

TERMS OF REFERENCE

1. Background

The UN Women supports UN member states in implementing international standards for achieving gender equality, and cooperates with governments and civil society in the development of laws, policies, programs and services necessary to effectively implement these standards. The organization's activities are also aimed at implementing the global Development Agenda for the period up to 2030 - the Sustainable Development Goals (SDGs) for the benefit of women and girls, as well as promoting their equal participation in all aspects of life.

In 2017, the European Union began to plan a comprehensive support for public sector reform in Afghanistan. The same year, UN Women prepared a concept note for the EU on promoting women's economic empowerment of Afghan women through education in Central Asia. As a result, a project aimed at increasing the participation of women in economic and public life through education and empowerment was approved by the EU with a budget of 2 million euros for 5 years.

This project aims to support the economic empowerment of Afghan women through education and training in Kazakhstan and Uzbekistan. The project provides particular support for the participation of women in the educational sector, mainly targeting gaps in the labor sector of the Republic of Afghanistan in areas such as agriculture, mining and applied statistics, where 10 female undergraduate, 10 master and 30 graduates will graduate from Kazakhstani and Uzbekistani educational institutions and who will be successfully employed upon return, contributing to the development of the Afghan economy.

The project is being implemented in cooperation with the EU, UNDP and UN Women Kazakhstan. Given the expertise in women economic empowerment, UN Women has been tasked to organize extra-curriculum activities for Afghan women-students in the form of winter/summer school trainings to enhance educational potential of Afghan women, raise their awareness about gender equality, women's rights and leadership and provide them with practical tools, that will help them in their future professional and personal development.

In January and February 2021, the first winter schools were conducted in Almaty, Kazakhstan, and Tashkent, Uzbekistan, which were dedicated to the themes of gender equality, women's economic empowerment, women leadership and the role of woman in peacebuilding.

Based on the preferences and suggestions of the Afghan women-students, the next summer school, which will take place in May-June 2021, is planned to enhance their knowledge in business processes (based on examples of agriculture and mining), running NGOs in the area of gender equality and women's empowerment and starting own business, and contribute to the development of professional and personal skills to be competitive in the job market. It is expected that summer school training will increase the educational level and ensure the capacity building of the Afghan women with practical knowledge in business processes, starting own business, developing leadership skills and personal growth, and their role in the social and economic life of the country.

2. Goals and objectives

The objective of this work is the development and improvement of the educational potential and capacity building of Afghan women in leadership skills, starting own business, and personal development. The

knowledge gained will help Afghan women in planning their start-ups and other income generating activities, as well as enhance employment opportunities.

The expected outcome of the project is capacity-building of Afghan women in planning future career or starting own business, developing leader skills and professional potential for finding decent employment opportunities.

3. Tasks and responsibilities

No.	Description / Specifications	Service delivery dates
1.	Concept and Plan	May 03, 2021
1.1.	Develop a concept and work plan for the project in accordance with the requirements of the Terms of Reference (ToR) with inclusion of COVID-19 infection prevention and control measures. The Concept and work plan shall be agreed upon and approved by UN Women.	
2	Development of training modules	May 10, 2021
2.1	<p>Develop training modules for summer school training, including the following possible topics <u>in English</u>:</p> <p>I. Knowledge skills block:</p> <p>a) Enhancing knowledge in business processes in Economic sectors (Agriculture and Mining) and social area:</p> <ul style="list-style-type: none"> – Overview of current situation and gender aspects in Agriculture and Mining sectors in Afghanistan and/or Kazakhstan – Business plans development with gender aspects in economic sectors (agriculture and mining sector) – Research methodology and research conduction using gender approaches – Development of social projects in rural area and promotion with a focus on economic empowerment of women from vulnerable groups – ICT and Start up business <p>b) Start up business:</p> <ul style="list-style-type: none"> – Generation of business ideas in the area of gender equality and the empowerment of women – Sources of funding: crowdfunding, angel investments, business incubators, government grants and subsidies, bank loans and other sources. – Types of business (individual entrepreneur, LLP, etc) – Development of business plan with consideration of gender aspects – Marketing and selling – Finance Management <p>c) NGO management in the area of gender equality and women's empowerment</p> <ul style="list-style-type: none"> – Understanding the basics of NGO in the area of GEWE – Starting own NGO for GEWE promotion 	

