

Terms of Reference

Project title:	«Comprehensive Programme in the field of "Gender Equality Women Empowerment (GEWE)" and "Ending Violence against Women (EVAW)" in Kazakhstan»
Position:	National expert in the field of gender equality and the empowerment of women
Organization:	UNDP
Contract type:	Individual Contract (IC)
Supervisor:	Head of Governance Unit
Duration:	April – December 2021 (189 working days)
Duty Station:	Nur-Sultan, National Commission for Women and Family Affairs and Demographic Policy under the President of Kazakhstan

BACKGROUND INFORMATION:

The United Nations Development Program (UNDP) is a global network of the United Nations that provides gratuitous and non-politicized development assistance to its member states. UNDP has been working in Kazakhstan since the country's independence and operates in the areas of sustainable development, democracy and peacebuilding, climate and resilience to natural disasters. UNDP also promotes the effective mobilization and use of development assistance. UNDP emphasizes gender equality and human rights in all of its activities.

United Nations country structures in Kazakhstan: UNDP, UN-Women, UNFPA, and UNICEF, within the framework of the Comprehensive Program on Gender Equality and the Empowerment of Women and the Elimination of Violence against Women in Kazakhstan, support the Government of Kazakhstan in implementing international commitments, and in particular the recommendations of the Committee on the Elimination of All Forms of Discrimination against Women (CEDAW) and the Human Rights Committee (HRC), the achievement of the Sustainable Development Goals (SDGs) and the commitments under the Beijing Declaration and Platform for Action (BPA), based on the adopted national strategies and action plan for family and gender policy.

Key areas for support include the harmonization of national legislation in line with international standards, strengthening national capacity to adopt and implement adequate policies to eliminate violence against women, promoting gender budgeting and planning, developing dialogue with civil society and promoting rights of vulnerable women in line with the 2030 Agenda "leave no one behind". Kazakhstan continues to actively interact with UN human rights mechanisms and contributes to UN efforts to promote gender equality and women's rights, to eradicate violence in the country, and within the framework of the developed three-year program.

The program provides for the development of recommendations to improve the effectiveness of the implementation of family and gender policies, increase the influence of the National Commission on Women and Family and Demographic Policy under the President of the Republic of Kazakhstan to promote gender initiatives, monitor their

implementation, interdepartmental coordination of the implementation of family and gender policies, strengthen accountability in the field gender equality and the empowerment of women to improve coherence and gender mainstreaming.

SCOPE OF SERVICES:

The main tasks of the expert: (a) provision of technical assistance and expert and analytical support to the work of the Secretariat of the National Commission for Women Affairs and Family and Demographic Policy under the President of the Republic of Kazakhstan; (b) providing technical support in the implementation of the provisions of the UN Convention on the Elimination of All Forms of Discrimination against Women, the implementation of the Beijing Declaration and Platform for Action, and the recommendations of the UN Committee on the Elimination of Discrimination against Women; (c) assistance in the implementation of the gender strategy "UNDP Kazakhstan 2019-2020", in particular, support of national and non-governmental organizations in promoting gender equality; (d) analysis of institutional, legal and practical mechanisms for protecting the rights of women, especially socially vulnerable, as well as data related to existing or emerging obstacles to the exercise and realization by women of their rights in civil, economic, social, cultural or any other area on an equal basis with men, developing recommendations for overcoming these obstacles; (e) Providing expert and analytical support for the work of the Secretariat of the National Commission for Women Affairs and Family and Demographic Policy under the President of the Republic of Kazakhstan.

Expected Deliverables:

№	Deliverables/ Outputs	Time frames	Percentage of Payment
1	<p>Providing technical assistance in ensuring the representation of women at the decision-making level, on the implementation of Recommendation 22b) "Temporary special measures" of the UN Committee on the Elimination of Discrimination against Women, given to Kazakhstan following the consideration of the 5th periodic report of the Republic of Kazakhstan on the implementation of the UN Convention on the Elimination of All forms of discrimination against women.</p> <p>Assistance in the development of a draft normative legal act on the introduction of temporary special measures (Article 4 of the UN Convention on the Elimination of All Forms of Discrimination against Women), "gender quotas" in leadership positions in the civil service, aimed at accelerating the establishment of de facto equality between men and women.</p>	30 April 2021	1 st tranche, 10%

