

Terms of Reference for Individual Contractor (IC)

National or International consultant: National consultant

Description of the assignment (Title of consultancy): Gender Analyst and Trainer

Project Title: Improving Living Conditions in Palestinian Gatherings Host Communities

Period of assignment/services: 15 working days spread over 2.5 months.

Is this a LTA (yes/no): No

Terms of Reference

1. Background / Project Description

Palestinian Gatherings were first identified by Fafo (2003) as informal areas that constitute relatively homogenous refugees' communities of a minimum of 25 households exhibiting humanitarian needs. In 2017, the Lebanese-Palestinian Dialogue Committee (LPDC) survey identified a total of 154 gatherings, while dropping the number of minimum households to 15. According to this study, 55% of Palestinian refugees live outside camps, in informal gatherings.

While Palestinian refugees in Gatherings are registered with UNRWA and/or the Lebanese Government, their place of settlement, unlike camps, is not officially recognized. This has reflected on refugees' living conditions, marked by run-down physical environments, limited access to income-generating activities, and weak tenure security and access to basic urban services, mainly WASH. While municipalities generally retract from extending development plans or providing services in these informal gatherings, UNRWA's mandate to provide basic urban services is restricted to the borders of the 12 recognized camps. To access urban services, resources and jobs, refugees in Gatherings rely on short-term alternative solutions, which are usually associated with informality, risks and lack of efficiency. This situation has been leading to increased tensions and conflicts within the gatherings and with surrounding communities, undermining stability and promoting risky behaviors, particularly among youth.

In an effort to advance gender transformative programming, UNDP is applying the "Gender Equality Seal" - a certification process aiming to evaluate the level of gender responsiveness of different UNDP Country Offices. The UNDP Country Office in Lebanon is committed to effectively take part in this process, through the active engagement of all its key projects.

In this context, the UNDP project in Palestinian Gatherings seeks to recruit a Gender Analyst and Trainer to (1) conduct a comprehensive gender analysis of the project that will support gender mainstreaming in all the project's aspects and to (2) contribute to the capacity building of project team members and partners through tailored trainings on gender and development.

2. Scope of work, responsibilities and description of the proposed analytical work

Under the supervision of the Project Manager, the Individual Consultant will be responsible for the following tasks:

1. **Gender Analysis:** The consultant, together with the project team, will conduct a comprehensive gender analysis of the project and will present it through a written analytical report and PowerPoint presentation. The presented gender analysis is expected to:

- Provide strategic and technical recommendations for the advancement of gender equity through the effective planning and execution of the project outputs and activities. This should include in-depth analysis of the social and gender dynamics of the project's context and recommendations for tailored approaches to identify and support women's needs and identified gender equality priorities;
 - Highlight roots of gender inequality or challenges to gender equality in the design and implementation of project activities;
 - Highlight opportunities to support inclusive engagement of men and women in various activities of projects;
 - Suggest effective and feasible tools and methodologies to support gender equality mainstreaming at all stages of the project, including project proposals, annual work planning, data collection, monitoring, reporting and evaluation, including SMART indicators to assess project's progress at this level;
 - Highlight best practices to support the communication of gender equality and women's empowerment results to the project's various stakeholders;
 - Translate recommendations into a project action plan summarizing specific actions, responsible parties and timeline.
2. **Training Project Staff**: Based on the findings of the gender analysis, the consultant will design and facilitate a six-hour training to sensitize the project team members on gender concepts and the basics of gender transformative programing, with particular focus on applied tools to actively engage women and men in project activities, report sex desegregated data, capture gender transformative impact, among other gender mainstreaming practices.
3. **Training Project Partners**: The consultant will design and facilitate a six-hour training to sensitize the project partner members on gender concepts and the basics of gender transformative programing, with particular focus on applied tools to include gender in project planning and proposals, actively engage women and men in project activities, report sex desegregated data, capture gender transformative impact, among other gender mainstreaming practices. This training shall also include gender-related core values, approaches and practices favored by UNDP.

3. Expected Outputs and deliverables

All deliverables shall be delivered in electronic copy in English, and Arabic when necessary. The expected deliverables are:

- **Gender Analysis Report and Presentation** – including a structured analytical document detailing results of analysis, recommendations and action plan and a visual summary of the report (presentation).
- **Training Curriculum and facilitation for Project Staff** – including training's agenda, module, presentations and planned activities to be facilitated during six hours.
- **Training Curriculum and facilitation for Project Partners** – including training's agenda, module, presentations and planned activities to be facilitated during six hours.

- **Final report** – including a summary of all tasks and additional recommendations related to capacity building of project team and partners based on observations during the trainings.

REPORTS VALIDATION MODALITIES

Provisional approval of submitted reports shall take place at each of the defined milestones shown in the delivery schedule in below section. It is expected that such approval shall not exceed 7 working days from the notification of the completion of a specific milestone.

On submittal of the final report, the Project Manager shall respond within maximum of ten working days and the decision may either be:

- Approval,
- Approval with reservations upon which the Consultant shall reply within five working days under penalty of rejection,
- Rejection with clear justifications.