	<ul style="list-style-type: none"> – Practical tools for the effective management of NGO in the area of GEWE – Fundraising for GEWE projects – Financial management – Marketing strategies for GEWE projects promotion – Best practices and successful examples of NGOs promoting GEWE. <p>II. Capacity building block:</p> <ul style="list-style-type: none"> – Self-confidence development – Public speech skills – Improving negotiating skills – Goal Setting and achieving – Key leadership skills and Self Development – Emotional intelligence 	
2.2.	<p>Trainings should include theoretical and practical exercises using interactive assignments for students, such as preparing research projects/ business cases / issuing media or video materials / role plays / presentations to consolidate material and maximize participation of every student.</p> <p>The school should also include team building activities such as active games, energizer activities, short cultural programmes to liven up the participants between sessions.</p>	
2.3.	<p>Include sessions with invitation of special guests with success stories, for example, women from agriculture and mining businesses.</p> <p>Training modules shall be provisionally agreed and approved by UN Women.</p>	
3	Organization and conduction of the summer school training	May 17 – June 25, 2021
3.1.	<p>Organize and conduct 2 summer schools in English, each school with duration of 5 days (excluding the days for arrival and departure) with the same programme based on the developed modules:</p> <ul style="list-style-type: none"> – 1 school for 10 Afghan women in Andijan, Uzbekistan (May 2021*); – 1 school for 40 Afghan women students in Almaty, Kazakhstan (June 2021*). <p><i>(*If the situation worsens in connection with COVID-19, and in the absence of the required number of participants, the dates of the school can be postponed to an earlier/later date in agreement with UN Women).</i></p>	
3.2.	<p>School organization should include:</p> <ul style="list-style-type: none"> • choice of venue for the school (for example, sanatorium/hotel or University's own premises); • accommodation for students during the school (5 days/4 nights) (it is possible to use University's own premises such as University dormitory); • meals (breakfast, lunch and dinner), including coffee breaks. Menu should take into account preferences and any restrictions in food among the students; 	

	<ul style="list-style-type: none"> • conference room rent with necessary facilities (it is possible to use University's own conference room); • travel costs, DSA and further expenses for provider's team members and trainers; • preparation and printing of educational materials and presentations (in English), stationery, badges, water, etc. • preparation of banner of the summer school. Design shall be approved by UN Women; • development of agenda and detailed logistic note for the participants; • transportation of students to the venue of the school and back to the place of living; • hiring translators (English) if necessary; • preparation of graduation certificates. Design should be approved by UN Women; • provision of personal protective equipment (COVID-19) and disinfection; • professional video and photo shooting of the classes, including side interviews on student success stories and their feedback on courses; • other organizational and logistic activities; • To consider the possibility of conducting in the outdoor areas (for example, in the mountains) for team building exercises in the fresh air. 	
4	Conduction of surveys among the participants	May 17 – June 25, 2021
4.1.	<p>For each planned course, the Contractor must conduct pre- and post-evaluations of participants to analyze the needs of Afghan women and their feedback on each topic covered.</p> <p>According to the results of the summer school, the Contractor shall evaluate the material passed and the knowledge gained among students.</p> <p>Evaluation forms, among other things, should include the following indicators:</p> <ol style="list-style-type: none"> 1. Level of satisfaction with courses (assessment before and after training) 2. The number of female students participating or supporting the activities and initiatives of gender equality and women economic empowerment in their country. 3. The number of female students with job search prospects in their country, using the skills of career development, communication, personal and professional development. 4. The degree of improvement of students' knowledge and skills in gender equality, social and economic empowerment of women, career growth and continuous personal and professional development. 5. The degree to which students can apply new skills and knowledge in the future. 6. Proposals from students on training topics for 2022 7. Other relevant indicators. 	
5	Final report	July 30, 2021
5.1	<p>Provide UN Women with a final report on the work undertaken.</p> <p>The report should contain:</p> <ol style="list-style-type: none"> 1. Descriptive part about the work and each activities undertaken. 2. Analysis according to the forms of student assessment based on the 	

	<p>results of each training</p> <ol style="list-style-type: none"> 3. Number and topics of training seminars 4. Analysis of the above-mentioned indicators of assessment 5. Feedback from the participants on the summer school 6. Success stories of the students 7. Proposals from students on training topics for 2022 8. Training modules in electronic format (presentations, handouts, etc.) 9. Training materials in electronic format (video, photos, infographics, brochures, etc.) 10. Number of media materials (posts for social media, articles etc.) <p>The Contractor, if necessary, will have to finalize the final report in accordance with the comments and suggestions of UN Women.</p> <p>The final report shall be submitted in Russian and English.</p>	
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4. Deliverable schedule

Deliverable	Payment Amount	Timeframe
Deliverable 1 <ul style="list-style-type: none"> – Develop and submit a concept and work plan for the summer school project with inclusion of COVID-19 infection prevention and control measures; – Develop training modules for summer school, including the topics for the courses stated in the ToR. 	30%	May 10-May 20, 2021
Deliverable 2 <ul style="list-style-type: none"> – Conduct summer schools for 40 Afghan female students in Kazakhstan (Almaty) and 10 in Uzbekistan (Andijan) based on the developed modules. – Conduct a survey among participants before and after Summer School in order to analyze the needs of Afghan female students and their opinions on each topic covered. 	40%	June 25 – July 05, 2021
Deliverable 3 <ul style="list-style-type: none"> – Submit a final report summarizing the undertaken work for UN Women approval. <p>Finalize the final report in accordance with the comments and suggestions of UN Women.</p>	30%	July 30 - August 09, 2021

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