



TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL NATIONAL CONSULTANT (IC)

GENERAL INFORMATION

Services/Work Description:	Gender Seal Consultant
Project/Program Title:	
Post Title:	National Consultant
Consultant Level:	Level B (Specialist)
Duty Station:	UNDP Gambia Country Office
Expected Places of Travel:	in-country travel
Duration:	75 days over a period of 4 months
Expected Start Date:	August 2022/ Immediately after Concluding Contract Agreement

I. BACKGROUND / PROJECT DESCRIPTION

The Gender Equality Seal is a corporate quality assurance mechanism that measures and certifies the achievements and competence of Country Offices (CO), as well as Regional Service Centers and Headquarters Units in advancing women's rights and gender equality. It is a cooperative certification process that recognizes the good performance of the CO in delivering transformative and innovative results on gender equality.

The Seal is a tool to empower staff and accelerate changes required to support national gender equality goals. The process combines quality assurance with learning and capacity building of staff. The Gender Equality Seal establishes a minimum standard and provides a clear framework to guide the CO in linking gender equality at the workplace with developmental results.

The Gender Equality Seal offers three certifications: Gold, Silver, and Bronze. The CO /Regional Service Centre will be certified according to its gender accomplishment as determined by an internal committee through an intensive interview process. In 2020, the CO was awarded the silver certification with a final score of 71%, fulfilling 28 out of 39 benchmarks. The CO is determined to achieve the Gold certification this year, which will increase internal and external efficiency and visible results.

The strategic objectives for the CO are to be awarded the Gender Equality Seal Certification as well as increase the efficiency of gender equality, mainstreaming, and inclusivity in the CO programming and workplace. This will also enable:

1. The CO to fine-tune strategies, document innovation, identify and address gaps and challenges of gender equality seal, and evaluate developmental results and impact.
2. The certification would make the CO to be more visible internally as well as externally, which might attract resource mobilization for the CO on gender equality initiatives
3. The CO to be recognized globally, indicating its commitment and effectiveness in protecting and advancing women's rights and gender equality.

II. SCOPE OF THE WORK

UNDP is hiring a Gender Equality Seal Consultant that will work in collaboration with an International Gender Equality Consultant Specialist to undertake a comprehensive evaluation and oversee the country office Gender Seal to ensure the successful implementation and coordination of gender equality, diversity and inclusivity across the COs programmes and operations. The Gender Seal Consultancy Specialist will be responsible for the following scope of work:

1. Conduct CO staff survey on Gender Equality Seal

- ✓ Through focus group discussion with the gender seal team, the RR & DRR, head of programmes and project staff, private sector, and stakeholders.

2. Provide support in the coordination, implementation, and monitoring of the Gender Seal:

- ✓ Coordinate and monitor the implementation of the Gender Equality Seal by ensuring the gender equality seal standards and certification steps.
- ✓ Coordinate and liaise with the Gender Seal team in NY and participates in all the Gender Seal steps, including induction, baseline assessments, improvement period, reporting, and certification process.
- ✓ Support the implementation of the Gender Equality Seal and its coordination and integration within the LAC gender team.

2. Provide technical advice and support to gender Seal offices in coordination with CO Gender Specialists/focal points

- ✓ Support and advise CO management, programmes, operations, and project staff on implementing the UNDP Gender Seal.
- ✓ Analyze, monitor, and report on Gender Seal and Gender Marker progress in the CO.
- ✓ Mobilize technical support to the CO, when needed, including designing training modules and enhance the understanding of the Gender Seal.
- ✓ Implement tailored support service lines and support packages, including the based-on Gender Equality Seal assessment results and in alignment with the Gender Equality Seal global programme.
- ✓ In coordination with the Gender team, advise the CO on effectively applying gender mainstreaming throughout the CO's programme/project, monitoring, and evaluation frameworks, and results reporting.
- ✓ Advise COs on collecting gender data, evaluations of gender-related programme/project interventions, and quality assure results reporting with a focus on gender impact.
- ✓ Advise the CO on mainstreaming gender equality seal in programme/project annual workplan as well as the programme/project management team.

3. Facilitate knowledge management, capacity building, and coordination, focusing on the following results:

- ✓ Roll out and implement the gender seal learning package, including online coaching and mentoring for groups tasked with gender mainstreaming responsibilities and facilitating workshops and discussions on relevant topics.
- ✓ Organize and conduct training for CO staff on gender advancement, gender equality, inclusivity, women's empowerment, women's issues, as well as issues related to men and social development.
- ✓ Identify and formulate lessons learned and recommendations to strengthen UNDP's gender equality efforts.

II. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
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United Nations Development Programme



1	Desk review, work plan, and the evidence on Gender Seal	10 Working days	UNDP DRR/Head of programme
2	Guideline for gender mainstreaming in project/program, gender strategy, and action plan on data collection and capitalization on Gender Seal. Training module	25 Working days	UNDP DRR/Head of programme
3	Training, coaching, and mentorship of gender seal and gender mainstreaming	25 Working days	UNDP DRR/Head of programme
4	All final documentation on Gender Seal, mainstreaming and activity reports and all the gender evidence	15 Working days	UNDP DRR/Head of programme

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

Gender National consultant will work under the overall guidance of the Deputy Resident Representative and the direct supervision of the Team Leader Governance Country Office.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

- a. UNDP provide to the prospect NC: **Office Space; Equipment; Local transport service; Arrangement of workshop(s).**
- b. **Governance Unit will be in-charge for offering both administrative and logistics supports**

VI. DURATION OF THE WORK

- a. The duration of the consultancy is **75 working days.**

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Academic Qualifications:

- Master's degree in social science; Gender, Development planning and risk management; or any relevant field

b. Years of experience:

- Have prior experience in supporting UNDP and capitalization Practices in Gender;
- Have successfully completed at least three (02) process in Gender.
- Soft skills: Relational ease - Animation qualities - Spirit of initiative

c. Competencies:

- Have a good editorial level and ability to synthesize.
- Preferably, have a good knowledge of the community organizations

d. Language and other skills:

- Excellent knowledge of English, including the ability to set out a coherent argument in presentations and group interactions;
- Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff); and
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

e. Compliance of the UN Core Values:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Important Note:

The Consultant is required to have the following professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. The Technical Proposal must contain narrative on proposed methodology. Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
<ul style="list-style-type: none"> ▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal 		50*
<ul style="list-style-type: none"> ▪ Criteria b. Technical competence 		25**
<ul style="list-style-type: none"> ▪ Criteria c. Relevant Experience 		25**
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

The qualified consultant shall receive his/her service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Submit desk review/ Workplan and evidence of Gender Seal for country office	RR	10%
2 nd Installment	Submit the draft guideline for gender mainstreaming in project/program, gender strategy and action plan on data collection and capitalization of tools for good practices as well as a training g module.	“	40%
3 rd Installment	Training report of all staff on Gender Seal, evidence data collection on gender mainstreaming and capitalization. Including coaching and mentorship.	“	30%
4 th Installment	Submit the final report on Gender Seal, including the guideline, strategy, action plan, and all evidence.		20%

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

- The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

This TOR is approved by:

DocuSigned by:
Signature:  Ida Persson
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Name and Designation: Head of Governance

Date of Signing: 18th July 2022