



## **Terms of Reference**

### **Consultancy for Provincial Partner Identification and Capacity Assessment for the Implementation of UNDP Spotlight Project in Papua New Guinea – IC/PNG/016-2020**

<b>Location:</b>	Based in the Highlands Region (Enga, Hela and Southern Highlands), Papua New Guinea (PNG)
<b>Project:</b>	UNDP Spotlight Initiative (SI)
<b>Type of Contract:</b>	Individual Contractor (IC)
<b>Languages Required:</b>	English with Tok Pisin highly desirable.
<b>Duration of Initial Contract:</b>	Up to 110 working days (excluding weekends and public holidays) starting from August 2020

### **Background:**

The Spotlight Initiative is a global partnership between the United Nations (UN) and the European Union (EU) to eliminate all forms of violence against women and girls in support of the 2030 Agenda on Sustainable Development. It was launched in September 2017 by the UN Secretary – General and the EU High Representative and Vice President. SDG 5 and the achievement of gender equality are placed at the center of efforts (alongside Goal 16) with the aim to provide an enabling environment for the implementation of all goals. Within the UN, the Initiative will operationalize the UN development system reforms and model a new way of delivering on the SDGs in an integrated way, leveraging collaborative advantages.

The Spotlight Initiative in Papua New Guinea will be implemented through four UN agencies (UN Women, UNFPA, UNDP and UNICEF) with a focus on addressing intimate partner violence and domestic violence. It follows a transformative and evidence-based approach, addressing unequal power relations between men and women and focusing on gender equality and women's empowerment. The overall vision of the Spotlight Initiative in PNG is that women and girls enjoy their right to a life free of violence, within an inclusive and gender equitable PNG. This contributes to implementation of PNG's National Strategy to Prevent and Respond to Gender Based Violence (2016-2025), with attention to holistic prevention and responses to violence against women and girls.

The Spotlight Initiative is built around six pillars developed after an extensive global theory of change exercise. The pillars are: 1) Laws and Policies; 2) Institutions; 3) Prevention and Social Norms; 4) Services; 5) Data; and 6) Women's movement. UNDP will work on Pillars 1,2,3,4 and 5. Among the six Pillars of Spotlight, Pillars 1, 2 and 5 will be primarily focused on a national and provincial level, whereas Pillars 3, 4, and 6 will have a national component, but will carry out activities at a provincial and district level. The Initiative will cover all four Regions of PNG, of which 11 provinces (out of 22 nationally) have been selected for targeted multi-sectoral actions. UNDP has 6 target sites in the first phase of the Spotlight Initiative. These are National Capital District (NCD), Morobe, East New Britain (ENB), Hela, Enga and Southern Highlands Province (SHP). Further details on UNDP's programmed activities under the 5 Pillars of the Spotlight Initiative (SI) can be accessed via the [UNDP PNG Country Programme](#) website.

To support its work in Hela, Enga and Southern Highlands Province, UNDP is seeking an experienced consultant with local and international experience, to identify the needs and the scope to assure the provincial engagement with key officials at national and/or sub-national levels in all relevant institutions in order to address the gaps that the institutions may have developing and delivering evidence-based programmes that prevent and respond to Violence against Women Group (VAWG). This general goal will be achieved through needs assessment for training of police and village courts in the provinces mentioned above.

### **Objectives**

The purpose of the assignment is to support Institutional Strengthening – focuses on fostering change within institutions to address power imbalance and gender equality as a foundation for their work on Ending Violence against Women and Girls (EVAWG), as well as upstream national and sub-national coordination mechanisms for addressing Violence against Women and Girls (VAWG), integration of VAWG in other key sectors, and gender-responsive budgeting aimed at increasing budgets for VAWG prevention and response.

