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TERMS OF REFERENCE National Consultant To Conduct Trainings for Community Leaders (Women and Girls)	
A. PROJECT TITLE:	Women in Leadership in Samoa - WILS
B. BACKGROUND:	<p>This is the Terms of Reference (TOR) for the for the delivery of Trainings on the localised Village/District Leadership Development Initiative for Women in the Community under the Women in Leadership in Samoa Project (WILS), which is to be undertaken in February to August 2019. UNDP, 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.</p> <p>Through its Women in Leadership in Samoa (WILS) Project, the UNDP and UN Women work with regional partners to address country-specific barriers to women’s full political participation. It works with government and civil society organizations to help create an institutional and social environment that welcomes and supports women’s political participation, increasing the number of women candidates and enhancing their support networks.</p> <p>The WILS project seeks to build and reinforce progress already made on gender equality and women’s leadership in Samoa. It is Phase II of the Increasing Political Participation of Women in Samoa (IPPWS) Project and builds on work completed since the project began in 2015.</p> <p>WILS targets the ‘leadership’ development of women as individuals and as a group, to work together to address women’s leadership and gender equality issues, and to enhance their exercise of leadership. The Women in Leadership in Samoa (WILS) is a three-year project implemented by the United Nations Development Programme (UNDP), UN Women with funding from the Australian Government in partnership with the Government of Samoa, under the overall leadership of the WILS Steering Committee. The Steering Committee comprises of representatives of the Samoa government’s (Ministry of Women, Community and Social Development (MWCSD), Ministry of Finance, and Ministry of Foreign Affairs and Trade (MFAT), community (SUNGO), DFAT), and UN agencies (UNDP and UN Women).</p> <p>Under WILS Output 1.1: Strengthened opportunities for women’s participation in leadership pathways to ‘enhance leadership capacity of women in their communities’. The aim is to provide leadership development for women and girls, bring the women together to discuss the challenges and how to address them; to contribute to building women’s confidence to exercise leadership and to make a contribution to a range of activities in their communities; and how to support each other. In addition, developing and implementing Break Through Initiatives (BTIs) to sustain the learning and further support leadership initiatives to achieve gender equality in Samoa.</p>



The focus will be to assist women with developing their leadership skills and confidence to take up those challenges. This includes fostering networks amongst women who are already undertaking development activities for their communities. Other outputs and activities seek to support women who are interested to run in the upcoming elections, as well as emerging leaders, those who are willing to advance to leadership roles (including political life) in the near future.

A Village/District Leadership Development Initiative for Women in the Community has been developed and endorsed by the Steering Committee. Through its design and implementation targets the 'leadership' development of community women including young women as emerging leaders as individuals and as a group – to try and work together to address women's leadership and gender equality issues and to enhance their exercise of leadership for the common good of their villages, constituencies and the country.

The Village/District Leadership Development Initiative (VLDI) for Women in the community should be integrated with ongoing complementary initiatives and programmes in Samoa and the region for congruence and best value. As a result, participants should be able to lead community programmes and development initiatives to promote women in leadership.

In this regard UNDP Samoa Multi-Country Office (MCO) seeks to hire a **national** consultant to;

- Conduct a Training of Trainers Programme using the approved VLDI for women in the Community, who will then deliver the VLDI targeting women and girls in their own communities.

C. SCOPE OF WORKS:

The main objective of this consultancy is to conduct a TOT on the Village/District Leadership Development Initiative for women and girls in the community.

Under the direct supervision of the Joint WILS Project Manager, the consultant will perform the following tasks:

The specific activities are as follows:

- 1) Conduct the TOT programme in collaboration with the WILS counterparts targeting women and young girls in the communities using the approved VLDI.
- 2) As part of the TOT for the VLDI, assist the development of Break Through Initiatives by participants, assist with designing activities aimed at strengthening coalitions of women including national and sector conversations/dialogues on gender equality and women issues, as well as the delivery of civic education activities emphasizing the importance of gender equality and having more capable women in decision making leadership roles at all levels.



D. EXPECTED DELIVERABLES AND PAYMENT SCHEDULE:

The consultant is expected to work and deliver the following results:

1. Develop a training plan for TOT.
2. Lead TOT and conduct 6 (4 day long) TOTs for community trainers.
3. A training report upon completion of each training.

DELIVERABLES	TIMING	RESPONSIBILITIES
Development of training plan	2 days	Consultant to submit to WILS Project Management
Lead TOT and conduct 6 (4 day long) TOTs for community trainers	24 days	Consultant in collaboration with WILS Project Management
End of training report	5 days	Consultant in collaboration with WILS Project Management
Total	31 days	100%

The Consultancy fee in WST (Tala) will be paid after certification by WILS Project Team of satisfactory performance and submission of the expected deliverables and in accordance with the signed contract and as per schedule below. The consultant is expected to quote a lump sum in WST (Tala) to include all deliverables and number of missions to Savaii.

