

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 23 July 2015

---

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

**Description of the assignment:** Gender-Based Violence (GBV) Expert Consultant

**Duty Station:** Home based with travel to Seoul, Republic of Korea (up to five days)

**Project name:** UNDP Bangkok Regional Hub

**Period of assignment/services (if applicable):** 10 August 2015- 30 January 2016

**How to apply:** Please access the below link and apply through the website.

[http://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=58468](http://jobs.undp.org/cj_view_job.cfm?cur_job_id=58468)

---

### 1. BACKGROUND

The United Nations Development Program (UNDP) is the UN's Global Development Network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in over 170 countries, employing participatory approaches to developing local solutions to national and global development challenges. UNDPs core vision is to help countries achieve simultaneous eradication of poverty and significant reduction of inequalities and exclusion. We do this through three main areas of work are: (1) sustainable development (2) inclusive and effective democratic governance, and (3) resilience.

Addressing gender equality and women's empowerment is a key aspect of UNDPs approach to achieving its core vision. Gender Equality and Women's empowerment are seen as goals in their own right and are also central to the achievement of UNDPs development mandate. UNDP is guided in its work by its Gender Equality Strategy 2014-2017 which details how UNDP works towards gender equality in each of the goals and key results set out in the UNDP Strategic Plan 2014-2017.

Over the past two decades there has been greater acceptance that reducing gender-based violence (GBV) is central to sustainable development and the compelling need to address the phenomena in all countries. GBV takes many different forms, which vary across countries and cultures, with different degrees of response and recognition. Furthermore, GBV in the form of sexual violence is used as a tool of warfare and terror and has manifested itself through systematic and widespread rape and

sexual assault, especially of women and girls, in a number of crisis countries.

Actions taken by states include an increase in the number of national laws, policies, programmes or National Action Plans against GBV. The challenge remains in most cases the implementation of policies and law enforcement. There is also an expanding body of empirical knowledge and lessons learned from the field on what works on prevention and response.

Despite the progress, countless women still experience gender-based violence across the world. This abuse constitutes a global crisis and is a pervasive violation of human rights. While striving to provide an immediate response and accessible services to survivors of GBV, governments, communities and the international community are looking for new ways to enhance GBV policies and programmes and their implementation in order to reduce the rates of violence and empower survivors to claim their rights.

UNDP's work towards eliminating sexual and gender based violence has been anchored in international human rights standards. UNDP's Strategic Plan contains a dedicated outcome on GBV and its Gender Equality Strategy further details the strategic entry points for supporting national partner's efforts to combat GBV. Existing programming includes strengthening women's access to justice, promoting adequate and gender sensitive service delivery including through enhancing women's participation (justice, security, health and economic, and improved referral systems), ensuring that laws and policies cover the different dimensions to prevent and address GBV, and helping to transforming gender stereotypes, roles and relationships. Currently, UNDP -together with other UN agencies such as UN WOMEN and the UN Team of Experts of Sexual Violence in Conflict - is supporting the formulation and implementation of policies and programmes in more than 50 countries in all regions and in crisis and non-crisis settings.

A mapping exercise conducted by UNDP in 2015 across the different regions has shown that a large group of UNDP projects with GBV components focus on protecting and supporting survivors of GBV. The exercise also revealed that the policy advocacy and prevention components come as secondary objectives in many projects. The categories "legislative development" and "data collection and research" were the least selected. While some valuable information came up from the mapping exercise, more evidence is needed on what we achieved through past programming and how UNDP can fully leverage its mandate and comparative advantage to support new and innovative ways to prevent and address GBV in partnership with civil society, other UN agencies, governments and the private sector.

In order to discuss these questions and to contribute to a programming guide on GBV, UNDP is to convene a global GBV workshop in the last quarter of the year. The main objective of this meeting will be to refine UNDP's strategic approach to working on GBV in order to optimize country-level programming and advocacy: i) through the analysis of lessons learned from past and current UNDP contributions related to GBV; ii) a review and update on advances in global knowledge related to what works to prevent and respond to GBV; and iii) exploring new opportunities to develop targeted GBV programming as well as to mainstream actions to address GBV within UNDP's core areas of work.

