



CONSULTANT

TERMS OF REFERENCE FOR: NATIONAL TRAINER TO IMPLEMENT GENDER-RESPONSIVE BUDGETING TRAININGS AND DEVELOP TRAINING MATERIALS

A. Project Title: National Trainer to implement gender-responsive budgeting trainings and develop training materials.

B. Project Description:

The Spotlight Initiative is a global partnership between the European Union (EU) and the United Nations (UN) to eliminate all forms of violence against women and girls (VAWG) including harmful practices. The sustainable development goal principle of “leaving no one behind and helping first those furthest behind” guides the Spotlight Initiative by paying particular attention to the specific needs of our most vulnerable women affected by domestic violence and intimate partner violence. The Spotlight Initiative aims to end VAWG by supporting efforts by government and civil society organizations through six outcome pillars: (1) Legislations and policies (2) Institutions (3) Prevention (4) Response Services (5) Data/Research (6) Women’s Rights Movement & Civil Society Organizations. The Spotlight initiative takes a gender transformative approach by recognizing and practicing an integrated coherent approach across pillars to ensure the ‘leave no one behind’ principle is mainstreamed across all outcomes.

The focus of Pillar 2 (Institutions) is supporting multisectoral capacity development of key government counterparts and non-government institutions in gender analysis, gender budgeting, and monitoring capacities for domestic violence. The program strategy recognizes – when institutions and individuals responsible for the decision making process and implementation of laws for prevention, protection and response to VAWG are supported with reinforced capacities and funding, these institutions and actors will be able to develop, coordinate and implement programmes that integrate DV/IPV into development planning processes.

UNDP is an implementing UN agency for the Spotlight Initiative (SI) Samoa program. UNDP’s role is to provide technical and program support through strong partnerships with key government ministries and local civil society organisations to implement targeted interventions under four of the six program pillars identified above. In addition, UNDP works in collaboration with UN Women, UNESCO, UNFPA and UNICEF and by tapping onto regional experience and learning to support SI implementation, visibility, sustainability, lessons learnt and scale up results.

UNDP seeks through this request for proposal, the services of a National Trainer to implement a gender responsive budgeting training, develop training materials and a post training workplan in Samoa. The services provided will enable national institutions and civil society organisations to identify, coordinate, and support existing and new national policy and legislative initiatives to adequately address and resource domestic violence across government and across sectors.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

C. Scope of Work

The national trainer will work directly with UNDP Spotlight Coordinator and the implementing government counterpart. She or He will report directly to the UNDP Assistant Resident Representative (ARR) of the Governance and Poverty Reduction Unit (GPRU).

The national trainer will work on this assignment for a period of 40 working days by 31 August 2021.

D. Expected Outputs & Deliverables

1. Coordinate a joint think tank preparation and post planning mechanism consisting of representatives from the Government, and relevant stakeholders to ensure they feed into the preparation and -post-planning for the capacity building gender-responsive budgeting workshops.

2. Work closely with the Government counterpart and the UNDP & UN Women Samoa Spotlight team including the UNWomen Spotlight Initiative Regional Capacity Building team to prepare training content, methodology, and timelines to ensure it is relevant to the local context.

3. Develop a training work plan and program agenda with clear and achievable training objectives.

The work plan will include training objectives & outcomes, duration, scope, methodology, pre and-post-evaluation including other relevant materials/information. This includes a post-training workplan to inform the next steps for broader gender-responsive budgeting (GRB) initiatives.

4. As a result of 1 – 3 above, the National trainer will develop and compile a training manual for all participants and provide a translation into Samoan language where necessary.

5. Coordinate and Lead the conduct of two capacity-building workshops for key government officials and civil society representatives in Samoa

6. Produce final report upon completion of training workshops. The report will include future recommendations to inform broader dialogue on gender-responsive budgeting (GRB)

initiatives including capacity building interventions targeting government and civil society partners to strengthen national capacities on how to resource policies, multisectoral programs to address domestic violence.

