



TERMS OF REFERENCE

Integration of Gender Responsive Financing Practices in the Mongolian Financial Sector



Location	Home Based
Application deadline	
Type of Contract	Individual Contractor
Post Level	International consultant
Languages required:	English
Duration of Initial Contract:	50 working days (June- December 2021)

BACKGROUND

The Sustainable Development Goals (SDGs) are the most ambitious collective development endeavour attempted, requiring the world to equally ensure social governance, economic inclusion, and environmental protection by 2030. There is a growing recognition of the need for more integrated approaches to financing, where public and private sources of finance contribute to sustainable development according to their specific characteristics. This is a central feature of the Addis Ababa Action Agenda (AAAA), which calls for the SDGs to be implemented through nationally owned sustainable development strategies, supported by integrated national financing frameworks. Integrated national financing frameworks bring together financing and related policies most relevant to addressing a country's financing challenges.

The UN Joint Programme “Rolling out an Integrated Approach to the SDG Financing in Mongolia” aims to contribute to the improved alignment of financial resources with the national development policies, formulation of an integrated financing strategy, and building capacity of key stakeholders for implementation of SDGs and their financing strategies. One of the goals of the financing strategy is to contribute to gender equality through financing decisions, and therefore, integration of gender-responsive financing practices at the financial sector will have an important role and contribution towards promoting gender equality in Mongolia.

The Law on Promotion of Gender Equality (LPGE) was passed in 2011 in Mongolia. The law promotes gender equality and sets out obligations for government and other key actors in the spheres of politics, employment and labour relations, civil services, education, health care and family relations. Under the LPGE all ministries have their own Gender Councils chaired by the Ministers. Although a gender strategy for organizations and agencies under the authority of the Minister of Finance (2016-2024) was approved, the strategy only applies to the Ministry of Finance, Customs and Taxation, and local finance and treasury units, limiting the application of the strategy to other parts of the financial sector including local financial institutions.

On the other hand, Mongolian local financial institutions have been actively pursuing the sustainable finance agenda through a voluntary national sustainable finance initiative that started in 2013, and currently under the leadership and guidance of the Mongolian Sustainable Finance Association (MSFA). While banks have made significant progress on the integration of environmental, social, and governance (ESG) standards into their lending activities, as well as the development of new green

finance products, they have limited capacity and understanding about gender finance and gender mainstreaming at the strategy and operational level. As a result, banks are sufficiently gender responsive in their approach to developing and marketing financial products, screening loan applications, and disclosing reports.

Given this situation, there is a strong need and opportunity to better mainstream gender equality into the financial sector by helping financial institutions in the design and adoption of gender strategies, products, and internal policies, and building the capacity of relevant financial institution staff. By supporting financial institutions and addressing key constraints related to gender responsiveness, Mongolia has an opportunity to build a more stable economy and financial system, and increase job creation through the financial system.

DUTIES AND RESPONSIBILITIES

OBJECTIVE

The objective of this assignment is to conduct a baseline study to understand the current status of gender mainstreaming in the banking and non-bank sectors, to develop guidelines, tools, and templates to help banks and non-banking financial institutions (NBFIs) develop gender policies, frameworks and tools, and to organize gender-mainstreaming trainings for financial institutions based on the developed tools and guidelines, building on the ongoing sustainable finance efforts in the Mongolian financial sector.

SCOPE OF WORK

The scope of this assignment is to provide technical support and guidance, in collaboration with the local consultant, on the planning and development of a financial sector specific gender mainstreaming framework. The specific activities are outlined below:

1. Conduct a baseline study of the current status of gender-mainstreaming in the Mongolian financial sector

- Identify key indicators to measure the performance of financial institutions on gender integration topics, and tailor the indicators to banks and micro-finance institutions (MFIs) where needed, in alignment with the global and national gender related strategies, policies, standards and practices;
- Undertake a survey-based detailed assessment of the current implementation, understanding, capacity and barriers of financial institutions on the identified gender indicators;
- Conduct bilateral interviews with Mongolian financial institutions to get an in-depth understanding of their gender mainstreaming practices;
- Conduct bilateral interviews with other relevant organizations working on gender topics including the National Committee for Gender Equality, the Central Bank of Mongolia, the National Statistics Office, development partners, international financial institutions, women empowerment focused NGOs, and so on;
- Analyze the results of the study and interviews, identify the baseline and main gaps of the financial sector, and prepare a short report and presentation, with key recommendations, indicators and targets to include in MSFA's annual sustainable finance performance evaluation framework, sustainability reporting guideline, and the Central Bank gender database.

2. Develop gender assessment tool for financial institutions and integrate into existing risk management frameworks;

- Develop gender assessment tool and relevant documentation such as guidelines for the tools, based on international best practices;
- Integrate the gender assessment tool into the existing risk management framework, updating the principles, sector guidelines and associated risk assessment tools where appropriate.