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

### Objective:

- A) Undertake a forward looking review of UNDP's contributions to addressing GBV:

In support of preparations for the GBV meeting, a senior consultant is being sought to undertake an analysis of UNDP's programmatic and advocacy work on GBV and produce an analytical and forward-looking document, including lessons learned from UNDP programming on GBV (be it targeted programming or GBV-related activities within rule of law, governance, poverty or other programming areas) and practical guidance on UNDP's programming and policy advocacy for the future. The document will include recommendations to build upon UNDP's comparative advantage for contributing to addressing GBV in different contexts and suggestions for resource mobilization and partnerships.

The review will assess UNDP's work on GBV from the past ten years in order to provide an analysis of what UNDP has done well, and what has not worked, what UNDP should continue to support and how is UNDP well-positioned to contribute to new areas. The review process will be based on a review of its programming and policy advocacy from the last ten years - including both targeted GBV projects as well as GBV-related actions in other thematic programme areas. The review will be guided by the following questions:

- What are the most common contributions and actions for UNDP related to GBV? Why has UNDP concentrated its resources in these areas and what has been the impact? What programming or policy areas stand out where UNDP does not have a history of work?
- Based on project evaluations evidence, what have been UNDP's main contributions to addressing GBV in the past? What UNDP-led projects or programmes stand out as promising or successful in terms of results? Are there common elements of success across these examples?
- How can UNDP build on its comparative advantages to contribute to an overall development response to GBV in the future? In what ways and with whom should UNDP partner to deepen its work on GBV and support countries to deliver the SDG target on reducing GBV? What are additional entry points for UNDP to enhance its contributions to reducing GBV based on its current priorities and strategic plan?
- Is UNDP's programming and advocacy informed recent knowledge and developments in GBV response? What capacities exist within UNDP to strengthen its work on GBV? How are these capacities being utilized? How can they be better leveraged to strengthen our work?

### Proposed Methodology

- Analysis of the 2015 global mapping of UNDP projects and activities related to GBV ;
- Analysis of relevant project/programme documents, reviews and evaluations, documented case studies, speeches, published reports and grey literature ;
- Interviews with key informants including UNDP GBV champions, project managers and technical staff, staff from partner UN agencies, other partners the civil society, women's movements, GBV experts, donors, etc. as relevant;

- Analysis of the current situation on the ground in terms of resource mobilization, technical and financial capacities, political and/or institutional challenges for efficient GBV programming/advocacy, and main stakeholders ;
- Assessment of the current UN interagency mechanisms to address GBV at the country, regional and global levels;
- Validation of the review findings and recommendations with informants and UNDP participants at a UNDP global meeting on GBV to be held in November 2015.

Suggested sections of the review paper include:

- Lessons learned from UNDP programming on GBV
- Recommendations for future programming
- Practical guidance on UNDP's programming and policy advocacy aligned with the strategic plan
- Suggestions for resource mobilization and partnerships

B) Co-facilitate a UNDP global meeting on GBV:

The review will be used as a background document to inform and to guide a UNDP meeting on GBV in November 2015 and a forthcoming UNDP programming guide on GBV. The review will be a forward -looking document, including lessons learned from the past and practical guidance on potential contributions UNDP can make in the future, based on the current state of the field up-to-date and UNDP's comparative advantages.

After having integrated initial feedback from UNDP, the consultant will present her/his findings in Seoul and serve as a co-facilitator of the meeting overall.

As a co-facilitator, the consultant will:

- Engage in the preparation of the meeting by i) supporting the finalization of the meeting agenda, and integrating learning from the review process described above as well as ii) advising on identification of external resource people;
- Lead or co-facilitate sessions during the 3-day meeting including a session to present the review findings ;
- Collect feedback on the draft analytical review document at the meeting to produce a final version.

