

TERMS OF REFERENCE (TOR)

Develop **content design** and a **knowledge management strategy** for a regional virtual knowledge platform and outreach materials on eliminating all forms of violence against women and girls, including sexual and gender-based violence (SGBV) and harmful practices, for ensuring participation and voice of less resourced CSO (LNOB), including rural grassroots organizations, younger less established organizations and youth and LGBTI organizations.

Location	Home-base
Expected duration of the assignment	June – August 2021
Language required:	English mandatory, Russian is an asset
Reporting	Spotlight Initiative Project Officer

I. Background

The Spotlight Initiative (SI) is a global, multi-year partnership between European Union and United Nations to eliminate all forms of violence against women and girls by 2030.

Funded by the European Union, the Initiative is responding to all forms of violence against women and girls, with a particular focus on domestic and family violence, sexual and gender-based violence (SGBV) and harmful practices, femicide, trafficking in human beings and sexual and economic (labour) exploitation.

Further information can be found at <https://www.spotlightinitiative.org>

The Spotlight Initiative regional programme for Central Asia and Afghanistan managed from Kazakhstan (Almaty) in cooperation with all participating countries will harness the collective expertise, experiences, challenges and energy of gender equality advocates from the five Central Asian countries, as well as Afghanistan.

The absence of regional intergovernmental and regional non-governmental bodies or organisations, including academia, is a challenge unique to Central Asia. The absence of such mechanisms in the region has resulted in limited opportunities for joint learning, innovation and knowledge generation on tackling the bottlenecks and advancing the gains in overcoming SGBV. There is a need for a safe and enabling environment for a broad range of rights holders and duty bearers to meet, discuss, brainstorm and develop positions and tools which are nationally relevant to end SGBV.

CSOs in the region lack a coherent vision and understanding of topics pertaining to Gender Equality and Women's Empowerment and the capacity to initiate, lead and monitor transformative change in the lives of women and girls. Also, CSOs tend to remain fragmented across the region due to limited resources and competition for international funds. There is a need to develop capacities and provide opportunities for women's rights organization, including rural organizations and those representing women groups facing multiple and intersecting forms of discrimination's, to connect and learn from experiences and inspire innovation and new ways of working. Capacities also need to be developed

to meaningfully engage in decision making processes and to be able to form strong feminist movements, connected with national and regional movements, to demand accountability decision-makers. In addition, there is a need for stronger sharing of CSO knowledge on lessons in SGBV programming, and exposure to promising global practices, which often is limited to larger NGOs or international NGOs.

To address the challenges mentioned above, SI invests in the development of a Central Asia Alliance on SGBV, comprised of both government and non-governmental stakeholders, including parliamentarians, ministries and government departments, judiciary and police, civil society organisations, activists, survivors, youth, men and religious leaders.

The Alliance will be a cross-border mechanism for sharing best practices and development of regionally specific models on legislative and policy response to SGBV, sharing experiences and enhancing Government/Civil Society dialogue within a safe and enabling environment.

To ensure everyone has access to all models, tools, transformational approaches, and international norms and standards guiding work on SGBV, including the CEDAW, the CRC and the Council of Europe (CoE)'s Convention on preventing and combating violence against women and domestic violence, **a virtual knowledge platform** will be established. It will also facilitate remote knowledge exchange, sharing of best practices, joint development of advocacy strategies and provide the space for CSOs to introduce and promote the scale up of innovations across countries.

To complete this assignment, it is planned to hire a consultancy company with experience in knowledge management, virtual platform development, research, resources mapping and outreach.

II. Purpose

It is expected that a consultancy company will develop content design and a knowledge management strategy for a regional virtual knowledge platform, as well as outreach materials on eliminating all forms of violence against women and girls, including sexual and gender-based violence (SGBV) and harmful practices, for ensuring participation and voice of less resourced CSO, including rural grassroots organizations, younger less established organizations and youth and LGBTI organizations, in the six countries - Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan and Afghanistan.

