



TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR

1. Assignment Information

Assignment Title:	National Consultant for Young Women's Leadership
UN Women Practice Area:	Governance Programme
Duty station:	Phnom Penh, Cambodia
Duration:	Maximum of 50 working days over the period of 20 June 2016-31 August 2016
Cluster/Project:	Governance Programme

2. Project Description

Grounded on the vision of equality, the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action, and peace and security. The fundamental objective of UN Women is to enhance national capacity and ownership to enable national partners to formulate gender responsive laws and policies and to upscale successful strategies to deliver on national commitments to gender equality.

For these reasons, the Governance Programme of UN Women-Cambodia Country Office (CCO) give particular attention to two of UN Women's global impacts, namely: (i) Women lead and participate in decision making at all levels [Impact 1]; and (ii) Governance and national planning fully reflect accountability for gender equality commitments and priorities [Impact 5]. The CCO Governance Programme pursues these impacts through: (i) strengthening of women leaders' capacity to enhance the substantive participation of their constituents in public and political decision making processes; (ii) strengthening of public dialogue mechanisms to enable gender equality advocates to promote women's political participation and leadership, including across political affiliations; (iii) strengthening of national dialogue mechanisms to promote the implementation of gender-responsive planning, budgeting and monitoring; and (iv) enabling key government institutions at national and local levels to acquire the knowledge and tools to analyze, formulate and execute gender responsive HIV plans and budgets.

In 2016, the CCO Governance Programme continues to work with its partners to implement the above priorities. Within government, such partnerships include the Ministry of Civil Service (MOCS), Ministry of Women's Affairs (MoWA), Cambodian National Council for Women (CNCW), National Committee for Sub-National Democratic Development (NCDD), Royal Academy for Judicial Professions (RAJP), and Cambodian Bar Association (CBA). It is also supporting related initiatives with Open Institute, SILAKA, NGO-CEDAW, young women leaders, and young men working for gender equality. Within all these, CCO endeavors to support the Royal Government of Cambodia (RGC) in responding to the Concluding Observations (COBs) on the Fourth and Fifth CEDAW Reports and promote the holding of democratic dialogues between its partners and Parliamentarians under a strategy called Meet Your Parliament (MYP). This will enable both parties to discuss relevant gender issues, promote CEDAW-compliant legislations, and strengthen CEDAW implementation through Parliamentary monitoring. These dialogues cover such topics as women's political participation, access to public information, and issues affecting the most vulnerable groups of women including young women, women living with HIV/AIDs, LBTs, women in vulnerable occupations, and others. All of these are expected to result in initiatives that

sustain capacity development on CEDAW-compliant law and policy-making and justice delivery; evidence-based advocacy; and coordinated approaches to CEDAW implementation and monitoring.

In view of the above, Governance Programme needs the services of a national consultant to provide technical support the delivery of results identified in this Terms of Reference.

3. SCOPE OF WORK

1) Design and initiate youth campaigns, dialogues and fora on laws, policies and strategies on women's leadership and political participation:

- Undertake scanning and produce an overview report on the situation of young women and marginalized youth as leaders and participants in the political process and come up with recommendations on how their leadership and participation in upcoming political events could be improved.
- Convene meetings with youth group leaders to design a youth campaign strategy for improved participation and representation of women in politics.

2) Initiate activities to strengthen the general public's understanding of discrimination against marginalized young women's groups, including LGBTIs:

- Review international, national and sub-national developments that impact on the status of young women, especially the most marginalized groups and come up with appropriate responses to emerging issues where necessary.
- Produce an analysis of young women's programme-related activities, including through review of partner reports, external assessments and evaluations, and feedbacks from credible informants that are essential to youth, and young women programming for gender equality such as researches, statistics, and information about laws, policies, and programmes reforms.

3) Design, organize, coordinate and document processes to enable youth to come up with gender responsive recommendations to policy and decision makers.

- Facilitate training/dialogues on youth engagement in law and policy making process, including electoral procedures and discussions on recommendations for A2I Law and Cyber-Crime law.

4. Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1st Deliverable: <ul style="list-style-type: none"> • Submission of consultancy approach and indicative work plan. 	1 day	13 June 2016	Deputy Country Representative
2nd Deliverable: <ul style="list-style-type: none"> ▪ <u>Youth Campaign Strategy to promote women's leadership and participation in upcoming political events;</u> 	17 days	11 July 2016	Deputy Country Representative

<ul style="list-style-type: none"> ▪ <u>Overview Report on the situation of young women and marginalized youth as leaders and participants in the political process; and</u> ▪ <u>Report on meetings with youth leaders to design the Youth Campaign Strategy.</u> 			
3rd Deliverable: <ul style="list-style-type: none"> ▪ <u>Analytical report on critical developments that are vital to programming for young women, including marginalized groups including recommended programming/policy measures</u> ▪ <u>Critique of reports and documents relevant to young women's programme and indicative options for CCO programming</u> 	17 days	5 August 2016	Deputy Country Representative
4th Deliverable: <ul style="list-style-type: none"> ▪ <u>Report on trainings and dialogues conducted/facilitated that promoted youth engagement in law and policy making processes, highlighting their recommendations to electoral procedures, Access to Information, and Cyber Crime Laws.</u> 	14 days	26 August 2016	Deputy Country Representative
5th Deliverable: <ul style="list-style-type: none"> ▪ <u>Final consultancy report with recommendations on the continuity of the consultancy results</u> 	1 day	29 August 2016	
Additional deliverables as needed: The consultant is required to travel outside of Phnom Penh and on international missions as needed for the purpose of the assignment where required by UN Women-Cambodia. Travel locations, duration and time will be determined based on need. The standard UN Daily Subsistence Allowance (DSA) will apply to any travel that may be required in the fulfillment of this assignment. The travel days will be included in the 62working days allocated for this assignment. No additional fee will be provided to the consultant for the missions: only DSA and travel cost will be provided. <u>Submission of mission reports, meeting minutes, presentations and relevant supporting documents.</u>		Between 13 June - 31 Aug 2016	Deputy Country Representative
TOTAL NUMBER OF DAYS	50 days		

