



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE: International Consultant to develop a casebook on gender-sensitive practices to the UNGPs on Business and Human Rights

AGENCY/PROJECT NAME: UNDP Bangkok Regional Hub

COUNTRY OF ASSIGNMENT: Home-based, no travel expected

1) PROJECT DESCRIPTION

Women experience the human rights impacts of business activities differently and disproportionately. They also face additional barriers in seeking access to effective remedies. Measures taken by States and business enterprises to implement the United Nations Guiding Principles must be gender responsive. While existing conventions, declarations and principles are essential and have provided the overarching framework and ideals that should govern corporate conduct, companies need to develop practices consistent with the standards to ensure that their behaviour improves respect for human rights. There is a need for systemic change to address the inequities that persist, especially by business enterprises. Despite the standards, abuses and discrimination against women continue, and a lot needs to be done to address women's issues to the fullest.

The recent "[Gender Dimensions of the Guiding Principles on Business and Human Rights](#)" (2019) advises business enterprises to make robust policy commitments, conduct meaningful human rights due diligence and provide for or cooperate in effective remediation. Businesses are encouraged to ensure meaningful participation of potentially affected women, women's organisations, women human rights defenders and gender experts in all stages of human rights due diligence. Commendable good case practices in applying the gender lens to the UNGPs are yet to be collected.

UNDP's regional project on Business and Human Rights, titled "Business and Human Rights in Asia: Promoting Responsible Business Practices through Regional Partnerships", (B+HR Asia) drives progress on BHR through technical advisory, awareness-raising, and capacity building support to governments, businesses, civil society organisations (CSOs), and independent national human rights institutions (NHRIs). Partnering with an array of actors, including media professionals, technical experts, and human rights defenders, B+HR Asia works to support the effective implementation of the UNGPs.

The Business and Human Rights unit intends to hire an International Consultant (IC) to develop a casebook to document cases from companies in Asia, addressing gender-based challenges. The casebook will draw on real-life examples of practices that need improvement and suggest good practices. The casebook will analyse the relationship between companies and women workers and as consumers.

2) SCOPE OF WORK

The casebook shall primarily address the Asian business community and showcase how to make existing standards more implementable. It shall present good case practices led by companies that are already implementing the Gender Guidance (or similar frameworks) and reflect on how other companies or other industry sectors can further develop them. The casebook will include recommendations to ensure the gender-responsiveness of corporate human rights due diligence frameworks.

The casebook should include ten (10) detailed case studies, and recommendations based on the research and information gathered for the study. The casebook should have cases from **three** countries in Asia, at least one

from Southeast Asia and one from South Asia.

The following key components are envisioned, building on the methodology perfected by the IC:

1. In consultation with B+HR Asia, develop a criterion to identify cases for inclusion in the casebook.
2. Conduct desk review to determine case studies to be presented in the casebook (should be from Asia)
3. Complete an evidence review of the good practices, challenges, policies and practices related to practices applying the gender lens to the UNGPs
4. Design, development, writing and finalisation of the casebook: The Consultant will be expected to develop a casebook best suited to meet research objectives and in an effective, culturally appropriate, gender-sensitive, and ethical manner.
5. Documentation and dissemination: The Consultant will be responsible for leading the preparation, development and completion of the casebook and provide a set of recommendations for businesses. Particular attention should be given to the production of a report that is easy to understand and implement to serve as advocacy materials.

3) EXPECTED OUTPUTS AND DELIVERABLES

The casebook shall primarily address the Asian business community and showcase how to make existing standards more implementable. It shall present good case practices led by companies that are already implementing the Gender Guidance (or similar frameworks) and reflect on how other companies or other industry sectors can further develop them. The casebook will include recommendations to ensure the gender-responsiveness of corporate human rights due diligence frameworks.

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While the IC will be required to develop a detailed work plan, below is a preliminary breakdown of the main components of the research project.