This would be carried out in close cooperation with partner organizations - a consultancy company is expected to conduct online consultations with SI Project Officers, Regional CSO Reference Group, other partners including less resourced CSOs, rural grassroots organizations, younger less established organizations and youth and LGBTI organizations.

Also, the consultancy company will select existing knowledge materials and capacity-development tools (in English language with the potential mapping of such tools and products in any of the 5 Central Asian languages, including in Russian) on eliminating all forms of violence against women and girls for online as well as for paper-based distribution (paper materials to be printed and delivered) to ensure participation and voice of less resourced CSO (LNOB), including rural grassroots organizations, younger less established organizations and youth and LGBTI organizations.

The main outcomes of this assignment are as follows:

1) to develop content design and a knowledge management strategy for a regional virtual knowledge platform. Please consider that the platform will serve as a regional mechanism for various stakeholders and audiences; it will have many functions - from resources depositories to learning opportunities, to networking and sharing ideas and innovations (e.g. online and live training and learning, upcoming funding opportunities, a library with existing materials disaggregated by topics, networking, news, updates, databases, a short intro video, etc.)

and 2) to select and distribute outreach materials among less resourced CSO, including rural grassroots organizations, younger less established organizations and youth and LGBTI organizations.

The consultancy company will be responsible for the following outputs:

- 1) Inception report / detailed workplan with timeframe for each step (work on the content design and development of the knowledge management strategy for a regional platform)
- 2) Mapping of existing knowledge materials and capacity-development tools (for instance, UN Women training centre online courses on gender equality and EVAWG), distribution of outreach materials, etc.; Recommendations for a selection of existing materials on eliminating all forms of violence against women and girls, including sexual and gender-based violence (SGBV) and harmful practices (a list of materials); ensure links with the existing global community of practices, online platforms on thematic areas;
- 3) Content design, including outline, user-friendly structure of a virtual knowledge multilingual platform (narrative description and graphics);
- 4) Knowledge management strategy for a regional virtual knowledge platform (outline vision, objectives, processes, roadmap for generating, collecting, analyzing, synthesizing, and sharing knowledge, measurement plan, etc) and presentation with visuals (graphs, charts and data tables), sources of information, suggested periodicity of content/information update, etc;
- 5) Publish and distribute a part of outreach materials in paper format among at least 5 organizations in each of 6 countries - less resourced CSOs, including rural grassroots organizations, younger less established organizations, and youth and LGBTI organizations. The materials in English should be translated into 6 languages (Russian, Kazakh, Kyrgyz, Uzbek, Tajik and Turkmen). The minimum amount of the materials to be printed out and distributed is 5 copies (150 pages) per CSO per country. The final amount, sites destination and list of outreach materials should be agreed with the partners and signed off by Project Officer.
- 6) Final report with relevant recommendations and supporting documents as attachments.

III. Indicative Timeline

It is expected that the selected organization will start the work in June 2021 and deliver all planned outputs **by end of August 2021**.

IV. Qualifications Requirements

Organization / company requirements:

- Be an officially registered international or national entity;
- Have at least 3 years of proven experience in the field of women's rights, gender equality, EVAW;
- Practical experience in knowledge management, including Learning management system (LMS), virtual knowledge platform development and/or management;
- Demonstrated experience in supporting CSOs capacity-building related to gender mainstreaming, GRB, EVAWG;
- Expertise of the expert team in the CSOs outreach, knowledge of CSOs in Central Asia;
- Established quality assurance and control procedures;
- Experience in working with international organizations.

Team leader qualified requirements:

- Availability of an academic degree of a master of economic / social sciences or higher;
- At least 3 years of managerial and leadership experience involving planning, coordinating and executing multiple tasks with the participation of various stakeholders;
- Demonstrated experience in knowledge management, LMS, virtual platform development and/or management; strategy development; running outreach campaigns;
- Language qualifications: fluency in English and / or Russian. Knowledge of Central Asian languages will be an advantage.

