

## **TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR**

### **1. Assignment Information**

Assignment Title:	<b>EVAW/G Programme Consultant</b>
UN Women Practice Area:	Ending Violence against Women and Girls
Duty station	Phnom Penh, Cambodia
Duration	Between 22 <sup>nd</sup> August 2016 and 16 <sup>th</sup> June 2017
Cluster/Project:	Ending Violence against Women Programme

### **2. Project Description**

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), grounded in the vision of equality enshrined in the Charter of the United Nations, 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.

The work of UN Women Cambodia is informed by the Strategic Plan of UN Women 2014-2017 and its Strategic Note for 2016 – 2018, aligned with the UN Development Assistance Framework (UNDAF). The programme is focused on the four UN Women global impact areas of political participation and leadership, economic empowerment, Ending Violence Against Women (EVAW) and gender responsive budgeting (GRB) and planning. These four focus areas align to national priorities of the RGC<sup>i</sup> and to Cambodia's obligations under the Convention on the Elimination of Discrimination Against Women (CEDAW) and other relevant instruments.

EVAW is currently a key focus of UN Women's programming in Cambodia. Our EVAW programme builds on our achievements in supporting the RGC in the participatory development of the Second National Action Plan on the Prevention of VAW (2<sup>nd</sup> NAPVAW), the creation of multi-sectoral coordination mechanisms to respond to VAW and the completion of a nationally representative prevalence study. Key priorities include support to Minimum Service Standards for survivors and sub-national implementation of the 2<sup>nd</sup> NAPVAW. As part of a transition from soft policy to hard law there is an emphasis on access to justice and on improving the legal framework on VAW and gender equality in line with international norms and standards.

UN Women's EVAW Programme in Cambodia is aligned with our global Flagship Programming Initiative, on Prevention and Essential Services to End VAWG. As such there is a focus on substantive coordination in the field of EVAW to broaden stakeholder engagement in the FPI, including through the UN Trust Fund.

Cambodia is currently presented with a key opportunity to build on achievements to date and accelerate efforts to end violence against women and girls (EVAW/G). Key policy documents of the current mandate of the government, including the National Strategic Development Plan (NSDP) and the Royal Government of Cambodia's (RGC) Strategic Plan for Gender Equality (Neary Rattanak IV) highlight EVAW/G as a government priority. RGC strategies to prevent and respond to VAW/G are elaborated in the 2<sup>nd</sup> NAPVAW, which was formulated with financial and technical support from UN Women through an inclusive and participatory process. UN Women advocates for policies and programmes that are evidence-based and evidence-building, enabling responses to VAW to be grounded into a continuing cycle of evidence-to-policy-to-practice.

With this in mind there is a need for an international consultant to provide expert technical assistance to UN

Women, the Royal Government of Cambodia, and civil society counterparts to further evolve existing initiatives on EVAW/G and to ensure that the country office has a leadership role on EVAW/G in Cambodia.

Under the direct supervision of the Deputy Representative and the overall leadership of the Country Representative and working in close collaboration with the EVAW team, the consultant will serve as a lead technical advisor on EVAW/G in Cambodia, with emphasis on: increasing public participation and transparency in national policy formulation and implementation processes; and marrying global evidence of best practice with research available in Cambodia to develop and test pilot interventions. In providing technical support, the consultant will be required to demonstrate competencies across four central objectives:

1. Strengthen UN Women's technical support to the RGC and civil society on the implementation of 2<sup>nd</sup> NAPVAW, including the mechanisms needed for the monitoring and evaluation of its implementation. Support an implementation process that strengthens public transparency and participation. Bridge EVAW/G efforts at the local level to regional and global level;
2. Recommend options to the UN Women Deputy Representative and EVAW Programme Team to optimize performance of the EVAW Programme, drawing on best practices, lessons learned and innovations from other country contexts, as well as the connection with global processes—including the Sustainable Development Goals, and the Post-2015 Development Agenda. Produce and disseminate strategic and timely communications and facilitate participatory events.
3. Increase commitments to EVAW in Cambodia by building strategic partnerships and networks with the aim of supporting systematic and innovative growth of the EVAW Programme in line with the UN Women global FPI on Prevention and Essential Services to End VAWG.
4. Take lead in the process of implementing resource mobilization strategy in close collaboration with the Deputy Country Presentative and the EVAW Programme Team including the completion and submission of at least three funding proposals.

### **3. Scope of Work**

#### **A. Policy advice and technical guidance on the implementation of the 2<sup>nd</sup> NAPVAW**

- (1) To the Ministry of Women's Affairs (MOWA) on the implementation of the 2nd NAPVAW, with emphasis on the TWGG Sub-Working Group on GBV and on the sub-national level.
- (2) To national counterparts including relevant line ministries and civil society organisations on: response services for victims and survivors of VAW, access to justice for women, law enforcement and police response to VAW.
- (3) On the design and implementation of capacity building initiatives to enhance accountability on EVAW/G, and to increase coordination effectiveness. Present trainings and undertake field missions for this purpose, as appropriate.

