

Terms of Reference (TORs)

The Establishment of Women's Economic Empowerment (WEE) Units in Northern Jordan municipalities and Developing Gender Sensitive Action Plans

(Individual National Contractor)

1. BACKGROUND

UNDP partners with people at all levels of society to help build nations that can withstand crisis, drive and sustain inclusive economic growth to improve the quality of life for everyone. On the ground, in 177 countries and territories, UNDP converts global perspective and local insight towards helping to empower lives and build resilient nations.

Inclusive economic growth continues to be an important thematic area for Jordan's Country Programme that aims at addressing vulnerabilities at individual, community, local authority and national institutional levels by supporting initiatives that foster an inclusive enabling environment for livelihoods and job creation for all, especially among vulnerable Jordanian and Syrian refugees youth and women in crisis-affected areas.

The further evolving impact of COVID-19 crisis in Jordan has deepened a sense of urgency to tackle the root causes of socio-economic fragility by promoting resilience through systems strengthening, enabling self-reliance among refugees and vulnerable Jordanians and signifies the importance of 'resilience' as core to programming.

The programme seeks to provide resilience-based development solutions for local economic recovery, including green economy opportunities and enabling equitable access to financial service solutions to ensure no one is left behind. The core of its programme strategy embraces a mid- to long-term approach to self-reliance for all including refugees.

This assignment specifically related to the **UNDP's project "Enhancing Women Participation in the Solid Waste Management Sector in Jordan"** which aims to improving the socio-economic empowerment, well-being and stability of rural women in Northern Jordan, especially in the Solid Waste Management (SWM) sector.

2. CONTEXT AND SITUATION

Women in rural Jordan face multiple challenges such as high unemployment rates and low labor force participation – factors attributed to underlying social norms, gendered roles, power relation, and the lack of income-generating opportunities that meet women's skills and needs exacerbated by the economic and the social pressures stemming from hosting 659,673 Syrian refugees in country and economic stagnation due to regional instability, fiscal pressures and economic impact of COVID-19 pandemic lockdown measures.

"Enhancing Women Participation in the Solid Waste Management Sector in Jordan" project will tackle economic gender gaps and address inequalities in decision-making at the household level as well as the local governance policy level. The project targets women in four municipalities in Irbid Governorate: three municipalities of Northern Shouneh district (Moa'th Bin Jabal, Tabqet Fahel & Sharhabeel Bin Hassnah) and Dair Abi Said municipality of Kourah district. The number of households

in the Northern Shouneh is 24,659, with an average family size of 5.8 person, which is higher in comparison to the national family size average of 5.5⁽¹⁾. Social indicators show that female-headed households constitutes 12.2% of the total number of households in Northern Shouneh.

In Jordan, women's economic participation and political empowerment remain a challenge. As evident in demographic trends throughout Jordan, women are lagging behind men in terms of formal economic participation due to well identified obstacles that includes social norms, legal framework, care responsibilities and transport ⁽²⁾. The gender gap is reportedly wider for Jordan's most vulnerable women. For those with only a primary education, the statistic can be up to six men working for every one employed woman, at the same level of capacity⁽³⁾. In 2020, the Global Gender Gap Index Report of the World Economic Forum (WEF) placed Jordan at 138th out of 153 countries ⁽⁴⁾. In Irbid governorate in particular, (geographic target of this project), unemployment rate in 2019 was recorder as 18.4% in general; with women's unemployment rate reaching 24.4% compared to 16.7% among men⁽⁵⁾. As for women's economic participation in Irbid Governorate, the proportion was 15.6% which is near the national rate that ranged between 14% and 16% over the past years⁽⁵⁾.

Globally, the average rate for women's total entrepreneurial activity (TEA) is 10.2% ⁽⁶⁾. In Jordan specifically, women's entrepreneurship represented a small share of total early-stage entrepreneurial activities of only (3.3%)⁽⁷⁾. The low rate of women's TEA in Jordan needs to be addressed in relation to skills and self-efficacy of women intending to begin a new business ⁽⁷⁾.