Senior Expert qualified requirements:

- Presence of a master's degree or higher;
- At least 3 years of experience in research in the field of women's rights, gender equality;
- Experience in various aspects of knowledge networking / sharing, previous experience in conducting similar work;
- Experience in developing knowledge management strategy; data analysis and presentation / visualization; analytical reports preparation;
- Experience in working with CSOs, their capacity development;
- Experience in working with international and/or donor organizations;
- Language qualifications: fluency in English and/or Russian. Knowledge of Central Asian languages will be an advantage.

Qualified requirements for a member of the team:

- Relevant higher education in the field of sociology, project management, monitoring and evaluation;
- At least 3 years proven experience in conducting outreach campaigns, development and distribution of outreach materials;
- Knowledge of CSOs in Central Asia is an advantage;
- Language qualifications: fluency in English and / or Russian. Knowledge of Central Asian languages will be an advantage.

V. Payment allocation:

	Deliverables	Percentage of Total Price	Delivery time period
1	<p>Deliverables 1-3:</p> <ul style="list-style-type: none"> - Detailed workplan with timeframe for each step; - Content design, including user-friendly outline, structure of a virtual knowledge multilingual platform (narrative description and graphics); - Knowledge management strategy for a regional virtual knowledge platform (outline vision, objectives, processes, roadmap for generating, collecting, analyzing, synthesizing, and sharing knowledge, measurement plan, etc) and presentation with visuals (graphs, charts and data tables); 	50%	Upon accepting by the SC Project Officer
3	<p>Deliverables 4-6:</p> <p>Mapping of existing knowledge materials and capacity-development tools (for instance, UN Women training centre online courses on gender equality and EVAWG), distribution of outreach materials, etc.</p> <ul style="list-style-type: none"> - Recommendations for a selection of existing materials on eliminating all forms of violence against women and girls, including sexual and gender-based violence (SGBV) and harmful practices (a list of materials); ensure links with the existing global community of practices, online platforms on thematic areas; 	50%	Upon accepting the final report by the SC Project Officer

	<ul style="list-style-type: none"> - Publish and distribute a part of outreach materials in paper format among at least 5 organizations in each of 6 countries - less resourced CSO, including rural grassroots organizations, younger less established organizations, and youth and LGBTI organizations. Translation of English materials into 6 languages (Russian, Kazakh, Kyrgyz, Uzbek, Tajik and Turkmen). The minimum is 5 copies (150 pages) per CSO per country. The amount, sites destination and list of outreach materials should be agreed with the partners and signed off by Project Officer; - Final report with relevant recommendations and supporting documents as attachments. 		
	Total	100%	

VI. Selection process:

Applications must meet minimum qualification requirements which have been reflected in technical evaluation form. The cumulative evaluation consists of evaluation of technical proposal (70%) and the financial proposal (30%).

Applications that will accumulate at least 490 points of the maximum 700 points during the technical evaluation process will be qualified for financial proposal*.

*Each bidder must submit financial proposal in accordance with template provided in solicitation documents.

The financial offers of the technically qualified bidders will be weighted in terms of selection points as per below formula:

$B = T + C_{low} / C \times 300$, where

T- is the universal technical score awarded to the evaluation of the proposal (only those proposals that pass 70% of the technical evaluation);

C is the financial offer of the bidder; and

C_{low} - is the lowest financial proposal among all evaluated bidders.

300 is the maximum financial point that can be obtained.

The successful bidder will be selected based on the highest aggregated score (technical and financial scoring).

EVALUATION CRITERIA

Preliminary Examination Criteria

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the Proposal	All documents and technical documentation requested in Instructions to Vendor have been provided and are complete
Vendor accepts UN Women General Conditions of Contract	Proposal Submission Form (Online Form)
Proposal Validity	Proposal Submission Form (Online Form)
Offers are signed by an authorized party, including Power of Attorney if stipulated	Proposal Submission Form (Online Form)
The offer is submitted as per the instructions to proposers	All documents and technical documentation requested in Instructions to Vendor have been provided and are complete
The pricing information is not included in the Technical Proposal	Technical Proposal

Minimum Eligibility and Qualification Criteria

Minimum eligibility and qualification criteria will be evaluated on a Pass/Fail basis.