3. Develop an example gender mainstreaming framework for financial institutions

- Based on the assessment result, develop a gender mainstreaming guideline for financial institutions focusing on the following initially recommended areas:
 - Setting up policies, systems, governance, monitoring and reporting structures related to gender-mainstreaming in financial institutions;
 - Developing and marketing gender-responsive financial products to diversify the financial products offered by banks and NBFIs, such as loans, digital finance products (card, pocket, ebank, etc) bonds (part of social bonds), deposits, guarantees, and insurance products;
 - Integrating gender aspects into FI's ESG framework and due diligence processes;
 - Ensuring gender equality in financial institutions' internal operations (HR policies, inclusive office environment, company culture etc);
- Based on the recommendations of the guideline, develop a sample, ready-to-use gender policy/strategy and procedures template;
- Based on the recommendations of the guideline, develop a sample, ready-to-use PSEA policy/procedures;
- Develop other related gender product development, marketing, monitoring and reporting templates and tools;

4.Capacity-building for DBM integration of sustainable financing principles

- Prepare a set of training slides and materials for the dissemination of the new guidelines, policy templates and tools;
- Deliver training and workshops in a suitable format (on-the-job, group-based, online etc.,) to the working, financial institutions, regulators etc.
- Organize discussion meetings, one-on-one meetings and consultations with the financial regulators, institutions, the working group (set up for this purpose), and MSFA, providing guidance on integrating gender-responsive financing principles into their operations.
- Prepare a report with key recommendations and next actions to be taken by Mongolian financial institutions and regulators to advance gender equality.

REPORTING ARRANGEMENT

The international consultant shall report to the Project Coordinator and work closely with the local consultant, Working group, and MSFA throughout the assignment period. A local consultant will be hired by MSFA to complement and support the work of the international consultant.

DELIVERABLES

The following deliverables and indicative schedule are expected from the consultancy contract. The final schedule will be agreed upon in the beginning of consultancy assignment. All deliverables must be submitted to the UNDP Country Office and MSFA team (in English) in the soft copy.

Table 1. Major deliverables

No	Deliverables	Estimated duration & target due date
(i)	Baseline study report and presentation	30 July 2021
(ii)	Gender assessment tool and updated MSFA principles sector guidelines and ESG due diligence tools	30 September 2021
(iii)	Gender mainstreaming framework (guideline, policy and reporting templates, tools)	30 October 2021
(iv)	Workshops, in-depth trainings (presentation, handouts and other relevant materials) and brief final report including recommendations for next steps	15 December 2021

DUTY STATION

The selected consultant will be home based. Mission to Mongolia may be needed at a later stage depending on COVID-19 travel restrictions as well as project progress and therefore shall be agreed separately.

COMPETENCIES

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- A Master's degree or higher in gender studies, social sciences, management, international studies, development economics, or in the relevant fields.

Professional Experience:

- At least 10 years of experience in the fields of Gender and Social Development to develop gender plans, policy and strategy setting and monitoring
- Minimum 2 years of relevant international working experience in the field of gender equality and gender mainstreaming, specifically in the financial sector
- Formal training in gender analysis and gender action planning, thorough understanding of global gender finance trends, and strong familiarity with gender analysis tools and methodologies
- Demonstrated expertise in mainstreaming gender in projects and programmes, especially in the

financial sector

- Experience working with multistakeholders to supporting gender and development work in the specific area of intervention
- Demonstrated ability to write high quality, methodologically sound, analytical papers in English

Language requirement:

- Fluency in English (written and spoken), and an ability to summarise and present information effectively.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on Lump Sum Amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

Table 2. Payment milestone

Deliverables	Payment
Deliverable 1	25%
Deliverable 2	25%
Deliverable 3	25%
Deliverable 4	25%

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Criteria	Weight	Max. Point
Technical criteria 1: Academic qualification		20
Master's degree in the field of gender studies, social sciences, management, international studies, development economics, or in the relevant fields		20
Technical criteria 2: Professional experience		60

At least 10 years of experience in the fields of Gender and Social Development to develop gender plans, policy and strategy setting and monitoring		20
Minimum 2 years of relevant international working experience in the field of gender equality and gender mainstreaming, specifically in the financial sector		20
Formal training in gender analysis and gender action planning and familiarity with gender analysis tools and methodologies		10
Demonstrated expertise in mainstreaming gender in projects and programmes, especially in the financial sector		10
Experience working with multistakeholders to supporting gender and development work in the specific area of intervention		
Technical criteria 3: Methodology/approach and workplan		20
A brief proposal describing the methodologies, work plan and timeframe		20
Technical Score	70	100

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment;
- **Financial proposal**, as per template provided in Annex II.

Incomplete proposals may not be considered.

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

TOR is approved by:

A small, stylized signature in black ink, appearing to be 'B.L.' or similar, enclosed in a light gray rectangular box.

**Barkhas Losolsuren,
Programme Officer, UNDP Mongolia**

Submitted by:

A stylized signature in black ink, appearing to be 'Enkhzul' or similar, written in a cursive style.

Enkhzul Dambajantsan, NPC