

## UNITED NATIONS DEVELOPMENT PROGRAMME



GENERAL INFORMATION	
<b>Services/Work Description</b>	Recruitment of a consultant to capacitate regional partners on laws and policies in relation to EVAW and SRHR
<b>Project/Program Title:</b>	Spotlight Regional Programme for Africa
<b>Post Title:</b>	National Consultant
<b>Consultant Level:</b>	Level B
<b>Number of Positions:</b>	1
<b>Duty Station:</b>	Home-based in Addis Ababa, Ethiopia
<b>Expected Places of Travel:</b>	Travel when required
<b>Duration:</b>	100 Days (Spread between July to December 2021)
<b>Expected Start Date</b>	Immediately after signing of the Contract

### I. Background/Project Description

UNDP's core vision is to help countries achieve the simultaneous eradication of poverty and significant reduction of inequalities and exclusion. Addressing gender equality and women's empowerment is a key aspect of UNDP's approach to achieving its core vision. In the 2030 Agenda for Sustainable Development and UNDP's Strategic Plan, gender equality is both a goal and an essential catalyst to progress across all development outcomes. The UNDP Gender Equality Strategy 2018-2021, the third such strategy, provides a road map to elevate and integrate gender equality into all aspects of UNDP's work to reduce poverty, build resilience and achieve peace in communities and territories, helping to accelerate progress towards the 2030 Agenda.

The Spotlight Initiative is a global, multi-year partnership between the European Union and the United Nations to eliminate all forms of violence against women and girls by 2030. The design and implementation of the programme are guided by the AU's Agenda 2063, the priorities of the 2030 Agenda for Sustainable Development, the Protocol to the African Charter on Human and Peoples' Rights on the Rights of Women in Africa (Maputo Protocol), and the Maputo Plan of Action for the operationalization of the continental policy framework for sexual and reproductive health and rights, as well as other key regional instruments. The Spotlight Initiative Regional Program for Africa aims to address regional bottlenecks and support regional commitments towards EVAW including strengthening existing strategies and initiatives, such as the AU Gender Strategy, the Gender Observatory, and the AU campaigns to end Child Marriage and African Union Initiative on the Elimination of Female Genital Mutilation. Stream I of the regional programme for Africa focuses on three pillars: (1) Legislations and policies, (5) Quality and reliable data, and (6) Strengthening the women's movement in its relations with the African Union and other regional players. Under Stream I, UNDP, UN Women, UNFPA, and UNICEF are recipient UN organizations (RUNOs) that are jointly implementing resources and providing technical assistance and guidance to the AU, regional Civil Society Organization (CSOs) and other stakeholders for the implementation of the regional joint programme.

This work is related to the activity that seeks to enhance the capacity of regional partners in drafting and reviewing laws and policies in relation to EVAWG and SRHR that enable regional partners to advocate and influence member states to accelerate the ratification, domestication, and enforcement of regional and global HR instruments in relation to EVAWG and SRHR.

Therefore UNDP seeks to recruit consultants to support the capacity-building initiative of regional partners on drafting and review of legal and policy frameworks in relation to EVAWG and SRHR.

### II. Scope of the Work

The consultancy will look at two focus areas in undertaking the capacity building initiative for the regional partners;

- First, provide support towards the development of a facilitator's training manual including conducting capacity needs assessment, drafting the training manual, validating the manual, and submission of the final manual for approval.

## UNITED NATIONS DEVELOPMENT PROGRAMME



- Second, support the rollout of the training manual on drafting laws and policies on EAWG and SRHR including developing a capacity building plan and conducting TOT training for resourceful persons.

### Roles and Responsibilities

The Consultants will be also responsible for the following tasks

- Support the preparation and submission of an inception report accompanying the detailed work plan, the approach, and the methodology to be used for the completion of the assignment.
- Support in undertaking desk research, review, and analysis of relevant and existing documents/training manual, modules, training material to fully understand and take stock of existing training material available on ratification, domestication, and enforcement of HR instruments; and relevant regional and international legislation and policies that have been signed/ratified pertaining to EAWG/SRHR.
- Conduct a stakeholder analysis to bring out the roles and responsibilities of key players and institutions.
- Conduct a comprehensive capacity assessment to understand and map out capacity needs, the issues and identify the priorities to inform the content of the training manual. This should include undertaking consultations and meetings and key informant interviews with relevant stakeholders in partnership with AUC and Equality Now.
- Produce a well-written and comprehensive training needs assessment report based on the above, including recommendations.
- Based on the assessment, support the development of a comprehensive training manual (in English) that can be used by the RECs and other key stakeholders with a special focus on drafting, review to influence MS on ratification, domestication and enforcement of HR instruments in relation to EAWG/SRHR. This also includes building on existing AUC research, tools, and support for the Member States.
- Share the draft manual with an established team of a technical working group comprising of all RUNOs and Regional Partners including (AUC, RECs and CSOs) for their review and feedback.
- Work with the UNDP programme team and AU to conduct an online/in-person regional validation meeting with key stakeholders to validate the final draft facilitators' training manual and for your incorporation and final manual.
- Present the final endorsed facilitators' training manual to UNDP and AUC for approval.
- Develop capacity building plan for identified resource persons from regional partners including relevant staff from relevant departments of the (AUC and RECs, Pan African Parliament & Network of African Parliamentarians).
- Conduct training of trainers for the Facilitators/resource person to pretest the training manual.
- Prepare and submit the final work completion report on services delivered to UNDP-RSCA.

