



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 8 July 2015

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**Country: UNDP Bangkok Regional Hub, Thailand**

**Description of the assignment: Consultant - Knowledge Management & Events Management on Women, Peace and Security**

**Project name: Women Political Participation**

**Period of assignment/services (if applicable): 1 September 2015 – 20 June 2016**

**How to apply: Please access <http://jobs.undp.org> (By location>Asia and the Pacific>Women's Empowerment for vacancy notification and apply through the website)**

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### 1. BACKGROUND

In war-torn countries, women are often at the forefront of peacebuilding efforts, yet their contributions have been greatly undervalued. From 1992 to 2011 only 9% of negotiators at peace talks were women. Despite fifteen years since the passing of the UN Security Council Resolution 1325 on women, peace and security (WPS), its implementation remains challenging. The resolution's 15 year anniversary presents an opportunity to increase commitment to progressing the WPS agenda and bridging the gap that exists between policy and reality.

Founded in 2010 N-Peace (Engage for Peace, Equality, Access, Community and Empowerment) operates in Myanmar, Pakistan, the Philippines, Nepal, Afghanistan and Indonesia.

N-Peace has two key objectives: (i) to support and promote the leadership of women as peace builders; and (ii) to provide a platform for engagement and dialogue between different stakeholders to promote the Women, Peace and Security (WPS) agenda and broader conflict prevention and peace building goals. The network (which comprises of over 2,300 practitioners from throughout the region) promotes women's rights, security and wellbeing through partnerships with governments, civil society, media and businesses. N-Peace activities on the ground include:

- Training and empowering women with skills and knowledge to make a real impact and change in their countries' peace processes and implementation of the WPS agenda.
- Giving them access to influence key decision makers through national and regional dialogue forums

- Connecting and supporting women leaders to function as a coalition through virtual and face-to-face networking and knowledge sharing
- Recognizing and celebrating women's leadership for peace through the N-Peace awards campaign.

The 15 year anniversary of the UNSCR 1325 presents great opportunity for UNDP to showcase the work it has been able to achieve in the region, as well as garner further support for its second phase activities of N-Peace. Thus there are various events and trainings that will be organized through the N-Peace initiative through September-December 2015.

## **2. OBJECTIVE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

The purpose of this assignment is to provide support to UNDP's implementation of the WPS agenda through the N-Peace project as it moves into its second phase, particularly around the organization of key events, outreach, communications and knowledge management. The key objectives of the assignment are thus to support the coordination and management of three key events through the N-Peace initiative; and to develop a strong knowledge management system to serve as a repository for consolidation of key documentation and reports.

The scope of the work includes, but is not limited to, the following activities:

1. Support the implementation of the knowledge management and communications strategy for the work on WPS
2. Support research and planning for new work on WPS and women's political participation
3. Support the preparation and delivery of the N-Peace Training of Mobilizers in September 2015
4. Support the delivery of N-Peace's awards and new innovation challenge prize and event
5. Support the preparation and delivery of UN Inter-Agency Regional Forum on Women's Leadership

*For detailed information, please refer to Annex 1*

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### I. Academic Qualifications:

- Master degree in development, international relations, media, peace or conflict studies, or related fields

### II. Years of experience:

- At least 5 years of work experience in the area of gender, women, peace and security, conflict prevention and/or peacebuilding

### III. Competencies:

- Experience of content management, managing social media tools, and communications

- Good writing skills required
- Experience in developing promotional materials for campaigns
- Experience in project management, tracking projects and reporting
- Good command of English required

***UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.***

#### **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Interested individuals must submit the following documents /information to demonstrate their qualification, experience and suitability to undertake the assignment. **All supporting documents (a-d) must be part of the detailed CV and uploaded as one document**

- 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) Brief description of why the individual considers him/herself as the most suitable for the assignment
- 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.

#### **5. FINANCIAL PROPOSAL**

**Contracts will be based on daily fee in US Dollar.**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

##### **Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. 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. UNDP will not cover any costs associated with moving to the duty station.

##### **Unforeseen Travel:**

In the case of unforeseeable travel for official mission as required, 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 covered and paid by UNDP.

Note: No other cost other than what has been quoted will be reimbursed.

## 6. EVALUATION

*The award of the contract should 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 weight; 70%*

*\* Financial Criteria weight; 30%*

*Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical</u></b>	<b>70%</b>	<b>500</b>
<ul style="list-style-type: none"><li>Criteria A</li></ul> Experience related to services	70	350
<ul style="list-style-type: none"><li>Criteria B</li></ul> Expertise & Availability	30	150
<ul style="list-style-type: none"><li>Criteria C</li></ul>		
<ul style="list-style-type: none"><li>Criteria [...]</li></ul>		
<b><u>Financial</u></b>	<b>30%</b>	<b>100</b>

## ANNEX

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**Annex 3 - Letter of Confirmation of Interest and Availability Template**

**Annex 4 – Financial Proposal Template**