



TERMS OF REFERENCE

Assignment Title	Gender Equity and Social Inclusion Advisor
Type of Contract	International Individual Contract - Framework Agreement
Start/End Dates	4 May to 14 December 2020
Working Days	50
Supervisor(s)	SARL Project Manager
Duty Station	Yangon, with in-country missions in Myanmar

1) Background

Through the Strengthening Accountability and Rule of Law (SARL) Project, UNDP supports the Government of Myanmar to address low public trust in state institutions at a critical time in Myanmar's transition. Building on the clear initiative of all three branches of the Government of Myanmar to promote transparency and accountability, the project helps to strengthen institutional frameworks and capacities for good governance. SARL is organized into three main intervention areas: (1) Anti-Corruption, (2) Parliament, and (3) Rule of Law and Human Rights.

Within the Rule of Law and Human Rights component, SARL's work includes supporting IDPs and host communities in conflict-affected locations such as Kachin and Rakhine to secure their housing, land and property (HLP) rights. Additionally, UNDP together with other UN agencies is also preparing policy inputs into the drafting of the National Land Law based on its programming experiences and research into these issues.

To this end, UNDP is seeking a Gender and Social Inclusion Advisor to provide expert advice to SARL's HLP related activities in Kachin, Rakhine and Northern Shan States. The role includes supporting the inclusion of gender equity and social inclusion aspects into HLP related programming in these locations, including provision of technical support to CSOs and legal aid service providers during project implementation, and developing advocacy initiatives to influence the policy discourse on HLP rights in Myanmar.

2) Objectives of the Assignment

The aim of the assignment is to strengthen the integration of gender and social inclusion (GESI) into UNDP's programming on HLP rights. This will involve providing technical advice and direct capacity building to CSOs and technical inputs into the design of advocacy initiatives, including writing briefing papers.

3) Scope of Work

The Gender and Social Inclusion Advisor's assignment will be in two areas:

- Technical support to UNDP's CSO implementing partners on mainstreaming gender equity and social inclusion (GESI) across HLP programming and activities
- Strategic and technical input into policy and advocacy initiatives related to the development of the National Land Law

3.1 Technical support to CSO implementing partners on mainstreaming gender and social inclusion

- Strengthen CSO implementing partners' to become more gender and socially inclusive in programming through technical support and close mentoring
- Assist CSO implementing partners' to ensure HLP training materials are responsive to GESI and to integrate GESI issues into their awareness raising programmes and legal assistance at the community level
- Conduct training of CSO implementing partners on key GESI concepts alongside integrating GESI practices into programming
- Provides technical inputs on GESI in data gathering exercises such as research, mapping, baseline assessments and surveys on HLP issues

3.2 Strategic and technical inputs to advocacy initiatives, including on the development of the National Land Law

- Technical input related to gender and social inclusion on HLP policy advocacy strategy and design of specific advocacy initiatives
- Writing policy briefs or undertaking further research
- Delivering presentations

4. Deliverables and Payment Schedule

	Deliverables/ Outputs	Estimated days required	Target due dates	Related payments
1	a) Detailed workplan for the assignment b) Minimum 8 CSO partners' HLP awareness materials reviewed and inputs provided on GESI c) Training materials developed for CSOs	18 days home-based	29 June 2020	35%
2	Prepare and deliver: a) 3 one day CSO training sessions b) 8 half day CSO mentoring sessions Over three field missions	8 days home-based and 12 days field-based	23 Nov 2020	40%
3	Technical inputs on gender and social inclusion in HLP: a) Design monitoring and evaluation tool to assess GESI across HLP programming activities b) Two policy briefs on HLP and gender/social inclusion issues of approx. 6-8 pages each	12 days home-based	14 Dec 2020	25%
Total				100%

Review of work delivered, and certification of payments will be made by the SARL Project Manager. Due to likelihood of mobility restrictions in response to the CoVid pandemic, it is likely that the timing of the above deliverables will need to be adjusted.

5) Duty Station

The Contractor will be based in Yangon with likely assignments to Rakhine, Kachin and North Shan States.

6) Administrative and Logistical Arrangements

6.1) Reporting line:

- The Contractor will report progress against deliverables on a weekly basis to the SARL Project Manager.

6.2) Logistical arrangements:

For all international travel, where applicable:

- Candidates are requested to include international travel costs from possible origins of travel in the financial proposal and arrange the flights. The travel costs should be based on the most economical fares and the most direct routes.
- UNDP will support the visa process and reimburse the visa fee, based on actual cost.
- UNDP will provide terminal charges at the rate of US\$ 80 per mission.

For all in-country travel:

- When in-country missions are requested by UNDP, UNDP will arrange and cover costs related to all domestic travel – such as transportation between the agreed in-country duty stations and living allowances - in accordance with UNDP's regulations and policies.
- UNDP will facilitate security clearances required to travel in-country, if applicable.

Other logistical matters:

- The Contractor will arrange their accommodation in the agreed duty stations, and for their own transportation to/from the places of work. Field-based transport will be arranged by UNDP.
- UNDP will not consider travel days to/from the duty station as working days. The above stated working days are exclusive of travel time.
- The working language of this assignment is English. Interpreters will be engaged by UNDP as and when required.
- The Contractor is expected to use their own computer and mobile phone.

7) Required Qualifications and Experience

Education:	Master's degree in human rights and gender or other related area.
Experience:	<p>Required:</p> <ul style="list-style-type: none">• Minimum 7 years of professional experience working on human rights, access to justice, gender and disadvantaged groups.• Strong understanding of HLP issues in emergency, conflict-affected and transitional settings, particularly in Myanmar.• Experience of designing and implementing policy advocacy initiatives, such as policy briefs, dialogues, workshops, targeted use of media, etc.• Experience of working directly with CSOs, INGOs, UN agencies and government officials.• Experience in designing and implementing training and capacity-building in a developing country context, ideally including for senior public officials and preferably in Myanmar

Language Requirements:	Excellent command of written and spoken English
------------------------	---

8) Scope of Price Proposal and Schedule of Payments

Candidates shall propose their professional daily fee, which will be applied for any future contracts issued under the Framework Agreement within the validity period of the Agreement. Payments will be made on completion of agreed deliverables.

9) Recommended Presentation of Offer

Candidates should submit the following documents:

- Duly completed *Letter of Confirmation of Interest and Availability* using the template provided by UNDP;
- Personal CV or P11*, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Financial Proposal* that indicates daily rate and other costs such as domestic travel, visas and insurance.

10) Criteria for selection of the best offer

UNDP will use a combined scoring method, in which the technical proposal (the candidate's CV + sample writing material + short technical interview) will be weighted at 70% and the financial proposal at 30%. Scoring for the technical proposal will be:

Criteria	Total Points (70)
Master's degree in human rights and gender or similar field.	5
Minimum 7 years of professional experience working on human rights, access to justice, and gender.	20
Strong understanding of HLP issues in emergency, conflict-affected and transitional settings, particularly in Myanmar.	20
Experience of designing and implementing policy advocacy initiatives, such as policy briefs, dialogues, workshops, targeted use of media, etc	10
Experience of working directly with CSOs, INGOs, UN agencies and government officials.	5
Experience in designing and implementing training and capacity-building in a developing country context, including for senior public officials, ideally Myanmar.	10

- Financial Evaluation: All technically qualified proposals will be scored out of 30. The maximum of 30 points will be assigned to the lowest financial proposal.