



## Terms of Reference

### Consultancy for Technical Advisor to PNG National GBV Secretariat to establish Provincial GBV Secretariats – IC/PNG/036-2020

<b>Location:</b>	Port Moresby
<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 November 2020 and June 2021, desk-based and field work required.

### Background

The National GBV Strategy was endorsed in December 2016 and launched in early 2017. 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 also responsible for the establishment of Provincial GBV Secretariats within provinces to mainstream and coordinate GBV prevention and response activities including Capacity Building and Training, Research, Planning, Monitoring and Evaluation and Communication and Outreach.

UNDP has a long history of working with the Papua New Guinea Government and Civil Society partners on addressing GBV. UNDP supported the PNG Department for Community Development and Religion (DfCDR) through the Office for Development of Women (ODW) to develop the *PNG National Strategy to Prevent and Respond to Gender-Based Violence (2016-2025)* and through this piloted the establishment of four Provincial GBV Secretariats. There is a need to revisit the four pilot Provincial GBV Secretariats and to support provinces with interests to establish or strengthen their Provincial GBV Secretariats.

As part of its work under the EU-UN Spotlight Initiative, UNDP in consultation with the Interim GBV Secretariat seeks the services of an experienced consultant to work closely with the Interim GBV Secretariat on its plan to support existing Provincial GBV Secretariats or establish GBV Secretariats. The target provinces for UNDP in Phase 1 of Spotlight are Morobe, East New Britain, Hela, Southern Highlands and Enga.

The EU-UN 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 (UNDP, UN Women, UNFPA 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:

- Review the Institutional Framework of the National GBV Secretariat and Align to the National GBV Strategy 2016-2025 and its four Output areas.
- Support the establishment of Provincial GBV Secretariats.
- Work in consultation and contribute to other technical and capacity deployed by UNDP to assist the Interim GBV Secretariat.

The objectives of this consultancy are:

#### 1. Review of the Implementation Plan for the National GBV Strategy.

- i. Review the Implementation Plan and budget for the GBV Strategy
  - a. Prepare a detailed report on issues and next steps for the achievement of the four (4) Outputs of the National GBV Strategy under the Implementation Plan to support Provincial GBV Secretariats.
  - b. Prepare detailed budget to assist funding request or support.

#### 2. Support existing Provincial GBV Secretariats and establish new Provincial GBV Secretariats

- i. Work with Provincial GBV Advisors to review existing work and coordination systems or efforts on GBV prevention and response in target provinces: Morobe, East New Britain, Hela, Southern Highlands and Enga for Phase 1 of Spotlight.
  - a. Review the current institutional setup and advise on the structural set-up to establish the Provincial GBV Secretariat including an organigram
  - b. Review existing job descriptions, or develop job descriptions if not in place to support the Provincial GBV Secretariat
- ii. Develop plan to assist provinces to establish their Provincial GBV Secretariats' operational frameworks to align with the National GBV Strategy 2016-2025 and its Operational Plan.
- iii. Provide technical oversight to Provincial GBV Advisors to implement the plan to establish the Provincial GBV Secretariats.

#### 3. Reports, 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 and support to Provincial Gender-based Violence Secretariats.
- ii. Presentation 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

	Deliverables	No. of Days
1.	<b>Review of the Implementation Plan for the National GBV Strategy.</b> i. Review the Implementation Plan and budget for the GBV Strategy a. Prepare a detailed report on issues and next steps for the achievement of the four (4) Outputs of the National GBV Strategy under the Implementation Plan to support Provincial GBV Secretariats. b. Prepare detailed budget to assist funding request or support.	60
2.	<b>Support existing Provincial GBV Secretariats and establish new Provincial GBV Secretariats</b> i. Work with Provincial GBV Advisors to review existing work and coordination systems or efforts on GBV prevention and response in target provinces: Morobe, East New Britain, Hela, Southern Highlands, and Enga for Phase 1 of Spotlight. a) Review the current institutional setup and advise on the structural set-up to establish the Provincial GBV Secretariat including an organigram b) Review existing job descriptions, or develop job descriptions if not in place to support the Provincial GBV Secretariat ii. Develop plan to assist provinces to establish their Provincial GBV Secretariats' operational frameworks to align with the National GBV Strategy 2016-2025 and its Operational Plan. iii. Provide technical oversight to Provincial GBV Advisors to implement the plan to establish the Provincial GBV Secretariats.	40
3	<b>Report, briefings and presentations</b> 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. Presentations as required to DfCDR, UNDP and Spotlight RUNOs	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

<b>Reporting period and key milestones</b>	<b>Tentative Deliverable Due Date</b>	<b>Payment Percentage</b>	<b>Review / Approvals</b>
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 Final Report 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 the Consultancy TOR in collaboration with the National GBV Secretariat.

### 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
<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	



- 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 for Technical Advisor to PNG National GBV Secretariat to establish Provincial GBV Secretariats – IC/PNG/036-2020**, 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