### **Reporting and Supervision**

The Consultant will be supervised by the Project Manager (PM) with support of the National Project Officer of Spotlight Initiative (SI) with overall guidance of the to Assistant Resident Representative (ARR) at UNDP Office in Port Moresby

### **Key Tasks and Deliverables**

1. Scoping exercise on GBV prevention needs for the 3 target Highlands provinces. Visit the 3 target Highlands provinces and conduct consultations with key stakeholders such as the provincial government and non-government organisations responsible for or working on GBV prevention to determine the status to engage on GBV interventions.

#### Deliverables:

- a. A report outlining:
  - i. Recommendations on approach to developing provincial strategies and SOPs on GBV prevention.

- ii. Identification of CSOs or partners to support for Outcome 2 activities for on setting up GBV coordination mechanism on provincial level.
  - b. Develop Provincial GBV prevention and response plan or strategy.
  - c. Assist with setting up a coordination mechanism as envisaged under the National Strategy to Prevent and Respond to Gender Based Violence (2016-2025).
2. Conduct consultations and scoping exercise to determine capacities and training needs of the Police Sexual Violence Unit and Village courts and officials in targeted provinces on GBV protocols and referral pathways.

Deliverable: A report on:

- a. Finding on training needs of the police and FSVU units and village court magistrates on supporting the GBV referral pathway.
    - b. Recommendations to Femili PNG on the approach to conducting the training.
    - c. List of key personnel/officials to undertake the training and focal points.
3. Coordination and communication: (i) Adhere to the UNDP Code of Ethics and Conduct and to all its internal regulations cross-cutting principles including maintaining neutrality and impartiality, and do-no-harm principle and "Leaving no one behind" principle: (ii) Maintain situational awareness of evolving operational environment including through establishing and maintain an informal information network to facilitate information sharing.

Deliverable: A weekly brief to the Project Manager to:

- a. Report on progress on tasks, opportunities to extend the Spotlight Initiative and identify any risks which may have negative impact on the project or deliverables.
  - b. Coordinate joint communications efforts with communications focal points to share, produce and distribute reports, communications, briefings, case studies and presentations)

### **Deliverables and Payment Schedule**

Payments will be made based on the monthly reporting and progress update on key tasks and deliverables. Payments are strictly based on submission and acceptance of expected deliverables by designated approver(s).

No.	Deliverables	Tentative Deliverable Due date	Payment percentage (%)	Review and Approvals Required
1	Mobilization and submission of consultancy workplan within first 5 days. Upon signing of contract by both parties <ol style="list-style-type: none"><li>a. Consultancy workplan developed and shared with UNDP Spotlight Project Office</li></ol>	23/08/20	10%	PM/ARR
2	End of month report documenting progress on the Key Tasks and Deliverables.	31/08/20	16%	PM/ARR

3	End of month report documenting progress on the Key Tasks and Deliverables.	30/09/20	16%	PM/ARR
4	End of month report documenting progress on the Key Tasks and Deliverables.	31/10/20	16%	PM/ARR
5	End of month report documenting progress on the Key Tasks and Deliverables.	30/11/20	16%	PM/ARR
6	End of month report documenting progress on the Key Tasks and Deliverables.	31/12/20	16%	PM/ARR
7	End of consultancy Final Report on completion of key deliverables and tasks. Final report should document: <ul style="list-style-type: none"> <li>• Opportunities to extend the Spotlight Initiative and identify any risks which may have negative impact on the project or deliverables.</li> <li>• Key achievements, lessons learnt, risks, failures, and recommendations for future programming of activities in the highlands region.</li> </ul>	08/01/21	10%	PM/ARR
<b>Total</b>			<b>100%</b>	

### Resources Provided

UNDP will provide support through coordination with its sister agencies working on Spotlight Initiative and its own interventions such as the Provincial Capacity Building Programme and recently launched Highland programme.

### Education and experience

The selection of the individual consultant will be done following UNDP procurement rules and regulations. UNDP will assess the consultant's profile, qualifications, and skills to ensure high level consultant is recruited using the below evaluation criteria.

