



## Terms of Reference

### Consultancy for International Technical Advisor to support establishment of the PNG National GBV Secretariat – IC/PNG/035-2020

<b>Location:</b>	Port Moresby, Papua New Guinea
<b>Type of Contract:</b>	Individual Contract (IC)
<b>Project:</b>	UNDP Spotlight Initiative Project
<b>Starting Date:</b>	November 2020
<b>Duration of Initial</b>	120 days between October 2020 and June 2021, desk-based and field work required.

### Background

UNDP has been working over the years to support the PNG Department for Community Development and Religion (DfCDR). One of its key outputs was development of the *PNG National Strategy to Prevent and Respond to Gender-Based Violence (2016-2025)*. In 2019, DfCDR established the Interim Gender-Based Violence (GBV) Secretariat as a key output of the *National Strategy to Prevent and Respond to Gender-based Violence (2016-2025)*. The Secretariat's role is to ensure there is high-level coordination and accountability by the government to GBV issues as well as ensuring that there is enhanced multi-sectoral GBV prevention and strengthened quality essential services for survivors of gender-based violence, both at the national and provincial levels.

It is critical that the National GBV Strategy is fully integrated into the government system and plans are in place for budget allocation and implementation. The GBV National Secretariat key roles and responsibilities are to:

- 1. Mainstreaming and Co-ordination.** The GBV Secretariat is to ensure programmes addressing GBV are coordinated and mainstreamed into both annual work plans and budgets at all levels of Government. The focus will be on streamlined quality services.
- 2. Capacity Building and Training.** The GBV Secretariat is to ensure ongoing learning and capacity building for both the national and provincial Secretariat staff. It will be responsible for coordinating and developing a pool of skilled and competent trainers and officers to support work on GBV.
- 3. Research, Planning, Monitoring and Evaluation.** The GBV Secretariat will advocate and contribute to drafting and implementing policies and legislation relating to both prevention and response to GBV. It will also coordinate research, monitoring and evaluation and guide planning and budgeting to address GBV as per the National Strategy priorities. The Secretariat will also provide the required support to the provinces in planning, budgeting and monitoring of the provincial priorities.

4. **Communication and Outreach.** The Secretariat will be responsible for developing, implementing and monitoring a national communication strategy to prevent and respond to GBV. It will work in consultation and cooperation with relevant stakeholders at the national and provincial levels. It will aim to standardise awareness and advocacy based on best practice that are culturally appropriate throughout PNG.

UNDP in consultation with the Interim Gender-based Violence Secretariat seeks the services of an experienced consultant to work closely with the Interim GBV Secretariat on its plan to establish the National GBV Secretariat as a priority of the Papua New Guinea Government and part of the Spotlight Initiative. 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.

The Spotlight Initiative in Papua New Guinea is 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.

### Scope of work

The key deliverables are to support the Interim GBV Secretariat to:

- Fully establish and institutionalise the National GBV Secretariat within the DfCDR structure.
- Develop workplans for implementation and rollout as outlined in the tasks.
- Work in consultation and contribute to other technical and capacity deployed by UNDP to assist the Interim GBV Secretariat and Provincial GBV Secretariat.

The objectives and tasks of this consultancy are:

#### 1. Framework for institutionalisation set-up for the National GBV Secretariat

- i. Review the draft Operational Plan supported by UNDP between 2018 and 2019 and assist with finalisation.
- ii. Review the current institutional setup within DfCDR and advise on the structural set-up to establish the GBV Secretariat including the organigram
- iii. Review job descriptions developed by DfCDR and ODW for the roles and suggest changes if required.
- iv. Costing for the running of the GBV Secretariat.
- v. Prepare a detailed report on issues, recommendations, and next steps.

#### 2. Develop 2021 – 2022 workplan for National GBV Secretariat

- i. Develop a workplan for the implementation of the National GBV Strategy.

- ii. Prepare workplan for the roll out of the National GBV Strategy into all provinces starting with 11 Spotlight Provinces.
- iii. Prepare a provincial engagement strategy including a component on communications, for the establishment of Provincial GBV Secretariats starting with 11 Spotlight Provinces.

