



*Empowered lives.
Resilient nations.*

Procurement Notice

Consultant on Gender Equality and Institutional Capacity Development

Location:	Amman, Jordan
Type of Contract:	Individual Contract
Post Level:	National Consultant
Duration of Initial Contract:	1 October to 31 December 2020
Expected Duration:	90 days

Background

In a historic move in September 2015, 193 UN Member States adopted the 2030 Agenda for Sustainable Development, including the 17 Sustainable Development Goals (SDGs). SDG 16 (Peace, Justice and Strong Institutions) and SDG 5 (Gender Equality) provide opportunities for an integrated cross-sectoral approach between gender and justice, critical to the success of the Global Agenda. We cannot hope for sustainable development without peace, stability, human rights and effective governance, based on the rule of law. Promoting the rule of law and human rights is crucial to development, as is strengthening public institutions of global governance.

Empowering women in the workforce enables women to play their full role in creating the world we want – a world which must be co-created by men and women in order to meet the needs and aspirations of all citizens. Inclusive and participatory institutional structures can help shape and influence more effective policies, increase work effectiveness, and increase performance of all personnel. Women's full participation and leadership in the civil service and public administration is therefore crucial to enhance productivity, efficiency, and good governance. Moreover, it is important that institutions mirror the diversity of the populations they serve to build trust and accountability as well as a way to enhance sustainability and impact of the public policies implemented by governments. Therefore, international instruments including SDGs have established that gender parity as a high priority in public institutions.

Supported by UNDP HQ and the UNDP Regional Hub for Arab States (RBAS), the Gender Equality Seal Certification Program is a collective effort involving national governments, private sector companies and civil society to establish and achieve standards that empower women.

The Gender Equality Seal is a corporate standard on gender equality which establishes a set of innovative and vigorous operational standards to mainstream gender with indicators and benchmarks. For participating organizations, Gender Equality Seal certification supports a more efficient and equitable workplace and contributes to the advancement of gender equality and the achievement of the Sustainable Development Goals. By providing public

institutions with a practical roadmap, institutional reforms will be implemented to ensure gender concerns are integrated into work towards the achievement of the SDGs.

While UNDP Gender Equality Seal was the first truly global certification scheme on gender equality, today it remains one of only a few global certification standards on gender equality. UNDP has developed, implemented and improved its methodology over more than 10 years ensuring UNDP's competitive advantage and expertise in the field of institutional gender equality.

SUMMARY OF THE ACTIVITY

The methodology of the Gender Equality Seal for Public Institutions covers 40 indicators focusing on five key elements of 1) Planning 2) Inclusive Institutional Architecture and Capacities, 3) Enabling Environment, 4) Participation, Partnerships and Accountability, and 5) Results and Impact.

Over the course of 18 months, the Ministry of Justice with the support of UNDP will undertake the following steps to go through the Gender Equality Seal certification process:

- Step 1. Establish institutional arrangements to set-up the initiative
- Step 2. Conduct a methodology workshop with partners to present the objectives and the assessment tool
- Step 3. Establish Steering Team
- Step 4. Gather information and carry out a self-assessment of capacities to identify gender gaps in their work/organization
- Step 5. Develop an Action Plan for Improvement in order to meet gender standards (for a period of 12 months)
- Step 6. Implement action plans and prepare for the final assessment report.
- Step 7. Recommendation for global award/recognition.

EXPECTED OUTPUTS AND RESULTS

Key outcomes following a Gender Equality Seal certification include:

- Expanded capacities to implement the SDGs.
- Increased transparency and a more responsive gender equality agenda.
- Emergence of gender equality champions.
- Eradication of discriminatory practices.
- Promotion of strategic alliances and effective collaboration with civil society and women's organizations.

DEVELOPMENT PARTNERS

The posited approach of the Gender Equality Seal programme includes working with national women's machineries throughout the assessment and certification process, with the support of the United Nations Development Programme; the Jordanian National Commission for Women is a preferred alternative. Other alternative awarding bodies might be considered such as the King Abdullah II Centre for Excellence.

Scope of the assignment:

- Lead UNDP's support to the Ministry of Justice in the implementation of the Gender Equality Seal for the Ministry of Justice
- Support the establishment of a steering team at MOJ
- Organize and facilitate workshops with the steering team at MOJ
- Lead the data collection in accordance with the Seal benchmark matrix
- Complete the self-assessment in collaboration with the steering team
- Design the Seal Action Plan for implementation
- Manage all the trainings and capacity building events related to the project and support in the identification of the participants for the trainings and seminars;
- Develop an action plan for Seal engagement with the public sector in Jordan
- Prepare project related technical briefs, manuals, case studies and best practices
- Assist in developing programmatic and financial documentation to government stakeholders and relevant parties;
- Write reports on progress and provide inputs to annual reports, quarterly reports and donor reports.
- Contribute to and develop project concepts, proposals, documents and policy frameworks to ensure the incorporation of gender concerns and women empowerment issues from inception through implementation.
- Develop knowledge products on gender equality and women's empowerment as it intersects SDG 16.
- Perform any other duties, as needed.