If the Proposal is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria	Documents to establish compliance
Vendor is a legally registered entity	Proposer Information Form (Online Form)
Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Instructions to Vendors.	Proposal Submission Form (Online Form)
No conflicts of interest in accordance with Instructions to Vendors.	Proposal Submission Form (Online Form)
The Vendor has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Proposal Submission Form (Online Form)

Qualification Criteria	Documents to establish compliance
History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Eligibility and Qualification Form (Online Form)

Litigation History: No consistent history of court/arbitral award decisions against the vendor for the last 3 years.	Eligibility and Qualification Form (Online Form)
Previous Experience:	
Minimum 3 years of relevant experience.	Eligibility and Qualification Form (Online Form) / Technical Proposal
Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Eligibility and Qualification Form (Online Form)
Financial Standing:	
Liquidity: the ratio Average current assets / Current liabilities over the last 3 years must be equal or greater than 0.5. Vendor must include in their Proposal audited balance sheets cover the last two years	Copy of signed and stamped financial statements for the last three years (audited if available) / Eligibility and Qualification Form (Online Form)
Turnover: Vendors should have annual sales turnover of minimum KZT10mln for the last three years. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).	Copy of signed and stamped financial statements for the last three years (audited if available) / Eligibility and Qualification Form (Online Form)

Technical Evaluation Criteria


Section 1. Vendor's qualification, capacity and experience		Points
1.1	<p><u>Reputation of organization and staff credibility / reliability / industry standing</u></p> <p>Offeror shall provide a brief description of the organization, including the year and country of incorporation, and types of activities undertaken (provide copy of charter documents)</p> <p>Offeror shall provide confirmation of cooperation and involvement of international experts.</p>	20
1.2	<p><u>General Organizational Capability</u></p> <p>Offeror shall:</p> <p>a) Outline General Organizational Capability which is likely to affect implementation (i.e. management structure, financial stability and project financing capacity, size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).</p> <p>b) Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.</p>	50

	<p>c) Demonstrate organizational ability to conduct mixed methodological (quantitative and qualitative) research in the country.</p> <p>d) Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of roles, responsibilities, reporting lines and accountability.</p>	
1.3	<u>Relevance of specialized knowledge and experience on similar engagements done in the region / country</u>	150
1.3.1	At least 3 years of proven experience in the field of women's rights, gender equality;	50
1.3.2	Practical experience in knowledge management, including Learning management system (LMS), virtual knowledge platform development and/or management;	50
1.3.3	Demonstrated experience in supporting CSOs capacity-building related to gender mainstreaming;	20
1.3.4	Expertise of the expert team in the CSOs outreach, knowledge of CSOs in Central Asia	20
1.3.5	At least 3 years of experience in working with international organizations or government agencies	10
1.4	<p><u>Quality assurance procedures, risk and mitigation measures</u></p> <p>Offeror shall describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc.</p>	30
Total Points for Section 1		250
Section 2. Proposed methodology approach and implementation plan		Points
2.1	<p><u>Analysis Approach, Methodology</u></p> <p>Offeror shall:</p> <p>a) Provide in sufficient detail a description of the organization's approach and methodology for meeting or exceeding the requirements of the Terms of Reference;</p> <p>b) Explain the organization's understanding of UN Women's needs for the goods/services/works and how the different service elements shall be organized, controlled and delivered;</p>	100