**3. Report, briefings and presentations**

- i. Prepare a detailed report on issues and next steps for the GBV Secretariat and needs for the National GBV Strategy and its implementation plan.
- ii. Briefings and presentations to DfCDR, UNDP and Spotlight RUNOs

**Supervision and Duties & Responsibilities**

Under the supervision of the Spotlight Project Manager and the National Coordinator of the Interim GBV Secretariat, the Consultant will provide technical support to meet the key objectives outlined above. Overall guidance will be provided by the UNDP Assistant Resident Representative and the Deputy Secretary (Programmes) of the Department of Community Development and Religion.

**Key Tasks and Deliverables**

	<b>Deliverables</b>	<b>No. of Days</b>
1.	<p><b>Framework for institutionalisation of the National GBV Secretariat</b></p> <ul style="list-style-type: none"> <li>i. Review the draft Operational Plan supported by UNDP between 2018 and 2019 and assist with finalisation.</li> <li>ii. Review the current institutional setup within DfCDR and advise on the structural set-up to establish the GBV Secretariat including the organigram</li> <li>iii. Review job descriptions developed by DfCDR and ODW for the roles and suggest changes if required.</li> <li>iv. Costing for the running of the GBV Secretariat.</li> <li>v. Prepare a detailed report on issues, recommendations, and next steps.</li> </ul>	70
2.	<p><b>Develop 2021 - 2022 workplan for National GBV Secretariat</b></p> <ul style="list-style-type: none"> <li>i. Develop a workplan for the implementation of the National GBV Strategy.</li> <li>ii. Prepare workplan for the roll out of the National GBV Strategy into all provinces starting with 11 Spotlight Provinces.</li> <li>iii. Prepare a provincial engagement strategy including a component on communications, for the establishment of Provincial GBV Secretariats starting with 11 Spotlight Provinces.</li> </ul>	30
3.	<p><b>Reports, briefings and presentations</b></p> <ul style="list-style-type: none"> <li>i. Prepare a detailed report on issues and next steps for the GBV Secretariat and needs for the National GBV Strategy and its implementation plan.</li> <li>ii. Briefings and presentations to DfCDR, UNDP and Spotlight RUNOs</li> </ul>	15

4.	<b>Final Report of the consultancy.</b> Outline of the report to be agreed on with UNDP.	5
	<b>Total</b>	<b>120</b>

### Payment Schedule

Reporting period and key milestones	Tentative Deliverable Due Date	Payment Percentage	Review / Approvals
Mobilization	Upon signing of contract	10%	PM/ARR
Inception report and workplan for tasks agreed on between UNDP and the Interim GBV Secretariat.	9/11/2020	10%	PM/ARR
Payment upon submission and acceptance of monthly progress report documenting progress on the Key Tasks and Deliverables from past month.	7/12/2020	10%	PM/ARR
Payment upon submission and acceptance of progress report documenting progress on the Key Tasks and Deliverables from December 2020 and January 2021.	29/01/2021	20%	PM/ARR
Payment upon submission and acceptance of monthly progress report documenting progress on the Key Tasks and Deliverables.	26/02/2021	10%	PM/ARR
Payment upon submission and documenting progress on the Key Tasks and Deliverables.	31/03/2021	10%	PM/ARR
Payment upon submission and documenting progress on the Key Tasks and Deliverables from past month.	30/04/2021	10%	PM/ARR
Payment upon submission and acceptance of monthly progress report, documenting progress on the Key Tasks and Deliverables	31/05/2021	10%	PM/ARR
Payment upon submission and acceptance of the <b>Final Report</b> of the consultancy.	11/06/2021	10%	PM/ARR
		<b>100%</b>	

### Resources Provided

UNDP will provide necessary support for the consultant to perform tasks defined in this Consultancy TOR in collaboration with the Interim National GBV Secretariat, Department for Community Development and Religion and key partners and stakeholders.