2	Developing recommendations in the field of protecting and empowering women with a focus on the implementation of the provisions of the Beijing Declaration and Platform for Action, providing technical assistance in analyzing and preparing a draft information on their implementation.	31 May 2021	2 nd tranche, 10%
3	Analysis of international practice of prosecution for crimes committed in the domestic sphere and sexual harassment at work. Elaboration of recommendations on the inclusion in draft laws of norms criminalizing unlawful acts in the domestic sphere, implementation of Recommendation: 26 a) (<i>"Revise the current legislation in order to distinguish domestic violence as a separate criminal offense, ensure automatic prosecution for it and provide for appropriate punishment for it, commensurate with the gravity of the act committed"</i>), 26 c) (<i>"Revise the draft law on combating domestic violence "in order to ensure its compliance with the Convention in order to effectively prevent and suppress all forms of gender-based violence against women and ensure the protection of victims"</i>).	30 June 2021	3 rd tranche, 10%
4	Development of recommendations for improving the social security of women with children, increasing their level of well-being, and encouraging motherhood. Providing expert and analytical support for the work of the Secretariat of the National Commission for Women Affairs and Family and Demographic Policy under the President of the Republic of Kazakhstan.	31 July 2021	4 th tranche, 10%
5	Analysis of institutional and practical mechanisms for the protection of women's rights in the Republic of Kazakhstan. Development of recommendations for strengthening interdepartmental interaction, the competence of independent institutions for the protection of women's rights.	31 August 2021	5 th tranche, 10%
6	Making recommendations on the implementation of recommendation 38 (d) of the UN Committee on the Elimination of Discrimination against Women (<i>"Abolish the list of professions prohibited for women</i>	30 September 2021	6 th tranche, 10%

	<i>and facilitate women's access to such professions; ensure that any restrictions are applied individually and do not apply to all women"), incl. with the participation of national human rights institutions.</i>		
7	Development of recommendations on the draft information on the implementation of Recommendations 26 b), 26 c), 26 i) and 38 d) of the UN Committee on the Elimination of Discrimination against Women.	31 October 2021	7 th tranche, 10%
8	Development of recommendations for strengthening the legal mechanism for protecting the rights of socially vulnerable, disadvantaged women (Recommendations 48 b), 48 c)), implementation of the remaining concluding observations of the UN Committee on the Elimination of Discrimination against Women.	30 November 2021	8 th tranche, 10%
9	Preparation and submission of the final report.	25 December 2021	9 th tranche, 20%

INSTITUTIONAL ARRANGEMENTS:

The expert will work in close cooperation with the Secretariat of the National Commission and UNDP and under the direct supervision of the UNDP Head of Governance Unit.

Expert's responsibility:

- Ensures timely and quality execution of the Terms of Reference;
- Ensures timely and rational planning, implementation of activities and achievement of results in accordance with the Terms of Reference;
- Responsible for the quality of the prepared materials within the scope of Terms of Reference;
- Ensures the unconditional carrying out of requirements of the Terms of Reference and terms of the individual contract and the general conditions of contract for the services of individual contractors.

DURATION OF THE WORK:

The Individual Contract (IC) is awarded for a period of April – December 2021 (9 months) to perform all expected deliverables indicated in Terms of Reference by the contractor. The expert should start providing the services from the moment of signing the contract; the expert should submit the results by the specified deadlines and complete his services no later than the end date of the contract.

DUTY STATION:

Nur-Sultan, National Commission for Women and Family Affairs and Demographic Policy under the President of Kazakhstan. The duration of the work is 20-21 working days per month.

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS:

The financial proposal in KZT shall specify a total lump sum amount. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. The financial proposal will include a breakdown of this lump sum amount and must include the cost of the daily rate, the number of working days required to complete the work and any other costs associated with the performance of this assignment.

Payment will be made in instalments after the submission of the required reports by each deliverable, upon certification of satisfactory performance by the UNDP Head of Governance Unit and National commission.

REQUIRED SKILLS AND EXPERIENCE:

- Diploma of higher degree in law or public administration;
- Experience in working with international documents in the field of human rights protection, gender equality;
- Experience in working with international organizations / projects on gender issues;
- At least 15 years of work in public sector, of which at least 5 years of work in international cooperation units or work with the civil sector;
- At least 8 years of experience in legal analysis and implementation of international human rights obligations;
- Experience in working with non-governmental organizations of the Republic of Kazakhstan;
- Ability to conduct gender analysis and analysis in the field of human rights protection;
- Knowledge of Kazakh and Russian languages.

REQUIRED SKILLS:

- Skills of analysis and generalization of the obtained material;
- Good organizational and professional skills;
- Ability to build professional relationships with heads of government agencies, NGOs and other stakeholders of the project, demonstrating diplomacy and tact;
- Ability to reach consensus and have a positive attitude to criticism;
- Ability to work effectively in a team and in a multicultural environment, taking into account gender aspects;
- Stress tolerance;
- Ability to work effectively under tight deadlines.

RECOMMENDED PRESENTATION OF OFFER:

The following documents in PDF to be attached to the Offer:

- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP; Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs (professional fee and number of working days), as per template provided.
- Personal detailed CV, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate;
- Brief essay explaining why prospective candidate considers him/herself as the most suitable for the assignment;
- Other documents certifying the work experience, expertise, education and skills (qualification improvement certificates\diplomas, awards, etc.).

CRITERIA FOR SELECTION OF THE BEST OFFER:

Individual consultants will be evaluated based on the following methodologies Cumulative analysis or Combined Scoring Method. The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- I. Responsive/compliant/acceptable, and
- II. Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
 - a. Technical Criteria weight; [70%]
 - b. Financial Criteria weight; [30%]

APPROVED BY:

Konstantin Sokulskiy

Konstantin Sokulskiy
Head of Governance Unit

Date: 31-Mar-2021