

TERMS OF REFERENCE

Individual Contractor

1. Assignment Information

Assignment Title:	Consultant to develop the National Policy on Gender Equality
Cluster/Project:	Project to Support the Leading the Way for Gender Equality Program (LWGE)
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Phnom Penh
Expected Place of Travel:	N/A
Contract Duration:	40 days, from 1 May 2020 to 30 th November 2020

2. Project Description

Cambodia is one of the few countries in the world to have developed country specific targets, including specific targets for the achievement of Gender Equality relating to reducing incidence of violence against women, and enhancing women's literacy. The Royal Government of Cambodia has shown the strong commitment to realizing a gender equal society through mainstreaming gender into all the policies and programs by its endorsement of international declarations and conventions.

Despite of the above commitments, traditional norms and low levels of education and literacy still limit girls' and women's choices and options. Cambodia remains a hierarchical society with strong ideas about power and status. Women are considered to be of lower status than men, although status is also determined by age and other socioeconomic characteristics. In general, attitudes toward gender roles still emphasize the woman as household manager and the man as provider. Women are also severely underrepresented in decision-making processes.

Breaking down gender barriers in Cambodia. The Ministry of Women's Affairs (MoWA) in partnership with UNDP Cambodia and the Swedish Government, is spearheading a comprehensive policy project aimed at narrowing the nation's gender gap. Leading the Way for Gender Equality (LWGE), program implementation began in 2017 and is on course to wrap up in December 2020. Three project-pillars are setting the foundation for gender equality in Cambodia.

- 1) Institutional reforms through effective policy development and implementation.
- 2) Behavioural change through media mobilisation and youth engagement.
- 3) Promotion of women in decision-making roles.

Under the programme, many documents related gender equality and empowerment have been published and disseminated widely, for instance, Cambodia Gender Assessment, Gender mainstream toolkits and handbooks that serve to be a guiding document to promote gender equality and mainstreaming. However, the National Policy on Gender Equality is a must for Cambodia to ensure the gender equality and women empowerment and to be compliant with the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), Beijing Platform for Action (BPFA) and other international conventions/frameworks.

The National Policy on Gender Equality would be a roadmap to achieve the gender equality as promising to the Sustainable Development Goals, outlined in goal number 5, and the national policies/frameworks that outlined in the priority of the Cambodian's commitments. In addition to this, the policy would be the main document in providing stronger advice and guidance to the sector in terms of the development and reviewing of gender mainstreaming policies and programmes.

3. Scope of Work

The assignment aims to assist the Ministry of Women's Affairs to review and finalize the draft National Policy on Gender Equality. The assignment will be expected to:

- Conduct a desk review and legal impact analysis on gender equality from other countries who have strong gender equality policy and compliance with a national and international framework such as CEDAW, UNCRPD, CPFA, SDGs and social protection;
- Conduct an in-dept analysis of recommendations by CEDAW and in the UPR for Cambodia and identify areas of intervention to address the recommendations and to integrate in the draft National Policy;
- Conduct meetings and workshops with key relevant ministries, institutions and development partners and various groups of women to collect and analyze inputs and comments as required from the Technical Working Group,
- Facilitate Technical Working Group meeting to report the update and progress on a regular basis – weekly and monthly regarding the status of the policy;
- Facilitate the consultative workshops/meetings with relevant stakeholders including government ministries, CSOs, DPOs and private sector to collect the input and refine it into the draft document;
- Review the draft of the National Policy on Gender Equality by working closely with the Technical Working Group in consolidating inputs and feedbacks and address those feedbacks/comments as concluded by the Technical Working Group;
- Check for the accuracy and consistency in legal language and ensure the compliance with the legal framework of the produced first draft of policy;
- Prepare a presentation of draft National Policy on Gender Equality to the Technical Working Group and the senior management of MoWA.
- Work with MoWA to finalize the draft of policy before submitting to the Council of Ministers for the approval.