5. Institutional Arrangement

The consultant will work under the supervision of the UN Women-Cambodia Deputy Country Representative and in close consultation with the Governance National Programme Officer and Governance Programme in the Cambodia Country Office (CCO).

The Consultant will bring his/her own personal computer to conduct this assignment.

6. Duration of the Work

To begin as soon as possible, tentatively maximum of 50 working days over the period 20 June 2016 to 31 Aug 2016

7. Duty Station

Phnom Penh, Cambodia. The consultant may be required to travel outside of Phnom Penh and on international missions as needed for the purpose of the assignment where required by UN Women-Cambodia. The standard UN Daily Subsistence Allowance (DSA) will apply to any travel that may be required in the fulfillment of this assignment.

8. Recruitment Qualification

Education:	<ul style="list-style-type: none">• Master's degree in gender, public administration, law, development studies, international relations, or other related disciplines
Experience:	<ul style="list-style-type: none">• Minimum 5 years progressively responsible relevant experience, preferably from the UN System or an international organization.• At least 5 years professional experience in women's human rights programme planning and implementation, monitoring, evaluation, reporting and resource mobilization, preferably from the UN System or an international organization.• Sound knowledge of international standards on human rights, women's rights and related instruments such as CEDAW, UNSCR 1325 etc.• Professional experience working in women's human rights in Cambodia, in particular on CEDAW implementation, with UN Women or an international organization would be a strong asset.

Competencies:	<p>Functional competencies:</p> <ul style="list-style-type: none"> • Local knowledge of the youth, social, cultural, and political context of Cambodia and issues of gender, HIV, LGBT and VAW would be an asset. • Promotion of knowledge management and a learning environment in the office through leadership. • Solid experience in coordination with government and NGOs in Cambodia. • Demonstrated sensitivity, discretion, tact, and courtesy in relation to gender equality and women's rights, development principles, implementing partners, and national and international personnel of varied nationalities and backgrounds. <p>Technical competencies:</p> <ul style="list-style-type: none"> • Good knowledge of the Cambodian youth policy and legislative framework and institutional mechanisms relating to young women, youth, governance and women's human rights, particularly CEDAW. • Strong programming expertise on gender equality, knowledge of results-based management (RBM) principles, gender equality and human rights-based approaches. • A proven ability to liaise and coordinate with a myriad of stakeholders and partners, including government, civil society, UN, donors, international organizations and grassroots organizations. • A proven history of leadership, management and staff capacity building and supervision through a style of mutual accountability and professional development. • Experience of developing sectoral and programme-based knowledge products and funding proposals. <p>Corporate competencies:</p> <ul style="list-style-type: none"> • Demonstrates integrity by modeling the UN's values and ethical standards; • Promotes the vision, mission, and strategic goals of UN Women; • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; • Treats all people fairly without favoritism; and • Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.
Language Requirements:	Fluency in English (Both oral and written).

9. Evaluation

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as: (a) compliant and acceptable; and (b). having received the highest score out of a set of weighted technical and financial criteria as follows:

- Technical Qualification (100 points) weight; [70%]
- Financial/Price Proposal (100 points) weight; [30%]

9.1. Technical qualification evaluation criteria:

The total number of points allocated for the technical qualification component is 100. The technical qualification of the candidate/individual is evaluated based on following technical qualification evaluation criteria:

Evaluation Criteria	Obtainable Score
Education	15%
Experience	35%
Functional competencies	25%
Technical competencies	25%
Total Obtainable Score	100%

Only the candidates who have attained a minimum of 70% of total points will be considered as a technically qualified candidate.

9.2. Financial/Price Proposal Comparison:

- Only the financial/price proposal of candidates who have attained a minimum of 70% score in the technical evaluation will be considered and evaluated.
- The total number of points allocated for the price component is 100.
- The maximum number of points will be allotted to the lowest price proposal that is opened/evaluated and compared among those technical qualified candidates who have attained a minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.

10. Submission of application

Interested candidates are requested to submit electronic application to Cambodiaco.unwomen@unwomen.org not later than 31 May 2016 at 5:00PM (local time in Phnom Penh). **Late application submission will be rejected.**

Submission of package

1. Application letter explaining why the candidate the most suitable for the work;
2. CV;
3. Personal History Form (P11). The P11 Form can be downloaded from the following website: <http://www.unwomen.org/about-us/employment>
4. Financial proposal. The financial proposal shall specify a total lump sum amount breaking down the professional fee by day.

All applications must include (as an attachment) the CV, P11 and the financial proposal.