



Terms of Reference

Consultancy for Local Adviser to Support Establishment of Highlands Provincial GBV Secretariats IC/PNG/039-2020

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| Location: | Highlands |
| Type of Contract: | Individual Contract (IC) |
| Project: | UNDP Spotlight Initiative Project |
| Starting Date: | December 2020 |
| Duration of Initial | 120 days between December 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.

UNDP Support

There are three main deliverables of this consultancy:

- Support the Institutionalisation of the Provincial GBV Secretariats in designated provinces.
- Support development and operationalization a Provincial GBV Strategy in respective provinces.
- Work closely with technical specialists/experts organised by UNDP to support these processes.

The Local Consultant will be contracted to support international experts on three main activities:

1. Framework for institutional set-up of Provincial GBV Secretariat

- i. Support lead consultant to conduct scoping and assessment of Provincial Administration capacities to set up a Provincial GBV Secretariat.
- ii. Based on the assessment, advise on the structural set-up to establish the GBV Secretariat.
- iii. Propose organigram
- iv. Consult with the international consultant to review job descriptions of National GBV Secretariat staff developed by DfCDR and ODW and advise for the roles at the provincial levels
- v. Develop an Operations Plan for management, reporting and coordination.
- vi. Costing for the running of the GBV Secretariat.
- vii. Prepare a detailed report on issues, recommendations, and next steps.

2. Establishment of Provincial GBV Secretariat

- i. Consult with the international consultant and the National GBV Secretariat to fully establish the Provincial GBV Secretariat.
- ii. Conduct consultations with local provincial administration, CSOs, FBOs, NGOs and GBV service providers for the establishment of the Provincial GBV Secretariat.

3. Provincial GBV Strategy and Implementation Plan

- i. Work with Provincial stakeholders to adopt and localise the National GBV Strategy 2016 – 2025 into a Provincial GBV Strategy
- ii. Prepare a workplan and budget for the implementation of the Provincial GBV Strategy and submit to Provincial Executive Council (PEC) for endorsement and funding

4. Final report

- i. Prepare a detailed report on issues and next steps for the Provincial GBV Secretariat and needs for the Provincial GBV Strategy and its Implementation Plan.
- ii. Presentation to DfCDR and ODW, UNDP and other RUNOs

Supervision and Duties & Responsibilities

Under the direct supervision of the Spotlight Project Manager and the Project Officer, the local consultant will work with the international consultant to meet the 3 key objectives outlined above.

Deliverables and Payment Schedule

| Deliverables | | No. of Days |
|---|---|-------------|
| Support to the International Consultant to successfully deliver on the following: | | |
| 1. | Framework for institutional set-up for the GBV Secretariat <ol style="list-style-type: none"> i. Conduct scoping and assessment of Provincial Administration capacities to set up a Provincial GBV Secretariat. ii. Based on the assessment, advise on the structural set-up to establish the GBV Secretariat. iii. Propose organigram iv. Consult with international consultant and NGBV Secretariat on provincial functions and advise for the roles at the provincial levels v. Develop an Operations Plan for management, reporting and coordination. vi. Costing for the running of the GBV Secretariat. vii. Prepare a detailed report on issues, recommendations, and next steps. | 60 |
| 2. | Establishment of Provincial GBV Secretariat <ol style="list-style-type: none"> i. Consult with the international consultant and the National GBV Secretariat to fully establish the Provincial GBV Secretariat. ii. Conduct consultations with local provincial administration, CSOs, FBOs, NGOs and GBV service providers for the establishment of the Provincial GBV Secretariat. | 40 |
| 3. | Provincial GBV Strategy and Implementation Plan <ol style="list-style-type: none"> iii. Work with Provincial stakeholders to adopt and localise the National GBV Strategy 2016 – 2025 into a Provincial GBV Strategy iv. Prepare a workplan and budget for the implementation of the Provincial GBV Strategy and submit to Provincial Executive Council (PEC) for endorsement and funding | 15 |
| 4. | Final report submission | 5 |
| Total: | | 120 |

Payment Schedule

| Reporting period and key milestones | Due (to be inserted after when IC issued) | 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. | 7/12/2020 | 10% | PM/ARR |
| Payment upon submission and acceptance of monthly progress report documenting progress on the Key Tasks and Deliverables from past month | 8/01/2021 | 10% | PM/ARR |
| Payment upon submission and acceptance of progress report documenting progress on the | 28/01/2021 | 20% | PM/ARR |

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| Key Tasks and Deliverables from December 2020 and January 2021. | | | |
| 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 |
| | | 100% | |

Resources Provided

DfCDR and UNDP will provide a workstation for the consultant in the National GBV Secretariat Office and/or UNDP PNG Country Office and other necessary support. The Coordinator of the Interim GBV Secretariat will also provide support.

Education and experience

- A degree or equivalent in gender studies, development studies, social science, or related field.
- Minimum 5 years' experience in advocating for gender equality, EVAWG and Human Rights in the Highlands Region of Papua New Guinea.
- At least 5 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 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 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. Working knowledge of Tok Pisin is highly desirable.
- Experience in 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 |
|---|--------|------------|
| Qualification | | 8% |
| <ul style="list-style-type: none"> • A degree or equivalent in gender studies, development studies, social science, or related field. | 8 | |
| Experience | | 50% |
| <ul style="list-style-type: none"> • At least 5 years of hands-on experience on knowledge of systems for gender mainstreaming and capacity development in institutions as well as interagency collaboration. | 10 | |
| <ul style="list-style-type: none"> • Experience on: <ul style="list-style-type: none"> - Working on gender issues gender-based violence and the ability to apply to strategic and/or practical situations - maintaining and strengthening partnerships with others inside or outside the organization including donors and NGO partners who can provide information, assistance, and support. | 20 | |

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| <ul style="list-style-type: none"> • Experience and knowledge of setting up institutional or organisational structures and operations to support gender/GBV programming and coordination. | 20 | |
| Competencies | | 12% |
| <ul style="list-style-type: none"> • A good understanding and knowledge of gender/GBV issues in the Pacific region and Papua New Guinea will be an asset; • Sound knowledge of the UN's and especially UNDP's mandate and role in electoral assistance. • 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. • Excellent speaking and writing skills in English are necessary; • Experience in 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. | <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> | |
| Technical Criteria | | 70% |
| **If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money. | | |
| Financial Criteria – Lowest Price | | 30% |
| Total | | 100% |

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 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).**

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 with mandatory email subject: **Consultancy for Local Adviser to Support Establishment of Highlands Provincial GBV Secretariats IC/PNG/039-2020**, no later than **26th November, 2020**. For any clarification regarding this assignment please write to 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 &

Julie Bukikun

Designation:

Assistant Resident Representative (ARR), UNDP

Date: