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PN/FJI-04-17

## TERMS OF REFERENCE

### Gender and Political Party Adviser

<b>Location</b>	Home based with travel to Pacific Island countries
<b>Application deadline</b>	01st February 2017 (Fiji Time)
<b>Type of Contract</b>	Individual Contractor Long Term Agreement (IC LTA)
<b>Post Level</b>	International Consultant
<b>Languages required:</b>	English
<b>Duration of Initial Contract:</b>	50 working days within a 12-month period – On call basis

## BACKGROUND

Women are significantly under-represented in parliamentary politics in the Pacific Islands. The region has the lowest level of women's representation in the world. Women make up just 5.7 per cent of parliamentarians in independent Pacific countries. Only in January 2016 was the first woman elected President of a Pacific country, in the Republic of the Marshall Islands. In local level politics in the region, women are also under-represented. A range of cultural, financial and political barriers explains this level of women's underrepresentation. Cultural attitudes and gender bias against women in public life, coupled with the challenge of raising sufficient funds to run electoral campaigns – often against male incumbents – and political parties' preference for male candidates, have meant that when women do run in elections, it is rarely on a "level playing field."

In line with UNDP Strategic Plan and its Gender Equality Strategy 2014-17 to prioritise women's participation in decision-making and leadership, UNDP, in the Pacific has been working to: (i) Promote discussions around the introduction of TSMs as means to accelerate women equal participation and decision; ii) Support gender sensitive parliaments through induction training for MPs on gender issues, mainstreaming gender impact reviews into parliamentary committee work, gender analysis of proposed laws, support for cross-party women's caucuses, and women's mentoring programmes; (iii) Training of women candidates standing for national elections; (iv) Work with political parties to remove barriers to women political participation; (v) Organize and implement women's practice parliament to support the development of political skills and enable women to test out their newly acquired skills in a practical setting; (vi) Support women's coalitions to work more effectively within and with political parties and representative bodies.

Recognizing that political parties are the primary and most direct vehicle through which women can access elected office and political leadership, UNDP in the Pacific Office has been working with a

number of countries to support political parties in reviewing structure and policies to encourage women political participations.

To support UNDP's Pacific Office work in this area, UNDP is looking to recruit a Gender and Political Party Advisor to support its work with political parties to increase women's political participation.

## **DUTIES AND RESPONSIBILITIES**

### **Scope of Work**

The Gender and Political Party Advisor shall work on the instructions of the UNDP Pacific Office Effective Governance Team leader and Deputy Team Leader and will work closely with Political Party Commission or its equivalent in the various Pacific duty stations to undertake the following:

- Conduct discussions with political parties to make an assessment of capacity and needs;
- Take the lead in the preparation of workshops in direct response to identified political party needs including the design of concept note, workshop agenda and identifying possible resource people;
- Undertake women's candidate training when required;
- Assist political parties to review their party structure and women's engagement strategies;
- Develop a Political Party Toolkit for women candidate;
- Assist each party in their development of gender action plans & review and advise on implementation of the political party gender action plans.
- Following an election, undertake and after action review with women candidates to draw out lessons learnt.

### **Expected Outputs and Deliverables**

- Upon submission of report outlining activities undertaken and advice provided during the 10 working days of the contract period. (15%)
- Upon submission of report outlining activities undertaken and advice provided during the 10 working days of the contract period. (15%)
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- Upon submission of a final reporting summarizing the work undertaken in the contract period including recommendations to UNDP on possible areas of support in this area of work. (25%)

### **Institutional Arrangement**

- The Consultant will be reporting to the UNDP Pacific Office Effective Governance Team Leader and Deputy Team Leader;
- The Adviser will provide to UNDP brief summary reports of activities undertaken and advice provided every 10 working days during the consultancy period, for administrative and payment

purposes. UNDP will verify the reports with the concerned Political Party Commission or its equivalent in the relevant country before making any payments

- All reports and documents relating to the assignment will be submitted to the UNDP Pacific Office based in Fiji.
- The Consultant is expected to work closely with Political Party Commission or its equivalent in the various Pacific duty stations when undertaking this consultancy.
- In undertaking the assignment, UNDP will provide some logistical support to the consultant when in duty station. The type and the nature of logistical support to be provided by UNDP will be determined once an event or activity has been agreed to with the concerned Political Party Commission or its equivalent.