The **"Enhancing Women Participation in the Solid Waste Management Sector in Jordan"** project will contribute to improving women's quality of life in North of Jordan through enhancing their livelihoods, participation in public life, and their well-being. The entry point of this project is women economic empowerment and equality as means to addressing barriers that are hindering women from active participation in their communities as workers, entrepreneurs and change makers, with an understanding that real women's economic empowerment exists when women and girls are given similar opportunities to men and boys in terms of knowledge, economic opportunities, gender-sensitive policies, decision-making power, as well as access to and control over assets and resources.

The design of the project is built around three tracks:

- 1) Enhancing and strengthening the role of CSOs to enable such organizations to work effectively and efficiently with women within the targeted communities to become a vehicle for women and women's voices in decision-making processes.
- 2) Provision of financial support to the CSOs and Cooperatives to start working on increasing participation of women in the local economy, particularly in the solid waste sector, through designing and managing business groups' projects.
- 3) Working with national and local government to enhance gender informed and responsive policy making in SWM at local and national levels.

The Project aims at providing entrepreneurial opportunities for 600 women through 12 business groups projects in the SWM sector, and to further capacitate the 60 women from an already existing project of community-based sorting/recycling facility at Northern Shouneh (Ruwad Al Aghwar Al Shamalyeh Cooperative).

¹ Socioeconomic profile for Northern Shouneh, Ministry of Planning and International Cooperation poverty pocket.

² Jordan- Improving Women Economic Opportunities: Select Entry Points for Policy Dialogue and Operational Interventions, World Bank (2019).

³ UNDP and UNICEF (2015).

⁴ "The Global Gender Gap Report", World Economic Forum (2020).

⁵ Employment and Unemployment survey, Department of Statistics (2019).

⁶ Women's Entrepreneurship Report 2018 / 2019, Global Entrepreneurship Monitor (2019).

⁷ Global Entrepreneurship Monitor Jordan National Report 2016/2017, Center of Strategic Studies, University of Jordan and Jordan Enterprise Development Corporation (2017).

The project will target women in the communities and within the CSOs for other support. Moreover, men will be targeted to become advocates for women empowerment and human rights.

As part of the embedded COVID-19 response component of this project, this consultancy is to establish Women's Economic Empowerment (WEE) Units. Following the AWEF pilot*, the WEE Units are to be established as an integral part of the Local Development Units (LDU) to enable systematic, sustainable, and locally driven business support and women-focused services. Consequently, improved access to services and information has the potential to empower women by providing them with the needed information and services enabling informed choices and decisions whilst enhancing their economic participation. In addition, this consultancy will target an already existing WEE Unit in Moa'th Bin Jabal municipality in Northern Shouneh district to identify the required areas of development and further capacitate its staff.

The UNDP will work to strengthen the capacity (knowledge and skills) of local level government staff (men and women) at the targeted municipalities to facilitate the integration of women's economic empowerment into their strategy and action plan.

UNDP will also benefit from the support provided by the WEE Units to contribute to implementing immediate activities under the project.

3. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

Key Objectives of the consultancy:

- Undertaking a capacity assessment on gender mainstreaming in the four targeted municipalities aiming at evaluating human and institutional abilities, as well as a needs assessment identifying existing gaps to mainstream gender in the municipalities. The capacity assessment to be conducted in active participation of the targeted municipalities to guarantee ownership;
- Review and assess processes and procedures followed to establishing previous municipal Women's Economic Empowerment (WEE) Units under the AWEF pilot project; detail lessons learned and best practices with a focus on impact on WEE in the area;
- Develop a capacity development action plan on gender mainstreaming based on the outcome of the capacity assessment, to build the capacities of the municipalities and their staff to support gender mainstreaming and women's economic empowerment at the local level;
- Advise on step-by-step roadmap and timeline (processes, procedures, approvals) required for establishing the Women's Economic Empowerment (WEE) Units within the targeted municipalities;
- Coordinate with the Jordanian National Commission for Women (JNCW) on their engagement with the WEE Units as well as directly with existing WEE Units on lessons learnt, recommendations, required support, means of activation, and other gender mainstreaming requirements;
- Explore with the Ministry of Local Administration's (MoLA) potential support to the WEE Units, and its expectations on roles and responsibilities of the WEE Units in the future;
- Develop a ToR for the WEE Units, job descriptions for required staff as well as an annual action plan for mainstreaming women's economic empowerment; in collaboration with and based on input from the targeted municipalities as well as MoLA

