, law, and international development. Familiarity with the relevant professional experience in the area of women in politics or parliamentary development.

COMPETENCIES:

He/She shall also demonstrate strong Discretion, diplomacy and sound judgment in a politically sensitive environment conceptual and analytical skills; have good representational and liaison skills; have the ability to work under pressure; command excellent English writing and communication skills; and possess excellent interpersonal and high degree of cultural competence.

4. EVALUATION CRITERIA

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract.

Applications will be evaluated technically and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weighting; 70%

* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
<u>Education:</u> <ul style="list-style-type: none"> Post Graduate qualification in political science, gender studies, law, international development or related area. 	5	5
<u>Experience:</u> <ul style="list-style-type: none"> 10 years of relevant professional experience in the area of women in politics or parliamentary development. Significant proven expertise on working on women in politics projects or undertaking consultancies in this field. Significant knowledge of international frameworks and guidelines for promoting women in politics. Familiarity with relevant international guidelines and frameworks for promoting women in politics. Significant experience in consulting with and briefing a wide variety of stakeholders. 	5 5 10 5 5	35
<u>Competence</u> <ul style="list-style-type: none"> Ability to interact and to establish and maintain effective and harmonious working relations both as a team member with people of different national and cultural backgrounds. Proven leadership skills and ability to work with colleagues of different backgrounds and in different locations. Ability to work under high pressure. High degree of cultural competence Excellent communication (spoken and written) skills, including the ability to convey complex concepts and recommendations, both orally and in writing, in a clear, concise style and to deliver presentations to external audiences, including audiences unfamiliar with the technical aspect of the topic. Familiarity with relevant international guidelines and frameworks for promoting women in politics. Uses Information Technology effectively as a tool and resource 	5 5 5 5 5 5	30
Technical Criteria	70	70%
Financial Criteria – Lowest Price	30	30%
Total	100	100%

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING CONSULTANCY PROPOSALS

Offerors must send the following documents.

i) Signed P11 form including names of at least 3 referees

ii) Completed template for confirmation of Interest and Submission of Financial Proposal

(Financial Proposal which includes breakdown of professional fees, travel expenses to and from home and duty station (economy class) plus living expenses at the duty station and any other miscellaneous cost that may be incurred during the duration of the consultancy.)

The P11 form and Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website (www.fj.undp.org)

Terms of Reference

Developing UNDP Pacific Strategy for Increasing Women's Participation in Politics in the Pacific Region

Title	Consultant for Developing UNDP Pacific Strategy for Increasing Women's Participation in Politics in the Pacific Region
Type of contract:	UNDP Individual Contract
Duty Station:	Home based
Duration of the Contract:	20 days which is expected to commence from 1 st November, 2013.

Background

Increasing women's participation in parliament and securing their access to political life at both national and sub-national level is crucial to achieving gender equality and democratic sustainable development. The link between women's presence in national legislatures and human development is clearly outlined in the United Nations Millennium Development Goals to promote gender equality and empower women.

As of 2013, women represent just over 20% of all parliamentarians. Comparative data from the Inter-Parliamentary Union (IPU) show that the Pacific region has the world's lowest proportion of women in national legislatures. Detailed statistics reveal that as of 2013, women in parliaments in the Pacific (when excluding Australia and New Zealand) make up less than 5% of parliamentarians:

Parliament	Number of MPs	Number of women MPs
Kiribati	44	4
Niue	20	3
PNG	111	3
Palau	29 ¹	3
Cook Islands	24	3
Samoa	49	2
Tuvalu	15	1
Tonga	28	1
Marshall Islands	33	1
Solomon Islands	50	1
Nauru	19	1
FSM	14	0
Vanuatu	52	0

In collaboration with the Pacific Islands Forum Secretariat (PIFS) and other key stakeholders, in recent years the UNDP Pacific Centre has been supporting efforts to promote women's political participation in the Pacific as part of its regional parliamentary support programme. Notable activities by the UNDP Pacific Centre include the development of the Pacific Women in Politics (PACWIP) website, the holding of mock parliaments for women in Palau,

¹ Both Houses of Parliament Combined

Kiribati, RMI and PNG, as well as research and advocacy on temporary special measures for women. UNDP Pacific Centre is one among several development partners who work on enhancing women's representation in legislatures and elected bodies in the region.

The UNDP Pacific Centre is in the process of defining its next 4-year program and is seeking a consultant to assist in the identification of strategic entry points for the Centre's programmatic work on increasing women's representation in national legislatures and sub-national elected bodies in the Pacific region.

Objective

This consultancy seeks to inform UNDP Pacific Centre's engagement in promoting the participation of women in Parliaments and in elected bodies at sub-national level in the Pacific Region. The consultancy will map on-going activities in this field and develop a report with options for possible UNDP Pacific Centre strategies and activities.

Scope of work

An international consultant will be recruited to undertake this assignment. The assignment will include the following tasks.

1. The consultant shall compile a mapping of ongoing and planned programmes, projects, and activities by development partners aimed at encouraging the participation of women in national Parliaments and to elected bodies at sub-national level. The regional mapping report shall include a break-down of activities for each Pacific Island country.
2. On the basis of the mapping exercise, extensive consultations with development partners, donors and key agencies, and taking into account UNDP Pacific Centre's mandate and previous work in this area, the consultant shall identify strategic entry points for UNDP to work towards increasing women's participation in parliaments and sub-national elected bodies. In addition, the consultant shall outline concrete options for UNDP Pacific Centre's regional programming over the coming four years.
3. Consultations with key partner agencies shall involve at least the following agencies:
 - UNDP Pacific Centre;
 - UNDP Fiji Multi-Country Office;
 - UNDP Samoa Multi-Country Office
 - UNDP PNG Country Office;
 - Pacific Islands Forum Secretariat;
 - Secretariat of the Pacific Region;
 - UN Women;
 - AusAID;
 - Pacific Women's Parliamentary Partnerships;
 - Commonwealth Secretariat;
 - NZAid;
 - IPU;
 - CDI;
 - Relevant CSOs and other key groups and stakeholders

Outputs and payment schedule

The outputs of the consultancy will be:

- A mapping paper outlining on-going and planned programmes, projects, and activities in the Pacific region aimed at encouraging the participation of women in national Parliaments and to elected bodies at sub-national level;
- Report and Options paper for UNDP outlining strategic entry points and activities to inform UNDP's programming in enhancing the participation of women in national Parliaments and elected bodies at sub-national level.

Deliverable	Work days	Delivery Verification
Draft Mapping paper	8	Draft mapping paper submitted to the UNDP Pacific Centre and accepted as being of satisfactory standard by UNDP PC Parliamentary Development Specialist
Final Mapping paper	2	Final mapping paper submitted to the UNDP Pacific Centre and accepted as being of satisfactory standard by UNDP PC Parliamentary Development Specialist
Draft Report and Options paper on future UNDP engagement to increase women's participation in national and sub-national elected bodies	8	Draft report and options paper submitted to the UNDP Pacific Centre and accepted as being of satisfactory standard by UNDP PC Parliamentary Development Specialist
Draft Report and Options paper on future UNDP engagement to increase women's participation in national and sub-national elected bodies	2	Final report and options paper submitted to the UNDP Pacific Centre and accepted as being of satisfactory standard by UNDP PC Parliamentary Development Specialist

Management arrangements

This is a consultancy managed by UNDP Pacific Centre. The consultant will report to UNDP Pacific Centre.

Qualification / Experience requirements:

Corporate Responsibility & teamwork	<ul style="list-style-type: none"> • Serves and promotes the vision, mission, values, and strategic goals of the United Nations • Plans, prioritizes, and delivers tasks on time
People Skills	<ul style="list-style-type: none"> • Ability to interact and to establish and maintain effective and harmonious working relations both as a team member with people of different national and cultural backgrounds. • Proven leadership skills and ability to work with colleagues of different backgrounds and in different locations. • Ability to work under high pressure. • High degree of cultural competence
Partnering & Networking:	<ul style="list-style-type: none"> • Seeks and applies knowledge, information, and best practices from within and outside the UN
Innovation & Judgment	<ul style="list-style-type: none"> • Discretion, diplomacy and sound judgment in a politically sensitive environment. • Excellent organizational, coordination and interpersonal skills.

Communication:	<ul style="list-style-type: none"> • Excellent communication (spoken and written) skills, including the ability to convey complex concepts and recommendations, both orally and in writing, in a clear, concise style and to deliver presentations to external audiences, including audiences unfamiliar with the technical aspect of the topic.
Job Knowledge & Expertise	<ul style="list-style-type: none"> • Relevant experience (10 years +) with specific expertise on the issue of women's participation in politics. • Familiarity with relevant international guidelines and frameworks for promoting women in politics. • Significant experience in consulting with and briefing a wide variety of stakeholders; • Executes day-to-day tasks systematically & efficiently; • Uses Information Technology effectively as a tool and resource

Qualifications

Education:	<ul style="list-style-type: none"> • Post Graduate qualification in political science, gender studies, law, international development or related area; • 10 years of relevant professional experience in the area of women in politics or parliamentary development. • Significant proven expertise on working on women in politics projects or undertaking consultancies in this field. • Significant knowledge of international frameworks and guidelines for promoting women in politics. • Proven research and writing skills including previous experience of undertaking mapping exercises and developing reports. • Significant experience in consulting with and taking into account views of large number of stakeholders. • Work experience in and knowledge of the Pacific is an advantage. • Previous experience in analyzing factors relating to the promotion of women in politics is a distinct advantage. • Proficiency in English. Excellent analytical, writing and report drafting skills
Experience:	
Language requirements:	