#### **B. Technical Guidance and Knowledge Management**

- (4) To UN Women on EVAW plans and processes to address the prevention and response dimensions in policy and programme design, including the intersectional ties with governance, HIV/AIDS, migration, trafficking, and women, peace and security. Facilitate relevant consultations with stakeholders as necessary. In addition, facilitate the development of funding proposals for the EVAW Programme.

(5) To the MOWA and NGOs to strategically design and facilitate public awareness and outreach events on EAW in the context of the Post-2015 Development Agenda, CEDAW reporting mechanisms and other relevant opportunities.

(6) On the production of EAW programme briefs, reports, and communications materials on EAW.

#### 4. Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Consultant's Workplan. <u>Submission of Workplan for Consultancy, including counterparts and timeline.</u>		22 <sup>nd</sup> August 2016	Deputy Representative
Develop strategic/operational plan for rolling out the implementation of the Joint Programme on Minimum Services in Cambodia <u>Submission of the plan.</u>		14 <sup>th</sup> October 2016	Deputy Representative
Technical review of the following EAW programme products: 1. Vertical and Horizontal Coordination at the sub-national level for 2 <sup>nd</sup> NAPVAW implementation 2. The draft VAW mediation guideline 3. The draft MSS Guidelines <u>Submission of recommendations and inputs for the improvement of these products, and action plan for rolli-out strategies and relevant capacity development plans.</u>		18 <sup>th</sup> November 2016	Deputy Representative
Technical guidance and support to Access to Justice initiatives including the development of the Bench Book and associated training, CEDAW OP training and development of IC for CEDAW OP case. <u>Submission of UNW CCO inputs and comments on bench book and training, records of meetings and agreements with MOJ, IC for OP case and relevant progress reports.</u>		23 <sup>rd</sup> December 2016	Deputy Representative
Technical guidance and supports to MoJ and MoWA to initiate the process of collecting feedbacks and recommendations from relevant stakeholders including lawyers, judges, prosecutors, court clerks, and JPAs for the revision process of the DV Law. <u>Submission of action plan on the revision of the DV Law and collated feedbacks and recommendations from relevant stakeholders including lawyers, judges, prosecutors, court clerks, and JPAs.</u>		11 <sup>th</sup> January 2017	Deputy Representative

<p>Policy advice and technical guidance to the Ministry of Women's Affairs (MOWA) and partners on the implementation of the 2<sup>nd</sup> NAPVAW, with emphasis on the TWGG Sub-Working Group on GBV and the implementation of the community of practices (CoP) for services referral and coordination at the sub-national level.</p> <p><u>Completion of the planned 2 TWGG-GBV meeting, and the assessment of the effectiveness of the CoP initiative at sub-national level.</u></p>		3 <sup>rd</sup> February 2017	Deputy Representative
<p>Technical guidance and support to the EVAW Programme Team on programme reporting.</p> <p><u>Submission of EVAW's inputs for the CCO's reports (quarterly and annual report for 2016), and draft DFAT annual report 2016 and first DFAT quarterly report in 2017</u></p>		24 <sup>th</sup> February 2017	Deputy Representative
<p>Technical guidance and support to EVAW Programme Team to develop the 2018 AWP including the possible revision of strategic plan 2016-2018, DRF and MERP.</p> <p><u>Completion of the 2018 AWP for EVAW Programme.</u></p>		14 <sup>th</sup> March 2017	Deputy Representative
<p>Technical guidance and support to EVAW team and Deputy Country Representative on the development of funding proposals to different donors and DPs by aligning with the EVAW Joint Programme, FPIs and Essential Services Package for women and girls subject to violence</p> <p><u>Submission of at least three funding proposals to relevant donors</u></p>		28 <sup>th</sup> April 2017	Deputy Representative
<p>Take lead in the development of final report for DFAT supported EVAW programme</p> <p><u>Submission of the final draft report on the DFAT supported EVAW Programme</u></p>		31 <sup>st</sup> May 2017	Deputy Representative
<p>Consultant's Report: <u>Submission of end-of-consultancy report detailing activities, results and recommendations for follow-up.</u></p>		9 <sup>th</sup> June 2017	Deputy Representative
<b>Total days</b>			

## 5. Institutional Arrangement

The consultant will work under the direct supervision of the UN Women Cambodia Deputy Representative and under the overall leadership of the Country Representative and in close consultation with the EVAW

Programme team in the Cambodia Country Office (CCO).

The Consultant will bring his/her own personal computer to conduct this assignment and will be provided with a work station at the UN Women CCO.

## 6. Duration of the Work

Duration: between 22nd August 2016 and 16th June 2017

## 7. Duty Station

*Duty station: Phnom Penh* (The consultant will be based in Phnom Penh at the UN Women Cambodia Country Office; however, some provincial or international travel may be necessary in order to undertake the required terms of reference. The standard UN daily subsistence allowance (DSA) will apply to any travel that may be required in the fulfilment of this assignment.)