- Deliverable 1: A research plan and baseline
- Deliverable 2: First draft of the casebook developed through consultations
- Deliverable 3: Final casebook in a layout and format ready to be published (printing costs are not expected to be borne in this IC contract)

		Description	June 2020	July 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020
1	Deliverable 1: A research plan and baseline	Conducting preliminary desk review	X						
2		Fine-tuning of research methodology, structure and areas of inquiry and activities	X						
3	Deliverable 2: First draft of the casebook developed through consultations	Documenting case studies	X	X	X	X			
4		Articulating recommendations				X			
5		Validate findings (methods to be determined)					X		
6	Deliverable 3: Final casebook	Finalization and launch of the report						X	

The consultant will use his/her own equipment and software.

Intellectual Property

All information and production of casebook to the assignments as well as outputs produced under this contract shall remain the property of the UNDP who shall have exclusive rights over their use. The products shall not be

disclosed to the public nor used in whatever format without written permission of UNDP in line with the national and International Copyright Laws applicable.

4) INSTITUTIONAL ARRANGEMENTS

The Consultant will work under the overall guidance of the Project Manager, Business and Human Rights, Governance and Peacebuilding Team, UNDP Bangkok Regional Hub.

5) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The assignment is estimated to commence by May 2020 (and delivered by November 2020). The estimate working days is 90 days worked at maximum.

Duty Station

This consultancy will be home-based, and consultations with stakeholders will be held via video conference or other remote communication tools.

6) DEGREE OF EXPERTISE AND QUALIFICATIONS

Required Skills and Experience

The Consultant should possess the following expertise and qualifications:

Education and Experience

- Master's degree or equivalent in Social Science (International Development studies, Economics, Gender/Women's studies, Sociology, Business Administration and/or a closely related discipline).
- 7+ years of working and/or research experience relating to business and human rights and gender studies.
- In-depth expertise in designing, implementing and disseminating complex social research projects on gender issues and/or human rights.
- Experience in the Asia-Pacific region is an advantage.
- Expertise in international standards of human rights, gender equality and the empowerment of women, with demonstrated experience of researching on these subjects. Link to 2 sample pieces of research/reports/guidance developed (preferably published) must be provided.
- Experience working with the private sector on business and human rights issues is an asset.

Skills

- Excellent written and verbal communication skills as well as strong analytical skills.
- Results-driven, initiative-taking, ability to work under pressure and to meet tight deadlines.
- Ability to work independently or very limited guidance.

Language

- Proficiency in English.

7) REQUIRED DOCUMENTS

Required documents

Interested candidates must submit the following documents/information.

Please group them into one (1) single PDF document.

- a) Duly accomplished letter of confirmation of interest and availability and financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.
- b) Curriculum Vitae
- c) Brief description of why the applicant considers him/herself the most suitable candidate

8) CRITERIA FOR SELECTION OF THE BEST OFFER

Evaluation Method and Criteria

Only candidates who submitted all required documentation in the format required will be evaluated. The following methodology will be used to award the contract:

Combined Scoring method:

The award of the contract shall be made to the candidate 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%)**.

- **The technical criteria** consist of qualification review (education, experience, language) [max. 100 points]
- **The financial score** shall be computed as a ratio of the proposal being evaluated as the lowest priced qualified proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 100 points)

- Criteria 1: Education – Max 15 points;
- Criteria 2: Working experience – Max 30 points
- Criteria 3: Analytical, research and writing abilities – Max 40 points
- Criteria 4: Excellent command of English – Max 15 points

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

For those passing technical evaluation above, offers will be evaluated per the Combined Scoring method:

- a) Technical evaluation (70%)
- b) Financial evaluation (30%)

The applicant receiving the Highest Combined Score be awarded the contract.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE

PARTIAL

INTERMITTENT

FULL TIME

10) PAYMENT TERMS

Candidates shall quote a **lump-sum "all-inclusive" fee** for the completion of the assignment. The term "all-inclusive" implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the lump-sum submitted in the proposal. Payments shall be done upon verification of completion of deliverables and approval by the IC's supervisor. The lump-sum price is fixed regardless of changes in the cost components.

- **First Tranche – 20% upon submission and approval of Deliverable 1 (A research plan and baseline)**
- **Second Tranche – 40% upon submission and approval of Deliverable 2 (First draft of the casebook developed through consultations)**
- **Third Tranche – 40% upon submission and approval of Deliverable 3 (Final casebook)**

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed but not exceeding the quotation from UNDP approved travel agent.