- The WEE Units annual action plans to include supporting the “Enhancing Women Participation in the Solid Waste Management Sector in Jordan” project’s effort in mainstreaming women’s economic empowerment.

4. SCOPE OF WORK

Duration:

The duration of this assignment is estimated to be **51 working days** from signing the contract over the duration of 71 calendar days, between November 2020 and February 2021.

Areas: four municipalities in Irbid Governorate as follows: three municipalities in the Northern Shouneh district (Moa’th Bin Jabal, Tabqet Fahel & Sharhabeel Bin Hassnah) and Dair Abi Said municipality in Kourah district.

Key deliverables:

- An **inception report** of **i)** literature and desk review regarding existing WEE Units in different municipalities over the country, **ii)** an action plan with a short paper outlining the methodology/ies and tools to be used under this consultancy with a clear timeline, for approval from the UNDP.
- A **progress report** that shows the initial results of the capacity assessment on gender mainstreaming in the four targeted municipalities, as well as process and procedures followed to establishing previous municipal Women’s Economic Empowerment (WEE) Units.
- A **comprehensive report** with results and recommendation, including Annexes:

A detailed report that includes: **i)** the results of the capacity assessment on gender mainstreaming in the four targeted municipalities aiming at evaluating human and institutional abilities, as well as identifying existing gaps to mainstream gender in the municipalities **ii)** processes and procedures followed to establishing previous municipal Women’s Economic Empowerment (WEE) Units, detailing lessons learned and best practices with a focus on impact on WEE in the area **iii)** a capacity development action plan on gender mainstreaming based on the outcome of the capacity assessment, to build the capacities of the municipalities and their staff to support gender mainstreaming and women’s economic empowerment at the local level, to target a capacity building plan for WEE Units staff members **iv)** step-by-step roadmap and timeline (processes, procedures, approvals) required for establishing the Women’s Economic Empowerment (WEE) Units within the targeted municipalities **v)** efforts made to coordinate with the Jordanian National Commission for Women (JNCW) on their engagement with the WEE Units, lessons learnt, recommendations, required support, means of activation, and other gender mainstreaming requirements **vi)** detailing the Ministry of Local Administration’s (MoLA) potential support to the WEE Units, and its expectations on roles and responsibilities of the WEE Units in the future **vii)** ToR for the WEE Units, job descriptions for required staff as well as an annual action plan for mainstreaming women’s economic empowerment, in collaboration with and based on input from the targeted municipalities as well as MoLA **viii)** annual action plans for WEE Units to include supporting the “Enhancing Women Participation in the Solid Waste Management Sector in Jordan” project’s effort in mainstreaming women’s economic empowerment **IX)** Conclusion to include clustered challenges to establish the WEE Units with recommendations.

- Annexes on the data collection used tools (KII guide, etc....) must be included.
- Annexes for the minutes and list of interviewed key informants must be included.
- Final action plan for each Municipality should be discussed with and pre-approved by officials of the Municipality, UNDP as well as MoLA. It should be only in Arabic language

a) Methodology

The selected individual Consultant is expected to achieve the objectives within the mentioned time frame by working closely with the project team of UNDP. To meet the objectives of this assignment, the selected service provider has to apply the following:

- Desk review for the relevant secondary data sources.
- Develop methodology with the aim of achieving all key deliverables and develop clear tools for information and data collection, such as (interviewer administrated questionnaires, FGD guide, and KII guide, CAT, ICAT templates, etc...)
- The methodology shall include the KII interview guide for further approval from the UNDP. Key Informant Interviews (KII) to be conducted with, but not limited to:

15 – 18 Key Informant Interviews (KIIs) with mayors of the four municipalities (4 KIIs), head and employees of the WEE Unit in Moa'th Bin Jabal municipality (2 KII) , heads of LDUs of Moa'th Bin Jabal, Tabqet Fahel , Sharhabeel Bin Hassnah and Dair Abi Said municipalities (4 KIIs), key staff members at the Ministry of Local Administration (MoLA) (3-4 KIIs), key staff members in the Jordanian National Commission for Women (2 KII), 3 members of existing WEEs in other municipalities i.e. in Jerash, Ajloun, Madaba (3 KII) with mayors of these three selected municipalities of existing WEE units (3 KII)

The KIIs with the mayors of the municipalities and the LDUs where the WEE Units have not been established yet will highlight the organizational structure of the municipalities, the duties for the units/divisions in the designated municipalities as well as the requirements, endorsement and procedures for creating and establishing a new unit in the municipalities as the Women Economic Empowerment (WEE) Unit. In addition, it will assess the feasibility of establishing WEE Units in terms of available resources such as budget, capacity of existing staff, possibility to provide trainings for existing staff to be within the required qualifications, possibility to hire new staff, or re-allocate staff to other municipalities, office space, etc.

- The human and institutional capacity assessments (interpersonal and institutional skills/ capacities) in the four targeted municipalities must be carried using appropriate tools shall be presented to the UNDP for approval.
- Undergoing data analysis with results presented in table and infographic forms for all the indicators.

5. DELIVERABLES AND TIMELINESS

	Deliverable	Expected date
1.	Inception report with desk review, detailed implementation plan, timeline, milestones, and methodology.	5 calendar days after signing the contract
2.	Progress report with the initial analysis and results.	27 days after signing the contract
3.	A comprehensive report with results and recommendation, including Annexes.	49 days after signing the contract

6. MINIMUM QUALIFICATIONS AND EXPERIENCE

1) Education

A Bachelor's or master's degree in gender and/or women studies, International development studies, human rights, social science.

2) Experience

- A minimum of 10 years of professional technical experience in institutional capacity development, gender equality and gender mainstreaming.
- A minimum of 6 years of experience in Monitoring and Evaluation of programmes, preferably in governance, women's economic empowerment and gender mainstreaming.
- Previous experience in establishing gender and/or women empowerment units and divisions in Public and/or private institutions.
- Good experience in socio-cultural, geopolitical and economic country context, as well as gender equality and mainstreaming principles is a strong asset.

3) Language requirements:

All deliverables should be in English while the action plans should be only in Arabic.

4) Application:

All bidders submitting offers shall include technical and financial offer, along with CV. The submission without these documents will be not be considered.

7. SCHEDULE OF PAYMENTS

Payments will be effective to the successful bidder upon successful completion of corresponding milestones and for the following amounts:

40%	Upon submission of the first delivery
40%	Upon submission of the second delivery
20%	Upon submission of the third delivery

8. EVALUATION

Individual Consultants will be evaluated based on the following methodologies:

1. Cumulative analysis

When using this weighted scoring method, the award of the contract should 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 weight; [To be determined]

* Financial Criteria weight; [To be determined]

Only candidates obtaining a minimum of 50 out of 70 in the technical evaluation would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>	70%	70
• Experience in similar tasks		30
• Technical approach and methodology demonstrating understanding of the job to be done.		20
• Experience in the area of sustainable development and gender/ women's economic empowerment.		20
<u>Financial</u>	30%	30

Incumbent (if applicable)	
Name	Signature Date
Supervisor	
Name: Ghadir Al-Majali	Signature  Date 23-Nov-2020
Chief Division/Section	
Name: Sara Ferrer Olivella	Signature  Date 24-Nov-2020