

TERMS OF REFERENCE

Reference	PN/FJI/041/20
Location	Suva, Fiji and home based
Application deadline	30 th April 2020
Type of Contract	Individual Contractor
Post Level	International Consultant
Consultancy Title	Gender Equality Scorecard Consultant – UNCT SWAP
Languages required:	English
Duration of Initial Contract:	15 days (Between August to September 2020)

BACKGROUND

At the 59th Session of the UN General Assembly, Member States, in adopting the Triennial Comprehensive Policy Review (TCPR) of Operational Activities for Development of the UN System called on all UN organizations to: “mainstream gender and to pursue gender equality in their country programmes, planning instruments and sector-wide programmes and to articulate specific country-level goals and targets in this field in accordance with the national development strategies”.

Further, ECOSOC Resolution 2004/4 - Review of Economic and Social Council agreed conclusions 1997/2 on mainstreaming the gender perspective into all policies and programmes in the United Nations system requested: “the Secretary-General to ensure that all United Nations entities develop action plans with time lines for implementing the agreed conclusions 1997/2, which address the gap between policy and practice identified in the Secretary-General’s report, with a view to strengthening commitment and accountability at the highest levels within the United Nations system as well as to establishing mechanisms to ensure accountability, systematic monitoring and reporting on progress in implementation”.

As a direct follow-up to the TCPR, and to ensure a comprehensive response to many of its recommendations, the UN Development Group (UNDG) created a Task Team on Gender Equality as a sub-group of the UNDG Programme Group. The goals of the Task Team are: to support more consistent and coherent action among UNDG member agencies to mainstream gender equality and promote women’s empowerment at the country level; and to ensure that gender equality and women’s empowerment are mainstreamed into the tools and processes that emerge from the UNDG for UN Country Teams (UNCTs).

In 2006, the UNDG Task Team on Gender Equality commissioned a background paper on accountability mechanisms in UNDG agencies. This paper reviewed accountability for programming in support of gender equality in ILO, UNDP, UNFPA, UNICEF, and WFP and found that: “A common understanding of how to apply gender mainstreaming in UN operational activities is needed. This is because if there is no agreement on what constitutes a minimum level of actions to support gender equality, how will it be possible to hold agencies and UN Country Teams accountable for this.

Reaching agreement across agencies on what constitutes a minimally acceptable performance to support gender equality, through an agreed set of indicators, would contribute to stronger guidance and accountability”. Subsequently this background paper was endorsed at the UNDG Principals’ meeting in July 2006, where agreement was reached on development of a UNCT-level ‘Accounting for

Gender Equality' Scorecard that sets minimum requirements for UNCTs to assess their performance across the system.

The Gender Scorecard was endorsed by the undg in 2008 in response to the UN Chief Executive Board for Coordination 2006 Policy on gender equality and the empowerment of women (CEB/2006/2) to establish an accountability framework for assessing the effectiveness of gender mainstreaming by UN Country Teams. The UN SWAP formed another part of the accountability framework, focusing on the implementation of the policy at the entity level.

The QCPR calls for the United Nations development system to expand and strengthen the use of the Gender Scorecard as a planning and reporting tool for assessing the effectiveness of gender mainstreaming in the context of the UNDAF (OP 83).

In this vein and in line with internal assessments, the UNCT SWAP-Scorecard methodology has been revised in tandem with the United Nations System-wide Action Plan for gender Equality and the Empowerment of Women (UN-SWAP) to ensure greater alignment with the UN-SWAP and the SDGs, drawing on good global practices with motivating, managing and measuring institutional change processes.

The United Nations Pacific Strategy (UNPS) 2018-2022 is a five year strategic framework that outlines the collective response of the UN system to the development priorities in 14 Pacific Island Countries and Territories (PICTs), namely Cook Islands, Fiji, Federated States of Micronesia, Kiribati, Nauru, Niue, Palau, Republic of Marshall Islands, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, and Vanuatu. The UNPS supports the 14 governments and peoples in the Pacific to advance a localized response to the global 2030 Agenda for Sustainable Development.

