



## **TERMS OF REFERENCE** **FOR INDIVIDUAL CONTRACT**

**POST TITLES:** **Women, Peace and Security (Knowledge Management & Events Management) Consultant**

**AGENCY/PROJECT NAME:** Effective Governance, UNDP Bangkok Regional Hub

**COUNTRY OF ASSIGNMENT:** Bangkok, Thailand, with potential travel

### **A. Project Title**

Women Political Participation

### **B. Project Description**

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.

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.

## **C. Scope of Work**

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 WPS:
  - (i) Strengthen the web portal's ability to act as an accessible and audience-appropriate 'Knowledge Hub' on WPS. This includes expansion of the N-Peace Portal's document library and improving other knowledge repository features.
  - (ii) Maintain and update the network member information when needed; and expand the network membership and develop activities (such as e-discussions, online engagements) to enhance their online connectivity.
  - (iii) Develop new content, update or make changes of the current content and information related to network activities on web portal and social media channels of N-Peace.
2. Support research and planning for new work on WPS and women's political participation:
  - (i) Carry out research and/or support the planning for UNDP's regional work on women's political participation
  - (ii) Support research on WPS and related issues for purposes of resource mobilization
3. Support the preparation and delivery of the N-Peace Training of Mobilizers in September 2015.
  - (i) Coordinate the application and selection processes for the Training of Mobilizers.
  - (ii) Support the delivery of the training of mobilizers event in September 2015.
  - (iii) Compile action plans for training country cohorts.
4. Support the delivery of N-Peace's awards process 2015 and the new innovation challenge prize
  - (i) Develop and implement a communications plan to increase visibility of the N-Peace awards, which can also be used for future years
  - (ii) Design and implement a social media campaign for N-Peace awards 2015
  - (iii) Liaise with the organization implementing the N-Peace challenge prize, vis-à-vis supporting the process of selection of awardees
5. Support the preparation and delivery of UN Inter-Agency Regional Forum on Women's Leadership and N-Peace awards gala event December 2015.

- (i) Contribute to outreach efforts for the hosting of the event.
- (ii) Support the hosting and conduct of the N-Peace awards event, back-to-back with the December forum
- (iii) Support the preparations and delivery of the event, including logistics, identifying and coordinating country participants and experts, panel discussions, and learning event/workshop for network members.

## D. Expected Outputs and Deliverables

The consultant is expected to achieve the following outputs.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
A. Delivery of new updated content for the N-Peace web portal			Regional Programme Specialist, Gender and Crisis
B. Completion of 1 Training of Mobilisers and necessary documentation			Regional Programme Specialist, Gender and Crisis
C. Completion of N-Peace awards and N-Peace Challenge Prize process and events			Regional Programme Specialist, Gender and Crisis
D. Delivery of Regional Forum on WPS regional forum			Regional Programme Specialist, Gender and Crisis
E. Results reporting on WPS			Regional Programme Specialist, Gender and Crisis
F. Research piece for resource mobilization on WPS			Regional Programme Specialist, Gender and Crisis

## E. Institutional Arrangement

The consultant will work closely with the Regional Effective Governance and Peacebuilding team in all aspects of the activities that s/he will be involved in. The consultant will work under the overall guidance of the Regional Programme Specialist, Gender and Crisis, and the Team leader for Effective Governance and Peacebuilding.

## F. Duration of the Work

The period of the assignment is 1 September – 20 June 2016 with maximum of 161 working days

## **G. Duty Station**

Duty station and expected places of travel: Bangkok, Thailand with potential travel to New York and countries in Asia and Pacific as required.

The assignment requires the consultant to work closely with UNDP BRH team members hence it is important that the candidate be based in the UNDP BRH premises.

However, there is no anticipated travel for this assignment. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UNDP BRH Team and the Individual Consultant, prior to travel and will be covered and paid by UNDP.

## **H. Qualifications of the Successful Individual Contractor**

The consultant should possess the following expertise and qualifications:

Education:

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

Experience:

- At least 5 years of work experience in the area of gender, women, peace and security, conflict prevention and/or peacebuilding;
- Good command of English required;
- 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.

## **I. Scope of Price Proposal and Schedule of Payments**

The method of payment shall be made based on approved timesheet indicating the number of days worked and spent for outputs indicated in the TOR. The payments shall be released upon submitting the required deliverables with satisfactory by Regional Programme Specialist, Gender and Crisis, and the Team leader for Effective Governance and Peacebuilding.

## **J. Recommended Presentation of Offer**

Candidates wishing to be considered for this assignment are required to submit the following documents:

- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- 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;
- Brief description of why the individual considers him/herself as the most suitable for the assignment
- **Financial Proposal** that indicates the daily rate/fee of the candidate, in US dollars.

## K. Criteria for Selection of the Best Offer

The criteria which shall serve as basis for evaluating offers as follows;

Combined Scoring method – where the qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer which will be weighted a maximum of 30%

## L. Annexes to the TOR

N/A

## M. Approval

**This TOR is approved by :**

Signature \_\_\_\_\_

Ms. Radhika Behuria  
Regional Programme Specialist, Gender and Crisis

Date of Signing \_\_\_\_\_