## 8. Minimum Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none"><li>• Master's degree in gender, development studies, international relations, or other related disciplines</li></ul>
Experience:	<ul style="list-style-type: none"><li>• Minimum 7 years progressively responsible relevant experience, preferably from the UN System or an international organization.</li><li>• At least 5 years professional experience in ERAW programme planning and implementation, monitoring, evaluation, reporting and resource mobilization, preferably from the UN System or an international organization.</li><li>• Sound knowledge of international standards on human rights, women's rights and related instruments such as CEDAW, SCR 1325 etc.</li><li>• Professional experience working in women's human rights and/or development in Asia and Pacific, preferably in Cambodia, in particular on ending violence against women would be a strong asset.</li></ul>
Competencies:	<p><b>Technical competencies:</b></p> <ul style="list-style-type: none"><li>• Good knowledge of the Cambodian policy and legislative framework and institutional mechanisms concerning ending violence against women.</li><li>• Expert knowledge of and experience in Result Based Management, the Human Rights-Based Approach (HRBA) to programme planning and implementation, monitoring and evaluation, and result-based report writing.</li><li>• Technical expertise in the formulation of high-quality results-based logframes.</li><li>• A proven ability to liaise and coordinate with a myriad of stakeholders and partners, including government, civil society, international organizations and grassroots organizations.</li><li>• A proven history of leadership, management and staff supervision through a style of mutual accountability and professional development.</li><li>• Experience of developing sectoral and programme-based knowledge products and funding proposals;</li></ul> <p><b>Functional competencies:</b></p> <ul style="list-style-type: none"><li>• Local knowledge of the social, cultural, and political context of Cambodia and its relation to gender and VAW.</li></ul>

	<ul style="list-style-type: none"> <li>• Promotes knowledge management and a learning environment in the office through leadership and personal example.</li> <li>• Experience with UN Women programing and basic understanding of UN Women procurement procedures would be a strong asset.</li> <li>• Experience in group facilitation using a participatory, inclusive approach to managing differences and honing agreements. The capacity to liaise with a range of stakeholders to build rapport, working relationships, and exchange information in order to mobilize support and collaborative action.</li> <li>• 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.</li> </ul> <p><b>Corporate competencies:</b></p> <ul style="list-style-type: none"> <li>• Demonstrates integrity by modeling the UN's values and ethical standards;</li> <li>• Promotes the vision, mission, and strategic goals of UN Women;</li> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability</li> <li>• Treats all people fairly without favoritism;</li> <li>• Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.</li> </ul>
Language Requirements:	Fluency in English (Both oral and written) is a requirement. Two original writing samples are requested, preferably reflecting result-based writing with logframes.

## 9. EVALUATION

Application will be evaluated based on the following criteria:

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

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared. Only the price proposal of the candidates who passed the minimum technical score of 70% of the obtainable score of 100 points in the technical qualification evaluation will be evaluated.

### 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%
Technical Competencies	25%
Functional competencies	25%
<b>Total Obtainable Score</b>	<b>100%</b>

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

### 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 an electronic application to [Cambodiaco.unwomen@unwomen.org](mailto:Cambodiaco.unwomen@unwomen.org) and [hr.bangkok@unwomen.org](mailto:hr.bangkok@unwomen.org) no later than **31 July 2016** by 5:00pm local time in Phnom Penh, Cambodia. **Late application submissions will be rejected.**

### Application package

1. Application letter explaining why the candidate is the most suitable for the work;
2. CV and Copies of Educational Qualifications;
3. Personal History Form (P11). The P11 Form can be downloaded from the following: <http://asiapacific.unwomen.org/en/about-us/jobs>
4. Financial proposal. The financial proposal shall specify a total lump sum amount breaking down the professional fee by day and relevant travel cost, if any.

All applications must include (as attachments): CV, copies of educational qualifications, P11, and the financial proposal.

***Please note: UN Women-Cambodia requires that all international personnel, regardless of contract modality or position status, comply with UN Cambodia Resident Security Measure (RSM) standards for accommodations and housing in Cambodia. A residential inspection is required and will be conducted by UNDSS, whereupon corrections may be identified to achieve compliance with UN Cambodia RSM standards. As such, newly arriving personnel are advised not to enter into long-term housing arrangements until inspection and compliance are verified. For personnel who are already in-country, steps must be taken to achieve UN Cambodia RSM compliance.***

---

<sup>i</sup> The RGC's strategy for gender equality and women's empowerment places women's economic empowerment, violence against women and girls and women's participation in decision-making as among the priority areas for 2014 – 18, together with women's health, education and development effectiveness. Ministry of Women's Affairs 2014, *Nearay Ratanak IV: Five Year Strategic Plan for Gender Equality and Women's Empowerment 2014 – 18*.