4. Expected Outputs and Deliverables

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required by UNDP Cambodia
1	Inception report with detailed methodology and workplan in response to scope of work.	2 days	8 May 2020	<ul style="list-style-type: none"> • H.E The Chhunhak, Project Coordinator • Ms. Mao Meas, Programme Analyst • Ms. Rany Pen, Head of Programmes

2	<ul style="list-style-type: none"> • Desk review and legal impact analysis report • Review feedbacks collected so far and further collect input and feedback from stakeholders via different approaches – meeting, workshop and interview • Conduct an in-dept analysis of recommendations by CEDAW and in the UPR for Cambodia and identify areas of intervention to address the recommendations and to integrate in the draft National Policy 	10 days	10 June 2020	<ul style="list-style-type: none"> • H.E The Chhunhak, Project Coordinator • Ms. Mao Meas, Programme Analyst • Ms. Rany Pen, Head of Programmes
3	Facilitate Technical Working Group meeting to report the update and progress in a regular basis	10 days	25 July 2020	<ul style="list-style-type: none"> • H.E The Chhunhak, Project Coordinator • Ms. Mao Meas, Programme Analyst • Ms. Rany Pen, Head of Programmes
4	Submit the second-draft of National Policy on Gender Equality to the Technical Working Group for final comment and review	10 days	10 September 2020	<ul style="list-style-type: none"> • H.E The Chhunhak, Project Coordinator • Ms. Mao Meas, Programme Analyst • Ms. Rany Pen, Head of Programmes
5	Submit the final draft National Policy on Gender Equality to MoWA – LWGE project team	8 days	15 October 2020	<ul style="list-style-type: none"> • H.E The Chhunhak, Project Coordinator • Ms. Mao Meas, Programme Analyst • Ms. Rany Pen, Head of Programmes
Total # of Days:		40 days		

5. Institutional Arrangement

The Consultant will be directly supervised by the Project Coordinator and Programme Analyst of UNDP Cambodia, under overall guidance from UNDP Cambodia's Programmes Unit. S/he will also work closely with relevant government officials from line ministries, UN agencies, DPOs, CSOs and

other development partners to ensure the draft National Policy on Gender Equality is well designed and compliance with CEDAW, BPFA, SDGs, UNCRPD and social protection framework.

Payments will be released based on confirmation of satisfactory outputs from the Project Coordinator and Programme Analyst and Head of Programmes. Meetings and appointments during consultant's mission will be coordinated and responsible by the consultant.

6. Duration of the Work

The timeframe is for 40 working days spreading over the period from 1 May 2020 to 30 September 2020. A more detailed work plan of the assignment will be further elaborated in collaboration with Project Coordinator and Programme Analyst and Programmes Results Unit and incorporated into the inception report once the Consultant is selected.

7. Duty Station

This is a homebased consultancy. However, he/she may be required to work at the Ministry of Women's Affairs office where needed.

8. Minimum Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none"> Advanced university degree (master's degree) in Law, International Law, public administration or another relevant field.
Experience:	<ul style="list-style-type: none"> At least 7 years of relevant working experience in the formulation of policies, laws and legislation related to gender equality and social development. Experience for the legal analysis and formulation of gender equality frameworks and legislations in the context of Cambodia Strong knowledge of national and international frameworks and policies in relation to gender equality and human rights. Previous experience in research and study related to CEDAW, SDGs, UNCRPD and other legal frameworks related to disability
Competencies:	<ul style="list-style-type: none"> Demonstrated ability to communicate effectively with government and development partners. Good facilitation and presentation skill. Strong interpersonal skills, ability to work with people from different backgrounds to deliver quality products within short timeframe. Be flexible and responsive to changes and demands. Be client oriented and open to feedback. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. Treats all people fairly without favoritism. Excellent computer literacy.
Language	Fluent in written and spoken English and Khmer

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Requirement:	
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9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
Demonstrated ability to communicate effectively with various partners including the government, UN and other development donors and high-quality liaison and representation at local and national levels;	20
At least 7 years of relevant working experience in the formulation of policies, laws and legislation related to gender equality and social development;	30
Strong knowledge of national and international frameworks and policies in relation to gender equality and human rights;	30
Experience for the legal analysis and formulation of gender equality frameworks and legislations in the context of Cambodia	20
Total Obtainable Score:	100

10. Payment Milestones

This is a fixed out-put based contract price regardless of extension of the herein specific duration. The consultant will be paid on a lump sum basis under the following installments.

N	Outputs/Deliveries	Payment Schedule	Payment Amount
1	Upon satisfactory completion of inception report	10 May	20%
2	Upon satisfactory completion of output 2 and 3	12 June 2020	50%
3	Upon satisfactory completion of output 4 and 5	30 November 2020	30%

11. Annexes

Existing literature or documents that will help a consultant gain a better understanding of the project situation and the work required should be provided as annex/es to the ToR, especially if such literature or documents are not confidential.

1. To be added

12. Approval

Signature:

Name:



Rany Pen

Title/Unit/Cluster: ARR-Programme, Programme
and Results Cluster

Date: April 6, 2020

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