The six outcomes of the UNPS¹ address strategic priorities that promote mutual accountability for development results in the Pacific, further Pacific to Pacific cooperation, and enable the targeting of valuable UN resources to areas where they are most needed.

The joint UN Country Teams of Fiji and Samoa endorsed the rollout of the Gender Scorecard for the midterm of the UN Pacific Strategy so that results and action planning can inform the early stages of planning for the next UN Sustainable Development Cooperation Framework in the Pacific.

In order to support the development of the gender-responsive UN Pacific Strategy and ensure better accountability of UNCT towards gender equality and women's empowerment in line with UN corporate policy in this area, the UN Country Team will use the UNCT SWAP Gender Equality Scorecard to assess status and identify gaps and corrective actions. The UNPS Outcome Group 2: Gender Equality (Gender Theme Group) will lead this process to complete the scorecard process in a participatory and timely manner.

¹ Climate Change, Disaster Resilience and Environmental Protection; Gender Equality; Sustainable and Inclusive Economic Empowerment; Equitable Basic Services; Governance and Community Engagement; Human Rights

MAIN OBJECTIVES OF THE ASSIGNMENT

The main objective of this consultancy is to facilitate the UNCT SWAP Gender Equality Scorecard and assess the effectiveness of the UN Country Team in gender mainstreaming, promotion of gender equality and women's empowerment as well as to provide a set of actions for improvements.

Purpose of the exercise:

- To assist UNCTs in identifying areas in which they are meeting or not meeting minimum UNDG requirements.
- To stimulate a constructive dialogue within the UNCT about the current status of support for gender equality and women's empowerment and how it can be improved.
- To identify where technical assistance can support the achievement of minimum requirements.
- To share good practice in supporting national priorities to advance gender equality and women's empowerment.

RESPONSIBILITIES/SCOPE OF WORK AND DELIVERABLES

The UNCT SWAP-Scorecard methodology has been designed for in-country self-assessment as a means of fostering deeper understanding and ownership of results. The external gender specialist will facilitate the exercise and apply participatory methods to ensure the assessment team is formed from the beginning of exercise, leads and own the process.

To guide and support the assessment team with the piloting process, the consultant will conduct the following activities within the stipulated timeframes:

Background document review (home-based, 3 working days):
(Include relevant background documents here).

Examples include:

- UNCT UN-SWAP Technical Guidance and Framework
- UNCT Gender Scorecard Reports for the countries in the regions and from other countries
- Current country CCA and UN Pacific Strategy
- New UNDG UNDAF guidance
- UNCT planning, budgets programming documents
- UNPS Outcome Group 2: Gender Equality ToR and annual workplan
- CEDAW Reports/other national assessments/National Gender Plans, etc.

Assistance and support for the Inter Agency Team (IAT) with the in-country assessment: (9 working days)

- Support the collection of complementary data and evidence to score indicators.
- Conduct gender analysis of verification documents required to help the IAT score areas of performance.
- Facilitate working sessions and technical support with key stakeholders such as the Resident Coordinator; Heads of Agencies; key programme staff; M&E teams, partners, etc. to discuss and score areas of performance.
- Complete the scoring matrix based on IAT discussions and agreements.
- Facilitate a debrief with the HOA to discuss findings and proposed actions.

Reporting (3 working days)

- Draft Scorecard and narrative report, with inputs from assessment team.

- Complete the final Scorecard, narrative report and follow- up matrix.

Institutional Arrangement

Contractual supervision by the RCO, Team Leader. Technical supervision by UN Women and UNFPA determined focal points.

Duration of the Work

- The envisaged time frame of the consultancy is estimated at a total of 15 working days in the period from August 2020 to September 2020.

DUTY STATION AND TRAVEL ARRANGEMENTS

The consultant is expected to work home-based and conduct eight days field mission to participate in meetings with UN agencies, partners and stakeholders as per the agreed work-plan.