Deliverables	Target Due Dates	Amount (USD) to be paid upon UNDP Certification of Deliverable and Satisfactory Performance and endorsement by ARR GPRU
<p>1.Coordinate joint GRB Think Tank and prepare training workplan /inception report</p> <p>1.1 Coordinate a joint think tank mechanism consisting of representatives from Government, and relevant stakeholders (MoF, MWCSO, SUNGO, UN) to inform the preparation for the capacity building GRB workshops/trainings</p> <p>1.2 Prepare an inception report inclusive of a detailed training workplan, methodologies to be used, timelines for the trainings, list of participants and program agenda</p>	Within 15 working days after contract signature	20% of overall payment upon receipt and endorsement of inception report and completion of think tank session (s)
<p>2. Prepare Training Materials, Conduct Training and Produce Final Report:</p>	By August 31 th 2021	80% of payment upon receipt and endorsement of full report

<p>2.1 Develop in consultation with Spotlight team and compile a training manual (contextualize materials where relevant) for all participants and provide translation into Samoan language where necessary.</p> <p>2.2 Coordinate and Lead the conduct two to three capacity building workshops for key government officials and civil society representatives in Samoa</p> <p>2.3 Develop a post training workplan based on recommendations from the participants during the training and the GRB Think tank.</p> <p>2.4 Produce final report upon completion of training workshops. The report will include future recommendations to inform broader dialogue on gender budgeting initiatives including capacity building packages to address domestic violence.</p>		
Total Duration	40 working days	Total Amount XXX
E. Institutional Arrangements		

The national trainer will work under the overall guidance of the UNDP SI Project Coordinator including production and dissemination of relevant materials, background information, reports. She or He will have access to the UNWomen Samoa Spotlight and Regional Spotlight Capacity Building team through the UNDP SI Project Coordinator. Reports required for milestone payment will be submitted to the UNDP GPRU Assistant Resident Representative for endorsement.

Meeting space in the office when needed. The national trainer is expected to work remotely using her/his own computer and office resources but may access the UNDP office should she/he be required to work on site at any point during the assignment. The assignment is based in Upolu, therefore the trainer is not expected to travel outside of the vicinity of Apia. For all travel logistics to do with the assignment pertaining to the contractor. She or He will be responsible.

The national trainer may engage with external partners as needed to achieve the objectives of the assignment.

Inputs by UNDP

Costs for capacity building workshops such as training manuals, stationary, training venue, catering and other relevant costs to the conduct of the workshops or printing of the training materials.

Ownership

All materials produced for the purpose of this assignment is owned by the UNDP Spotlight Initiative unless there are materials used that was originally sourced and produced by other authors outside of the Spotlight Initiative.

Reporting Requirements

In terms of managing the assignment, the national trainer is required to liaise with the UNDP Spotlight Program Coordinator at all times who will provide advice, guidance and information/materials as necessary.

For reporting purposes, the local consultant or National Trainer is required to submit relevant milestone reports to the UNDP GPRU Assistant Resident Representative.

F. Duration of Work

The duration of time for the national trainer to provide the services required will be up to 40 working days ending 31 August 2021.

G. Duty Station

For this consultancy, the national trainer would be required to work from home and be based in Samoa. For the conduct of the capacity building workshops or trainings, the national trainer is expected to work at the selected training venues as it is a face to face training.

H. Competencies

Corporate Competencies

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Demonstrates commitment to the Government of Samoa mission, vision and values
- Demonstrates integrity by modelling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP.
- Treats all people fairly without favoritism.
- Fulfils all obligations to gender sensitivity and zero tolerance for any form of violence including sexual harassment.

Functional Competencies

- Strong knowledge and understanding of gender equality/gender-responsive systems and in particular violence against women and girls, domestic violence.
- Excellent communication, public speaking and presentation skills in Samoa and English language; ability to communicate effectively and in a credible manner with various partners including government, civil society, UN agencies; development partners; and communities.
- Excellent skills and experience in conducting trainings for government ministries and civil society organisations
- Strong knowledge and understanding of Government of Samoa budget policies and legislative frameworks and budget instruments.