C) Produce first draft of GBV programming guide

The review and technical content of the November workshop in Seoul will form the basis of a programming guide on GBV for UNDP. This includes a series of issue papers on the intersections of GBV different areas of UNDP's strategic plan. The consultant is expected to synthesis these inputs and package them into a practical programming guide for UNDP staff. The guide will focus on how to design and implement GBV projects under specific themes, and give practical examples of programme outcomes, targets and indicators. To produce a draft GBV Programming guide the consultant will be expected to:

- Finalize a detailed outline and format of the guide with UNDP;
- Synthesize issue papers and workshop inputs to shape first draft of guidance ;
- Share draft with UNDP and all informants for comments;

- Produce a second draft of the guide incorporating comments.

#### **Scope of Work:**

##### **Review**

The Consultant is expected to engage closely with UNDP to refine the analysis document throughout its production cycle (outline, draft 1 and final draft) and to refine a methodology commensurate with the expected outcome of the paper. The methodology and a work plan will be agreed between the consultant and UNDP at the beginning of the consultancy.

The first draft of the review will engage UNDP colleagues and other GBV stakeholders or informants interview for the review. Final version of the review and the executive summary will reflect all comments and guidance provided by UNDP including workshop participants.

##### **Workshop**

The consultant will also contribute to the design and co-facilitation of the UNDP global consultation on GBV, including facilitation a session on the review, and of capturing feedback from other sessions on discrete themes.

##### **Programming Guide**

Finally the consultant will edit and synthesize a series of issues papers and the subsequent comments from the global consultation. This content will form a draft UNDP programming guide on GBV.

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

Gender-Based Violence (GBV) Expert Consultant shall have the following qualifications:

#### **Educational Qualifications:**

- Advanced university degree in International development, Political Science, International Relations, Gender Studies, Human Rights or a related field.

#### **Professional Experience:**

- A minimum of 12 years of experience in the area of gender-based violence and related themes;
- Extensive research and academic publications in the field of gender and gender-based violence;
- Working knowledge and experience of UNDP policies and programmes in the area of gender-based violence;
- Knowledge of and experience in producing substantive papers on gender issues;
- Experience working collaboratively in a team structure in a multicultural environment;
- Experience working under minimum supervision and tight deadlines;
- Prior experience in the work environment of an international agency, NGOs, UN, or international institutions is a plus;
- Computer literate (being able to use MS Windows, office applications, Internet search).
- Proven track record and experience in gender-related work

**Language requirements:**

- Fluency in spoken and written English is a must
- Knowledge of another UN Language is a plus.

**Competencies:**

- Strong understanding of gender issues and related subjects;
- Ability to organize and interpret data and present findings in both oral and written form;
- Plans and produces quality results to meet established goals;
- Ability to meet deadlines in a timely fashion;
- Demonstrates strong writing skills in English. In particular, has the ability to present persuasive, coherent and well-founded arguments and make messages accessible to a broad audience;
- Strong research and analysis abilities;
- Strong ability to lead and facilitate complex discussions and arrive at conclusions;
- Ability to translate strategic thinking and innovative ideas into practical operational recommendations;
- Solid analytical and presentation skills;
- Excellent interpersonal, communication skills

**4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

**Contract Duration:** 10 August 2015- 30 January 2016

**Duty Station:** Home based.

**Expected places of travel:** Seoul, Republic of Korea (up to five days)

**5. FINAL PRODUCTS**

The Consultant will be responsible for providing the following products and actions:

- Final methodology, outline and work plan for GBV review
- First draft submitted to UNDP by 15 September 2015
- Final version of review submitted by 15 December 2015 (approximately 7,000 – 9,000 words in length)
- Second draft and executive summary for distribution to workshop participants by 15 October
- Content for specific sessions at the November workshop, including presentation of review findings and an annotated agenda
- Co-Facilitated November workshop
- Detailed outline of programming guide by 15 October
- Draft of programming guide incorporating one round of comments delivered in January 2016