DELIVERY SCHEDULE

The Consultant is expected to complete the needed tasks in 15 working days over a period of 2.5 months.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review /Approvals Required
1- Gender Analysis Report and Presentation	9 working days	1 month from contract signature date	Project Manager
2- Training Project Staff	2 working days	1.5 months from contract signature date	Project Manager
3- Training Project Partners	2 working days	2 months from contract signature date	Project Manager
4- Final Report	2 working days	2.5 months from contract signature date	Project Manager

4. Institutional arrangements

The Individual Consultant will report to and work in coordination with the Project Manager and the Project Focal Point. The project will provide the Consultant with all available data to facilitate the Consultant's research and field work whenever necessary.

5. Duration of work

The tasks will require a total of 15 working days within 2.5 months of contract signature.

6. Duty station

The Consultant will not report to a duty station; trainings will be conducted in Beirut. Meetings with project team will take place in the project office in Badaro, Beirut.

7. Requirements for experience and qualifications

I. Academic Qualifications:

- Bachelor's degree in gender, women's studies, social sciences, international development, or other development-related field

II. Years of experience:

- Previous experience in development with special focus on programming and technical assistance related to gender equality, women's empowerment and women's rights issues;
- Previous experience in designing and implementing gender mainstreaming agendas across a variety of sectors within development projects;
- Proven similar experience in designing and conducting trainings on gender and development;

III. Technical experience:

- Experience in development with special focus on programming and technical assistance related to gender equality, women's empowerment and women's rights issues with international organization and / or UN agencies;
- Experience in designing and implementing gender mainstreaming agendas across a variety of sectors within development projects in vulnerable communities in Lebanon;
- Experience in designing and conducting trainings on gender and development
- ;

IV. Competencies:

- Demonstrated evidence of writing analytical documents and reports, with special focus on gender analysis reports and presentations;
- Fluency in written and spoken Arabic and English.

8. Scope of Price Proposal and Schedule of Payments

All proposals must include a technical and financial offer be expressed in lump sum taking the following into consideration:

- i) the lump sum amount must be “all-inclusive¹”;
- ii) the contract price is fixed regardless of changes in the cost components.

Payments will be made as follows:

- 50% upon delivery and acceptance of the gender analysis report and presentation;
- 50% upon delivery and acceptance of the final report, including results of all deliverables.

9. Recommended Presentation of Offer

Interested candidates must submit the following documents in their proposals:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate;
- c) **P11 (Personal History Form) including past experience in similar projects and at least 2 references, mentioning the references’ e-mails addresses.**
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided;
- e) **Preliminary methodology.**

10. Criteria for selection of the best offers

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70% and combined with the price offer which will be weighted a max of 30%; using the following evaluation criteria.

- a) The technical evaluation criteria will be as follows:

Criteria	Weight	Max. Point
<i>Technical Competence</i>	<i>70%</i>	<i>100</i>
Academic Qualifications:		10
<i>Educational background: Degree in gender, women’s studies, social sciences, international development, or other development-related field</i> <i>Bachelor’s degree: 7 points</i> <i>Master’s degree: 9 points</i> <i>PhD: 10 points</i>		10
Experience:		55
<i>Technical experience 1: Experience in development with special focus on programming and technical assistance related to gender equality, women’s empowerment and women’s rights issues with international organization</i>		15

¹ The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal.

and / or UN agencies No experience = 0 points Less than 3 years = 5 points Between 3 and 6 years = 10.5 points 6 years and above= 15 points		
Technical experience 2: Experience in designing and implementing gender mainstreaming agendas across a variety of sectors within development projects in vulnerable communities in Lebanon No experience = 0 points 1 year = 7 points 2 years = 14 points 3 years or more = 20 points		20
Technical experience 3: Similar experiences in designing and conducting trainings on gender and development No experience = 0 points 1 experience = 7 points 2 experiences = 15 points 3 experiences or more = 20 points		20
Methodology		15
Proposed methodology reflects good understanding of the required services and reflects good experience in the provision of similar services (15 points) Proposed methodology reflects fair understanding of the required services and reflects enough experience in the provision of similar services (10.5 points) Proposed methodology reflects poor understanding of the required services and reflects little experience in the provision of similar services (5 points) Proposed methodology reflects no understanding of the required services and reflects no experience in the provision of similar services (0 points)		15
Competencies:		20
Demonstrated evidence of writing analytical documents and reports, with special focus on gender analysis reports and presentations No evidence = 0 points At least proof of one document including gender analysis section = 7 points 2 or more documents including gender analysis section = 10 points		10
Command of written and spoken English and Arabic No command of English or Arabic = 0 points Poor written and spoken Arabic and English= 3 points Good written and spoken Arabic and English= 7 points Excellent written and spoken Arabic and English= 10 points		10
<u>Financial</u> (Lower Offer/Offer*100)	30%	100
Total Score	Technical Score * 0.7 + Financial Score * 0.3	

Weight per Technical Competence
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Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.

b) Financial Proposal:

Interested candidates shall submit all-inclusive fixed lumpsum and ensure that all costs are duly incorporated in the financial proposal submitted to UNDP.