DELIVERABLES	DUE DATE (%)	AMOUNT IN WST TO BE PAID AFTER CERTIFICATION BY WILS TEAM OF SATISFACTORY PERFORMANCE OF DELIVERABLES
Development of training plan	10 Feb 2020 (10%)	\$xxx
Delivery of 6 TOTs	End of each training (10% each) 60%	\$xxx
End of training report	31 July 2020 30%	\$xxx
TOTAL	100%	\$xxx



E. INSTITUTIONAL ARRANGEMENT:

The consultant will work closely with the WILS Project Team, to forge and maintain productive relationships with the BTI groups, stakeholders, UNDP, UN Women, and communities.

The Consultant reports day-to-day to the Project Manager under the overall supervision of the WILS Steering Committee.

Logistical and communications support will be provided from the WILS Project Team during implementation of the activity.

F. DURATION:

The total duration of the contract assignment will be 31 working days in a six-month period, between 3 February – 31 July 2020.

The assignment will take place in both Upolu and Savaii, with 3 missions to Savaii.

G. LOCATION:

31 working days Home based with 3 missions to Savaii, Samoa.

H. COMPETENCIES:

- a) Demonstrates commitment to UNDP's mission, vision and values
- b) Highly effective in working with multi-sector teams
- c) Ability to function effectively under pressure and tight timelines
- d) Self-motivated and able to work independently
- e) Excellent oral and written communication
- f) Creative thinking and emotional intelligence

I. QUALIFICATIONS AND EXPERIENCE OF THE SUCCESSFUL CONTRACTOR:

The consultant should fulfil the following requirements:

Education

- Master's degree in Gender Studies, Governance, Political Science, Community Development or other related fields

Experience and skills



- At least 10 years of experience of relevant work in the field of gender equality, leadership development, community/women's leadership and other related capacity development programmes.
- Proven expertise in gender equality and working on women's rights and leadership.
- Past experience developing and conducting training programmes on leadership.
- Past experience in conducting monitoring and evaluation of programmes an advantage.
- Completion of the Village Leadership Development Initiative (VLDI) Training of Trainers Programme an advantage.
- Knowledge of developmental context in terms of capacity development, social and community change and community development.

Language and other skills

- Good command of English both written and oral.
- Ability to write and communicate in Samoan would be an added advantage.
- Computer literacy and ability to effectively use office technology equipment, IT tools.

J. EVALUATION CRITERIA:

The evaluation criteria will be based on 70% Technical and 30% financial scoring. The awardee will be determined by the highest combined weighted scoring from both the Technical and Financial proposals.

Education

- Master's degree in Gender Studies, Governance, Political Science, Community Development or other related fields 10%

Experience and skills

- At least 10 years of experience of relevant work in the field of gender equality, leadership development, community/women's leadership and other related capacity development programmes. 10%
- Proven expertise in gender equality and working on women's rights and leadership. 5%
- Past experience developing and conducting training programmes on leadership. 5%
- Past experience in conducting monitoring and evaluation of programmes an advantage. 5%
- Completion of the Village Leadership Development Initiative (VLDI) Training of Trainers Programme an advantage. 10%
- Knowledge of developmental context in terms of capacity development, social and community change and community development. 10%

Language and other skills

- Good command of English both written and oral. 5%
- Ability to write and communicate in Samoan would be an added advantage. 5%
- Computer literacy and ability to effectively use office technology equipment, IT tools. 5%



K. RECOMMENDED PRESENTATION OF PROPOSAL:

Interested individual Consultants must submit ALL the following documents/information to demonstrate their qualifications in one single PDF document:

- Technical Proposal [methodology and workplan]
- Duly accomplished confirmation of Interest using the template provided by UNDP (Annex 1)
- Personal CV or P11 (Annex 2)
- Financial Proposal (Annex 3)

Incomplete applications will not be considered, they will be disqualified automatically.

Queries about the position can be directed to procurement.ws@undp.org

Due Date for submission of proposals is Thursday 23 January 2020, Samoa time.

All proposals should be submitted through the UNDP eTendering portal. Email submission of proposals will not be accepted.

Go to <https://etendering.partneragencies.org> (to register first if you have not done so) and search for this consultancy reference **WSM016ICWILSVLDIWomen**

To register on eTendering, note the username and password below to access initially to register first.

Username: event.guest

Password: why2change

L. ANNEXES TO THIS TOR:

Annex 1 – Letter of Interest and availability template

Annex 2 – P11 template

Annex 3 – Financial Proposal template

Annex 4 – UNDP General Terms and Conditions

M. APPROVAL BY:

This Terms of Reference is approved by:



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Name/Title – **Alanna Mapu, Project Manager, WILS**

Date – **8 January 2020**