Suggested Milestones	Deliverables	Activities
1) Review of UNDP's work on GBV	Outline and methodology of the review	Finalize draft outline and methodology with UNDP
	Draft document	<p><u>Undertake literature review of:</u></p> <ul style="list-style-type: none"> <li>-UNDP programming and advocacy work</li> <li>-Project documents, evaluations, reviews</li> <li>-Documented case studies</li> <li>- 2015 Global Mapping of UNDP projects and activities</li> </ul> <p><u>Undertake interviews:</u></p> <ul style="list-style-type: none"> <li>-Identify key informants and GBV champions</li> <li>-Conduct the interviews</li> </ul> <p><u>Research and analysis:</u></p> <ul style="list-style-type: none"> <li>-Current situation on the ground in terms of: resource mobilization, technical and financial capacities, political/institutional challenges, main stakeholder.</li> <li>-Current UN interagency mechanisms in addressing and preventing GBV</li> </ul> <p><u>Share draft with UNDP and all informants for comments</u></p>
	Final document	Incorporate feedback from UNDP colleagues and other GBV stakeholders and finalize document for sign off.

2) UNDP global GBV consultation	Global GBV Consultation facilitators agenda produced	<ul style="list-style-type: none"> <li>-Finalization of the agenda</li> <li>-Identification of experts speakers and practitioners on different areas related to GBV</li> <li>-Notate the facilitation of all sessions for 3 day GBV consultation meeting.</li> </ul>
	Co-facilitation of global consultation workshop implemented	<ul style="list-style-type: none"> <li>-Facilitate selected session(s) at the regional consultation</li> <li>-Coordinate documentation and assign note takers for all sessions to capture lessons for programming guide.</li> </ul>
3) Draft of UNDP GBV programming guide	Outline of the guide	Finalize programming guide outline
	Draft document	Undertake editing and synthesis of issue papers and shape as draft first draft of guidance
		Share draft with UNDP and all informants for comments
	Final draft	Update guide, incorporating one round of comments to deliver a final draft.

## 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will work off-site / on-site under the direct supervision of Regional Advisor, Gender, Violence and Rights, at the Bangkok Regional Centre, United Nations Development Programme.



## 7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

### Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document as the application only allows to upload maximum one document:

1. Letter of Confirmation of Interest and Availability using the template provided in Annex 2.
2. Personal CV and 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.
3. Financial proposal, as per template provided in Annex 2.

Incomplete proposals may not be considered.

### Annexes :

Annex 1 - Individual IC General Terms and Conditions

Annex 2 – Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

For any clarification regarding this assignment please write to [brh.gef.procurement@undp.org](mailto:brh.gef.procurement@undp.org)

## 8. FINANCIAL PROPOSAL

### Consultant must send a financial proposal based on Lump Sum Amount.

The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- Deliverable 1: Review of UNDP's work on GBV- 40% of total contract amount;
- Deliverable 2: UNDP global GBV Consultation- 20% of total contract amount;
- Deliverable 3: Draft of UNDP GBV programming guide - 40% of total contract amount.

\* Please note, these are UNDP suggested percentages to determine a schedule of payments. Three (3) payments will be made upon completion of each deliverable.

In general, UNDP shall 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.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

**Review Time Required:**

Review/ approval time prior to authorizing payment will be two weeks.

## 9. EVALUATION

Individual consultants will be evaluated based on the following methodology:

**Cumulative analysis**

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- responsive/compliant/acceptable, and
- having received the highest score out of a pre-determined set of weighted technical (70%) and financial criteria (30%) specific to the solicitation.

Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment. Only candidates obtaining a minimum of 350 points (70% of the total technical points) would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<b><u>Technical</u></b>	<b>70%</b>	<b>500</b>
Experience in the area of gender-based violence and related themes	25%	125
Extensive research and academic publications in the field of gender and gender-based violence	25%	125
Working knowledge and experience of UNDP policies and	25%	125

programmes in the area of gender-based violence		
Knowledge of and experience in producing substantive papers on gender issues	25%	125
<b><u>Financial</u></b>	<b>30%</b>	<b>100</b>