COMPETENCIES

Values Guiding Principles:

- Integrity: Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct;
- Professionalism: Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work;
- Cultural sensitivity and valuing diversity: Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity.

Core Competencies:

- Ethics and Values: Demonstrate and safeguard ethics and integrity;
- Organizational awareness: Demonstrate corporate knowledge and sound judgement;
- Development and Innovation: Take charge of self-development and take initiative;
- Work in teams: Demonstrate ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds;
- Communicating and Information Sharing: Facilitate and encourage open communication and strive for effective communication;
- Self-management and Emotional Intelligence: Stay composed and positive even in difficult moments, handle tense situations with diplomacy and tact, and have a consistent behaviour towards others;
- Conflict management: Surface conflicts and address them proactively acknowledging different feelings and views and directing energy towards a mutually acceptable solution;
- Continuous Learning and Knowledge sharing: Encourage learning and sharing of knowledge.

REQUIRED SKILLS AND EXPERIENCE

Education:

Advanced (Masters) degree in social and political sciences, human rights, gender equality etc. PhD degree is an asset.

Experience:

- At least 10 years of practical experience of work on gender mainstreaming in development programmes/projects at national and international levels;
- At least 3 years' experience of work on results-based management, review and/or evaluation;
- Experience in gender data collection and analysis, including interviews, survey and focus groups;
- Previous experience with the Gender Equality Scorecard, narrative report and follow-up matrix with experience rolling out the tool in a multi-country context an asset;
- Experience on conducting gender trainings for staff of development agencies.

Language and other skills:

- Proficient in written and oral English, working level of (other language) is an asset;
- Computer skills, internet communication and command of MS Office.

Price Proposal and Schedule of Payments

The bidders must send a financial proposal based on lump sum payment at the completion of the deliverables.

The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration.

100% of the payment will be affected to the consultant upon submission of the final deliverable, which is the final version of the scorecard matrix and narrative report and its approval by the UN RC and the UNPS Outcome Group 2: Gender Equality.

Evaluation Method and Criteria

Bids will be evaluated on cumulative analysis. The award of the contract shall be made to the bidder whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%) and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

No.	Criteria	Points
1	Advanced (Masters) degree in social and political sciences, human rights, gender equality etc. PhD degree is an asset.	20
2	At least 10 years of practical experience of work on gender mainstreaming in development programmes/projects at national and international levels;	20
3	At least 3 years' experience of work on results-based management, review and/or evaluation;	10
4	Experience in gender data collection and analysis, including interviews, survey and focus groups;	10

5	Previous experience with the Gender Equality Scorecard, narrative report and follow-up matrix with experience rolling out the tool in a multi-country context an asset; Experience on conducting gender trainings for staff of development agencies.	10
Financial Offer		30

Only bidder obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications.

- **Letter of Confirmation of Interest and Availability for the duration of the assignment** using the template provided in Annex II.
- **CV** 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.
- **Technical proposal**, including a brief description of why the individual considers him/herself as the most suitable for the assignment;
- **Financial proposal**, as per template provided in Annex II (in USD)

Incomplete, joint proposals and proposals sent to the wrong mailing address will not be accepted and only candidates for whom there is further interest will be contacted.

Individuals interested in this consultancy should apply and will be reviewed based on their own individual capacity. The successful individual may sign an Individual Contract with UNDP or request his/her employer to sign a Reimbursable Loan Agreement (RLA) on their behalf by indicating this in the Offerors letter to Confirming Interest and Availability using Annex II.

Annexes

- Annex I - Individual IC General Terms and Conditions
- Annex II – Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

Proposal Submission

- All applications must be clearly marked with the title of the consultancy (Gender Equality Scorecard Consultant – UNCT SWAP) with reference (PN/FJI/041/20) and submitted via **e-tendering box** on email etenderbox.pacific@undp.org by **30th April 2020**.
- For further information concerning this Terms of Reference, please contact UNDP Pacific Office by email: procurement.fj@undp.org.

Women applicants are encouraged to apply