Leadership and Self-Management

- Ability to work under pressure
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Demonstrate openness to change and ability to manage complexities
- Good inter-personal and teamwork skills in Samoan language, networking aptitude, ability to work in multicultural environment

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**I. Academic Qualifications & Years of Experience:**

- Minimum formal qualification from a recognised university Master's degree in Gender, Politican science, Sociology, Economics, finance or related field
- Minimum of 5 years of relevant experience as a trainer in the indicated fields of expertise or competencies
- Demonstrated experience in gender analysis and gender policy advocacy in social and economic development, including strengthening work

- Strong understanding of government budget cycle, budget instruments and planning processes and providing evidence-based budget case study best practice scenarios.
- Ability to work in a flexible and responsive manner to engage multisectoral stakeholders from government and civils society organisations in consultations, dialogue and planning processes
- Strong experience in developing training materials
- Proficiency in written and spoken Samoan and English

J. Evaluation Process and Criteria

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as;

- Responsive/ Compliant/ Acceptable, and,
- Having received the highest score out of pre-determine set of weighted technical and financial criteria specific to the solicitation.

TECHNICAL CRITERIA WEIGHT – 70%

FINANCIAL CRITERIA WEIGHT – 30%

Technical Evaluation Criteria will be based on the information provided in the CV and the relevant documents must be submitted as evidence to support the above required criteria [maximum 100 points]. Only candidates obtaining a minimum of 70% of the total technical points (49 points) will be considered for the Financial Evaluation. Interviews may be conducted as part of the technical assessment for shortlisted proposals.

Qualification and Experience – Evaluation of CVs for Shortlisting

- Minimum of a formal University qualification -Master's degree in social science, women's studies, economics, finance or related field (15%)
- Minimum of 5 years of relevant experience as a trainer in the indicated fields of gender equality and budget analysis, planning, instruments (20%)
- Demonstrated experience in gender analysis and gender policy advocacy in social and economic development, including strengthening work (15%)
- Strong understanding of government budget cycle, budget instruments and planning processes and providing evidence-based budget case study best practice scenarios (20%).
- Ability to work in a flexible and responsive manner to engage multisectoral stakeholders from government and civils society organisations in consultations, dialogue and planning processes (10%)

- Strong experience in developing training materials (10%)
- Proficiency in communication, presentation skills, written and spoken Samoan and English (10%)

K. RECOMMENDED PRESENTATION OF PROPOSAL

Given below is the recommended format for submitting your proposal. The following headings with the required details are important. Please use the templates provided (Letter of Offer to complete financial proposal) CVs with a proposed methodology addressing the elements mentioned under deliverables must be submitted by **21st June 2021**.

Please submit your application to the UNDP Jobs site link below. Only applications submitted through this link will be accepted. Email submissions will NOT be accepted.

Link https://jobs.undp.org/cj_view_job.cfm?cur_job_id=99622

Kindly note to **upload only ONE document** to this application (scan all documents in one single PDF file to attach).

Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include:

- **Annex I – Letter of interest and availability specifying the available date to start and other details**
- **Annex II – CV or P11** form addressing the evaluation criteria and why you consider yourself the most suitable for this assignment. The selected candidate must submit a signed P11 prior to contract award.
- **Annex III – Financial Proposal** specifying the daily rate and other expenses, if any
- **3 professional references or list referee contacts in Letter of offer or P11, most recent** (must be dated within six (6) months)
- **A brief methodology** on how you will approach and conduct the work,

Queries about the consultancy can be directed to the UNDP Procurement Unit procurement.ws@undp.org.

L. Approval

This terms of reference is approved by;

Christina Mualia-Lima, ARR Governance and Poverty Reduction Unit
4 June 2021