Institutional Arrangements

- The Consultant will report to the UNDP Jordan Deputy Resident Representative
- The Consultant will work closely with the UNDP Jordan Inclusive Participation and Institutional Strengthening Team Leader, the Gender analyst and the head of the Role of Law unit, including team members assigned to support the drafting process
- The Consultant will also consult with the Resident Representative and members of the UN Country team and UNDP Hub of the Regional Bureau for Arab States.
- The Consultant will be provided with temporary working space in the UNDP CO as and when necessary. The IC is responsible for his/her own computer but can use UNDP CO printing facilities as well as internet access as needed, while on the UNDP premises.
- The assignment is in Amman, and no travel outside Amman is envisaged

Competencies

Respect for diversity

- Works effectively with people from all backgrounds.
- Treats all people with dignity and respect.
- Shows respect for, and understanding of, diverse points of view and demonstrates this understanding in daily work and decision-making.
- Examines own biases and behaviours to avoid stereotypical responses.
- Does not discriminate against any individual or group.

Communication

- Ability to listen, adapt, persuade and transform; ability to use good judgment in each situation, to tailor the tone and content so that a message is well understood.

Planning and Organizing

- Ability to use time and resources efficiently while working independently; ability to develop and follow personal and teamwork plans to support UNDP's larger vision; ability to identify priorities and being able to change and modify these when needed.

Accountability

- Ability to take responsibility for your role in a larger project and for specific tasks while staying mindful of UNDP's regulations and rules, programme beneficiaries and Member States.

Teamwork

- Genuinely value other people's ideas and expertise and be willing to learn from others.

Innovation

- Openness to different and new ways of doing things; willingness to modify one's preferred way of doing things.

Technological Awareness

- Willingness to keep abreast of technological development.

Managerial competencies

Vision

- Understanding the Organization's direction provides clarity and makes people enthusiastic about the future.

Empowering others

- Shows trust and confidence in colleagues and values everyone's inputs and expertise

Building trust

- Stays open to others' views, follows up as promised and gives other colleagues due credit

Required Skills and Experience

Education:

- Bachelor's degree in social sciences, gender studies, sociology, anthropology or similar field.

Experience:

- Minimum of 5 years of experience in gender equality, diversity and change management, ISO implementation or similar certification programmes.
- Experience working in the justice sector and in public administration is an advantage.
- Knowledge of the Jordanian central administration, planning systems and processes is desirable.
- Excellent skills in MS office

Language:

- Fully proficient in English and Arabic languages, spoken and written;

CRITERIA FOR SELECTION OF BEST OFFER

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) Being responsive/compliant/acceptable, and
- b) Having received the highest score based on the following weight of technical and financial criteria for solicitation as per the schedule below:

* Technical criteria weight: 70%

* Financial criteria weight: 30%

Only candidates obtaining a minimum of 49 points (70%) in the technical evaluation shall be considered for the financial evaluation.

Of those offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula: $(P_n / P_l) * 30$ where P_n is the financial offer being evaluated and P_l is the lowest financial offer received.

criteria	Maximum points
Bachelor's degree in social sciences, gender studies, sociology, anthropology or similar field.	20%
Minimum of 5 years of experience in gender equality, diversity and change management, ISO implementation or similar certification programmes.	20%
Experience working in the justice sector and in public administration is an advantage.	15%
Knowledge of the Jordanian central administration, planning systems and processes is desirable.	15%
Financial offer, submitted in accordance with the price schedule set out in the procurement notice	30%

	Deliverables	% of payment (US\$)	Target date
1.	Monthly report of October 2020	33.3%	31 st 2020
5.	Monthly report of November 2020	33.3%	30 th November 2020
6.	Monthly report of December 2020, and final report	33.3%	31 st December 2020
	TOTAL	100%	

IX. DOCUMENTS TO BE SUBMITTED

Interested consultants are invited submit the following documents/information to be considered:

1. Offeror's letter, as per the attached form
2. Personal History Form (P-11), including 3 references
3. Technical proposal
 - i. Explaining why they are the most suitable for the work
 - ii. Providing a brief methodology (not more than 3 pages) on how they would approach and conduct the work.
4. Financial proposal in accordance with the attached schedule

Please submit above information no later than SEPTEMBER 26,2020, at 18:00 hrs (Jordan time) by email to: ic.jo@undp.org, with subject: **(Consultant on Consultant on Gender Equality and Institutional Capacity Development)**