### Education and experience

- Master's degree in gender studies, development studies, social science, or related field.
- At least 10 years of hands-on experience on knowledge of systems for gender mainstreaming and capacity development in institutions as well as interagency collaboration
- Experience on gender issues, gender-based violence and the ability to apply knowledge to strategic and/or practical situations.

- Experience and knowledge of setting up institutional or organisational structures and operations to support gender/GBV programming and coordination.
- Ability to develop, maintain, and strengthen partnerships with others inside or outside the organization including donors and NGO partners who can provide information, assistance, and support.
- A proven track record of high-level consultancy and advisory work for the UN, UNDP, and/or reputable international organizations.

### Corporate Competencies

- Demonstrates integrity by modelling the UN values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and
- Treats all people fairly without fear or favour.

### Functional Competencies

- Excellent speaking and writing skills in English are necessary;
- High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines;
- Analytical and problem-solving skills of a high order, including the ability to formulate recommendations and advice senior management on tackling difficult scenarios;
- Leadership qualities, including the ability to make sound judgment, meet challenges constructively and creatively;
- Excellent interpersonal skills, including ability to establish strong cooperative relationships with senior government officials, civil society and donors;
- Ability to quickly adapt to change, and to remain calm under pressure; and
- Proven cross-cultural communication and the ability to function effectively in an international, multicultural environment.

### 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
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<b>Qualification</b>		<b>8%</b>
<ul style="list-style-type: none"> <li>• Master’s degree or equivalent in gender studies, development studies, social science, or related field.</li> </ul>	8	
<b>Experience</b>		<b>50%</b>
<ul style="list-style-type: none"> <li>• At least 10 years of hands-on experience on knowledge of systems for gender mainstreaming and capacity development in institutions as well as interagency collaboration.</li> </ul>	10	
<ul style="list-style-type: none"> <li>• Experience on: <ul style="list-style-type: none"> <li>- gender issues gender-based violence and the ability to apply to strategic and/or practical situations</li> <li>- maintaining and strengthening partnerships with others inside or outside the organization including donors and NGO partners who can provide information, assistance, and support.</li> </ul> </li> </ul>	20	
<ul style="list-style-type: none"> <li>• Experience and knowledge of setting up institutional or organisational structures and operations to support gender/GBV programming and coordination.</li> </ul>	20	
<b>Competencies</b>		<b>12%</b>
<ul style="list-style-type: none"> <li>• A good understanding and knowledge of gender/GBV issues in the Pacific region and Papua New Guinea will be an asset;</li> <li>• Sound knowledge of the UN’s and especially UNDP’s mandate and role in electoral assistance.</li> <li>• Demonstrates integrity by modelling the UN values and ethical standards;</li> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and</li> <li>• Treats all people fairly without fear or favour.</li> <li>• Excellent speaking and writing skills in English are necessary;</li> <li>• High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines;</li> <li>• Analytical and problem-solving skills of a high order, including the ability to formulate recommendations and advice senior management on tackling difficult scenarios;</li> <li>• Leadership qualities, including the ability to make sound judgment, meet challenges constructively and creatively;</li> <li>• Excellent interpersonal skills, including ability to establish strong cooperative relationships with senior government officials, civil society and donors.</li> <li>• Ability to quickly adapt to change, and to remain calm under pressure; and</li> <li>• Proven cross-cultural communication and the ability to function effectively in an international, multicultural environment.</li> </ul>	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
<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>
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### Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- a. Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b. **Signed P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c. **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;
- d. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per 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. **The financial proposal must be submitted separately from other documents.**

**The P11 form and Template for confirming availability and interest are available under the procurement section of UNDP PNG website ([www.pg.undp.org](http://www.pg.undp.org)).**

### 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 envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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: International Technical Advisor to Support the Full Establishment of the National GBV Secretariat**, no later than **23<sup>rd</sup> October, 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.

### **Approval**

This TOR is approved by:

Signature: \_\_\_\_\_  
Name: Ms. Julie Bukikun  
Designation: Assistant Resident Representative (ARR), UNDP  
Date