

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

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|------------------------------|---|
| Assignment Title: | Consultant to support the Ministry of Women's Affairs to update the ToT manual on Gender Analysis and Advocacy Skills |
| UNDP Practice Area: | Program Results Unit |
| UNDP Cluster/Project: | Project to Support the Leading the Way for Gender Equality Program (LWGE) |
| Location: | Phnom Penh |
| Type of Contract: | Individual Contractor (IC) |
| Post Level: | Specialist |
| Language Required: | English and Khmer |
| Contract Duration: | 9 December 2019 to 10 February 2020 |

2. Program Description

The 'Leading the Way for Gender Equality' (LWGE) program (2017-2020) is a program of the Ministry of Women's Affairs of Cambodia (MoWA) whose overall objective is "Enabled environment for gender equality, women's empowerment and feminist leaderships in Cambodia through enhanced capacities of the Gender Machinery." The LWGE program is supported by the Swedish Embassy and UNDP - through the Project to Support the Leading the Way for Gender Equality Program-, by Oxfam and other partners.

The program is focused on three outcomes: 1) More effective institutionalization of gender policies across government and more effective performance of Gender Machinery to lead gender equality mainstreaming with inclusion of disadvantaged groups of women and girls; 2) Promotion of behavioral change in favor of gender equality among the public and young Cambodians; and 3) Increase number of and capacities of women in decision-making positions and strengthen feminist leadership.

As part of the first outcome, in efforts to strengthen the effective functioning of gender machinery, the program will review and update the Training of Trainers manual on Gender Analysis and Advocacy which was developed by MoWA since 2008 to ensure the most update to date skills and knowledge will be equipped to key trainers. The manual will serve as a key tool to be used for enhancing the

capacity of government civil servants particularly the Gender Trainers of Royal School of Administration, MoWA trainers, and GMAG focal points to fulfill their functions which in turn will strengthen their institutions to be more effective.

3. Scope of Work

The consultant will work in close collaboration with the LWGE Management Team and the Director of Gender Equality Department to review and update the TOT manual to reflect the latest information and data from the Cambodian Gender Assessment 2019, National Gender Policy, Neary Rattanak 5 and other relevant documents nationally and internationally to ensure... The consultant is expected to identify areas that require adjustment and propose the changes. The consultant is also expected to facilitate additional consultation and technical meetings with relevant stakeholders and with the respective MoWA department to finalize the content, layout, and format, etc as required.

Capacity Development is a core element of the LWGE program in which every consultancy assignment is also considered as a learning opportunity for the respective MoWA department who involves in each certain exercise. Thus, the consultant will provide list of reference materials and actual materials (if applicable) and engage the department of gender equality in whole development process of the manual.

4. Expected Outputs and Deliverables

The Outputs and Deliverables of the assignment will be delivered by the consultant with ownership and leadership from MoWA Gender Equality Department.

| No | Outputs/Deliverables | Estimated Duration of Works | Target Due Dates | Review & Approval |
|--------------|--|-----------------------------|------------------|--|
| 1 | Inception report with detailed methodology and work plan laying out the steps for updating the manual. | 2 days | 12 December 2019 | LWGE program coordinator, UNDP Programme Analyst and UNDP Head of Programme Unit |
| 2 | Submission and presentation of proposed areas for adjustments and changes in the ToT manual following the review of existing manual, relevant documents and interviews with MoWA and stakeholders. | 10 days | 27 December 2019 | |
| 3 | Submission of revised manual part I. | 5 days | 8 January 2020 | |
| 4 | Submission of the revised manual part II. | 10 days | 25 January 2020 | |
| 5 | Submission of the final and complete draft of the revised ToT manual including reference materials (if available in hard-copy) and list of reference materials. | 5 days | 5 February 2020 | |
| Total | | 32 days | | |

5. Institutional Arrangement

The consultant will work in close collaboration with the Director of Gender Equality Department of MoWA. Overall supervision will be provided by the LWGE program management team (MoWA). The LWGE program coordinator (MoWA) and Programme Analyst (UNDP) will review the deliverables and confirm satisfaction to the Head of Programmes Unit of UNDP for further approval to release the payment.

6. Duration of the Work

The consultant will be given a period of total of 32 working days spreading over from 9 December 2019 until 10 February 2020.

7. Duty Station

The duty station for the assignment is Phnom Penh.

8. Minimum Qualifications of the Individual Contractor

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| Education: | Master's degree in Gender and Development, Gender and Leadership, Women and Human Rights, sociology, education, and other relevant fields. |
| Experience: | <ul style="list-style-type: none">▪ Minimum 3 years of relevant professional experience in Gender, advocacy, and governance.▪ Solid experience in providing capacity development to government staff.▪ Proven experience in the development of training manuals in relation to gender analysis and advocacy skills.▪ Professional experience with UN agencies, international and/or national development organizations in Cambodia. |
| Competencies: | <ul style="list-style-type: none">▪ Excellent facilitation and interpersonal skills and ability to work in and with teams.▪ Proven ability to set priorities and manage time effectively |
| Language Requirements: | <ul style="list-style-type: none">▪ Fluency in English and Khmer (written and spoken) |

Criteria for Evaluation of level of Technical Compliance of Individual Contractor

| Technical Evaluation Criteria | Obtainable Score |
|--|------------------|
| Minimum 3 years of relevant professional experience in Gender and Governance | 30 |
| Solid experience in providing capacity development to government staff | 40 |
| Proven experience in the development of training manuals in relation to gender analysis and advocacy skills. | 30 |
| Total Obtainable Score: | 100 |

10. Payment Milestones

The consultant will be paid on a lump sum basis under the following installments:

| No | Outputs/Deliverables | Payment Schedule | Payment Amount |
|----|---|--------------------------------|----------------|
| 1 | Upon satisfactory delivery of output #1 and 2 | 27 December 2019 | 50% |
| 2 | Upon satisfactory delivery of output #3 and 4 | 25 January 2020 | 35% |
| 3 | Upon satisfactory delivery of output #5 | 25 th December 2019 | 15% |

Approval

Signature:

Name:

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Rany Pen

Title/Unit/Cluster:

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ARR- Programme and Results Unit

Date:

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