#### **Duration of the Work**

- The consultant is required to work up to 50 days within the 12 months' duration.
- The consultancy is expected to commence from 06 February 2017 to 5 February 2018.

#### **Duty Station**

- The adviser will be home based with required travel to selected Pacific Island countries including but not limited to Solomon, Papua New Guinea, Cook Islands, Samoa, Fiji, Vanuatu depending on the needs and requests of the national parliaments;
- Since travel will be requested by each of the Political Party Commission or its equivalent on Adhoc basis, UNDP will purchase air tickets for the Consultant based on the most direct route and cost effective route as per UNDP Travel Guideline.
- UNDP will also provide Daily Subsistence Allowance (DSA) to the Consultant for the duration of his/her stay at the respective duty station at UN approved DSA rates.
- At the end of each mission in a country, the consultant is expected to debrief with UNDP and provide a brief summary report of work undertaken in-country. A debrief can be undertaken via skype, teleconference or on email.

## **COMPETENCIES**

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

## REQUIRED SKILLS AND EXPERIENCE

### **Educational Qualifications:**

- Minimum requirement includes a Post Graduate qualification in political science, law, legislative studies or related subject

### **Experience**

- A minimum of 5 years demonstrated working experiences related to gender and politics, particularly electoral and political reforms and women's political empowerment
- A minimum of 5 years demonstrated experience in conducting trainings/ workshops/ seminars in the area of gender and politics;
- Good understanding of gender issues and the political environment in Pacific;
- Relevant publications in gender and politics;

### **Functional Competencies:**

- Capacity to interact with senior officials and elected Members and credibly influence senior decision makers;
- Strong analytical, negotiation and communication skills, including ability to produce high quality practical advisory reports and knowledge products;
- Demonstrated practical knowledge and experience in the field of women in politics;
- Effective and timely delivery of agreed outputs in a high pressure work environment

### **Language requirements**

- Fluency of English language is required;

### **Price Proposal and Schedule of Payments**

Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal.

Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC’s supervisor of a Time Sheet indicating the days worked in the period.

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.

### **Evaluation Method and Criteria**

Individual consultants will be evaluated based on the following methodology...

### **Cumulative analysis**

The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

**Technical Criteria for Evaluation (Maximum 70 points)**

- Criteria 1 (Minimum requirement) Post Graduate qualification in political science, law, legislative studies or related subject; – Max 5 points
- Criteria 2 A minimum of 5 years demonstrated experience in working with political parties in a developing country on gender issues, gender mainstreaming, formation of political party women's wings and cross party women caucus;.- Max 15 Points
- Criteria 3 A minimum of 5 years demonstrated experience in conducting trainings/ workshops/ seminars in the area of gender and politics; Max 15 points
- Criteria 4 Demonstrated understanding of gender issues and the political environment preferably in the Pacific; – Max 5 points
- Criteria 5 Relevant publications in gender and politics – Max 10 Points
- Criteria 6 Demonstrated capacity to interact with senior officials and elected Members and credibly influence senior decision makers – Max 10 Points
- Criteria 7: Strong analytical, negotiation and communication skills, including ability to produce high quality practical advisory reports and knowledge products; – Max 10 Points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

**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:

- **Statement** on how the consultants meets the criteria in the TOR;
- **Personal CV or Signed P11**, indicating all past experience three (3) professional references.
- **Signed Letter of Confirmation of Interest and Availability including financial proposal** using the template provided in Annex II.

Incomplete proposals may not be considered.

**Annexes (Available on the Procurement Section of UNDP Pacific Office in Fijis website - <http://www.pacific.undp.org/content/pacific/en/home/operations/procurement.html>)**

- Annex I - Individual IC General Terms and Conditions
- Annex II – Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template
- Annex III – P11 form

Consultancy proposals can be submitted through the UNDP Job Shop or via email to [procurement.fj@undp.org](mailto:procurement.fj@undp.org) clearly identifying the consultancy Title and number in the subject.

For any clarification regarding this assignment please write to [ronald.kumar@undp.org](mailto:ronald.kumar@undp.org).