- Minimum Master's degree on human rights, international development, or Gender Studies with specific components on gender-based violence.

### Professional Experience:

- Minimum 7 years' experience working with, and building partnerships with governments, donors and civil society organizations with demonstration of strong negotiation skills in complex working environments.
- Minimum 7 years' experience in advocating for gender equality, and EVAWG, ideally with experience in the Pacific Region. Experience in PNG, in particular the Highlands region is an advantage.
- Minimum 7 years' experience in provisioning of technical assistance, programme, policy analysis, and strategic planning.

- At least 7 years of professional experience in facilitation and preparation of strategies, development plans, analysis, coordination mechanisms Monitoring and Evaluation.

### Competencies

- Strong oral and written communication skills in English. Knowledge of PNG Tok Pisin will be an advantage.
- Be able to work effectively in a high pressure, challenging, occasionally stressful environment
- High level of computer literacy is essential (word processing, publishing and presentation software). Knowledge of environment, climate change and disaster risk reduction is an asset
- People management skills and diplomacy, especially ability to manage team of experts both National and International
- Exceptional communication, presentation, inter-personal and networking skills

### Evaluation

#### Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weighting; 70%

\* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
<b>Qualification</b>		<b>10%</b>
<ul style="list-style-type: none"><li>• Minimum Master's degree on human rights, international development, or Gender Studies with specific components on gender-based violence.</li></ul>	10	10%
<b>Experience</b>		<b>60%</b>

<ul style="list-style-type: none"> <li>Minimum 7 years' experience working with, and building partnerships with governments, donors and civil society organizations with demonstration of strong negotiation skills in complex working environments.</li> </ul>	15	
<ul style="list-style-type: none"> <li>Minimum 7 years' experience in advocating for gender equality, and EAWG, ideally with experience in the Pacific Region. Experience in PNG, in particular the Highlands region is an advantage.</li> </ul>	15	
<ul style="list-style-type: none"> <li>Minimum 7 years' experience in provisioning of technical assistance, programme, policy analysis, and strategic planning</li> </ul>	15	
<ul style="list-style-type: none"> <li>At least 7 years of Professional experience in facilitation and preparation of strategies, development plans, analysis, coordination mechanisms Monitoring and Evaluation.</li> </ul>	15	
<b>Technical Criteria</b>		<b>70%</b>
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
<b>Financial Criteria – Lowest Price</b>		<b>30%</b>
<b>Total</b>		<b>100%</b>

### Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- A current curriculum vitae outlining relevant experience and expertise. This should include additional details such as education, training, years of experience and other such information that may be of relevance, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references.
- Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services but may be omitted for support services.
- Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP, which **can be accessed from this [UNP PNG Procurement page](#)**. This includes a **Financial Proposal that indicates the all-inclusive fixed total contract price, mandatory travel and medical insurances, supported by a breakdown of costs, as per the template provided.** If an Offeror is employed by an

organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

### **Lump-sum contracts**

The financial proposal shall specify a total lump-sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, living expenses, and number of anticipated working days).

### **Travel**

All travel to join duty station/repatriation travel. In general, UNDP will not accept travel costs exceeding those of an economy class ticket; should the IC wish to travel on a higher class, they should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

### **Submission Instructions**

Completed proposals should be submitted to [procurement.png@undp.org](mailto:procurement.png@undp.org) with mandatory email subject: **Consultancy for Provincial Partner Identification and Capacity Assessment for the Implementation of UNDP Spotlight Project in Papua New Guinea – IC/PNG/016-2020**, no later than **6<sup>th</sup> August, 2020**. For any clarification regarding this assignment please write to [procurement.pg@undp.org](mailto:procurement.pg@undp.org)

Please be guided by the instructions provided in this document above while preparing your submission.

Incomplete proposals and failure to comply with proposal submission instruction will not be considered or will result in disqualification of proposal.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.