	<p>c) Describe the available performance monitoring and evaluation mechanisms and tools and how they shall be adopted and used for a specific requirement;</p> <p>c) Identify any gaps/overlaps in UN Women’s coverage based on the information provided.</p> <p>d) Describe how your organization will adhere to UN Women’s procurement principles in acquiring services on behalf of UN Women. UN Women’s general procurement principles:</p> <ul style="list-style-type: none">i) Best Value for moneyii) Fairness, integrity and transparencyiii) Effective competitioniv) The best interests of UN Women	
2.2	<p><u>Management - timeline, deliverables and reporting</u></p> <p>Offeror shall provide a detailed description of how the management for the requested services will be implemented to achieve the requirements of the Terms of Reference. The activities in the implementation plan should be properly sequenced, logical and realistic</p>	60
2.3	<p><u>Environment-related approach to the service/work required</u></p> <p>Offeror shall:</p> <p>Provide a detailed description of the methodology for how the organization/company will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.</p>	40
Total Points for Section 2		200
3.0 Resource Plan, Key Personnel		Points obtainable
Qualification and competencies of proposed personnel		
3.1	<p><u>Composition of the team</u></p> <p>The offeror shall:</p> <ul style="list-style-type: none">a) Describe the availability of resources in terms of personnel and facilities required for the Terms of Reference.b) Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each.c) Provide an organigram illustrating the office location (city and country), reporting lines, together with a description of such organization of the team structure, should be submitted.d) For each of the key personnel provide the CV.	40
3.1.1	Team leader	80
3.1.1.1	At least 3 years of managerial and leadership experience involving planning, coordinating and executing multiple tasks with the participation of various stakeholders;	25
3.1.1.2	Availability of an academic degree of a master of economic / social sciences or higher;	20

3.1.1.3	Demonstrated experience in knowledge management, LMS, virtual platform development and/or management; strategy development; running outreach campaigns	25
3.1.1.4	Language qualifications: fluency in English and / or Russian. Knowledge of Central Asian languages will be an advantage.	10
3.1.2	Senior Expert	70
3.1.2.1	At least 3 years of experience in research in the field of women's rights, gender equality; At least 3 years of experience in research in the field of women's rights, gender equality;	20
3.1.2.2	Presence of a master's degree or higher;	10
3.1.2.3	Experience in various aspects of knowledge networking / sharing, previous experience in conducting similar work;	10
3.1.2.4	Experience in developing knowledge management strategy; data analysis and presentation / visualization; analytical reports preparation; ;	10
3.1.2.5	Experience in working with CSOs, their capacity development;	10
3.1.2.6	Experience in working with international and / or donor organizations;	5
3.1.2.7	Language qualifications: fluency in English and / or Russian. Knowledge of Central Asian languages will be an advantage.	5
3.1.3	Member of the team	50
3.1.3.1	Relevant higher education in the field of sociology, project management, monitoring and evaluation;	20
3.1.3.2	At least 3 years proven experience in conducting outreach campaigns, development and distribution of outreach materials;	20
3.1.3.3	Knowledge of CSOs in Central Asia is an advantage;	5
3.1.3.4	Language qualifications: fluency in English and / or Russian. Knowledge of Central Asian languages will be an advantage	5

3.2	<p>Gender Profile</p> <p>The offeror shall provide information on the gender profile of the organization:</p> <ul style="list-style-type: none"> - <i>Women-owned Business status – whether the entity is owned, controlled or managed by at least 51% women;</i> - <i>Proportion of women in managerial position;</i> - <i>Gender balance of the proposed project/team;</i> - <i>Policies in place that contribute to gender equality;</i> - <i>Details of any women-owned or women-led subcontractors that will be engaged in the project, including at different tiers of their supply chain;</i> - <i>Gender parity policy in place;</i> - <i>Commitment to the Women's Empowerment Principles (www.weeps.org/join) - if more than 10 employees;</i> - <i>Agreement to signing of the Voluntary Agreement to Promote Gender Equality and Women's Empowerment in case of contract award - if less than 10 employees;</i> <p><i>This criterion shall <u>not exceed 3%</u> of the total points (max. 20 of 700 points)]</i></p> <p>Good practices of gender-responsive companies can be found here: http://weprinciples.org/Site/CompaniesLeadingTheWay/</p>	10
Total Points for Section 3		250
TOTAL POINTS		700

Signatures – Post-Description Certification		
Supervisor Aitzhamal Mansurova, Project Officer Name / Title	 Signature	21.05.2021 Date
Operations Analyst Daniyar Akhmetov Name / Title	 Signature	27.05.2021 Date