### III. DELIVERABLES AND INPUTS

#### Deliverables

- Inception report accompanying the detailed work plan, the approach and methodology to be used for the completion of the assignment with a draft outline/proposed modules for the training manual.
- Capacity needs assessment report.
- The first draft of a facilitator's training manual includes training methodologies and techniques to the Technical Working Group for an open discussion, comments, and feedback.
- The final and endorsed facilitators manual by AUC and UNDP.
- Four TOT workshops completed and reports are submitted, including post-training, evaluation, and impact assessment.
- Final work completion report submitted to UNDP-RSCA.

## UNITED NATIONS DEVELOPMENT PROGRAMME

**Inputs**

- UNDP to provide the Consultants with background materials relevant to the assignment.
- The consultant is expected to work using his/her own computer.
- UNDP to cover costs of translation of materials
- UNDP will cover travel expenses where applicable

**IV. Institutional Arrangement/Reporting**

The Consultant will be directly supervised by the Team Leader/Regional Programme Advisor-GEWE UNDP RSCA with the support of the Spotlight Initiative Regional Programme Management Specialist. Technically, the national consultant will be reporting to the lead consultant with the overall supervision of the Team Leader. He/She will directly report to, seek approval/acceptance of output/deliverables from the Team Leader.

**V. Duration of the Work**

The Consultant position is offered for a period of 100 days spread between July to December 2021. The expected start date and end date of the initial contract are immediately after the signing of the contract.

No.	Deliverables	Implementing Partners (IP) if any	Location and Action to be Undertaken	Duration (approx.)
1	Inception Report with detailed workplan			10 days
2	Capacity needs assessment report			15 days
3	The first draft of the facilitator's manual to the Technical Working Group for an open discussion, comments, and feedback.			25 days
4	The final and endorsed facilitators manual by AUC and UNDP.			20 days
5	Four TOT workshops completed and reports were submitted, including post-training, evaluation, and impact assessment.			25 days
6	Final work completion report submitted to UNDP-RSCA.			5 days
<b>Total Working Days</b>				<b>100 days</b>

**VI. Qualifications of the Successful Individual Contractor (IC)**

Education:	<ul style="list-style-type: none"> <li>▪ Minimum of a Masters Degree in gender and development, law, human rights, development studies, economics, business administration or any other social science discipline</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>▪ Minimum of 10 years of progressive experience in conducting capacity needs assessment, design of training manuals/tools, and facilitation of regional capacity building trainings to relevant stakeholders including regional partners like AU, RECs and CSOs</li> <li>▪ Thorough understanding of laws and policies of EVAWG and SRHR in the Africa Region context, and experience working with regional organizations/institutions (AU/RECs) supporting efforts of EVAWG and SRHR.</li> <li>▪ Practical experience in integrating EVAWG and SRHR into development programs in various contexts through applying diverse tools, approaches, and standards.</li> <li>▪ Experience in, and ability to coordinate and interact at the professional level with partners including AUC, RECs, UN Agencies, and the Member States.</li> <li>▪ Current knowledge and understanding of the latest development on international and regional laws/policies on EVAWG and SRHR in Africa.</li> </ul>

# UNITED NATIONS DEVELOPMENT PROGRAMME



Language Requirements:	<ul style="list-style-type: none"> <li>Fluency in English, both written and oral. Working knowledge of another UN language preferably French (relevant to the region in which this position is based) is an asset.</li> </ul>
Competencies:	<ul style="list-style-type: none"> <li>Demonstrate solid professional competence and expert knowledge in the area of EAWG and SRHR.</li> <li>Experience in conducting capacity needs assessment and design of training manuals on laws/policies of Human Rights instruments including EAWG and SRHR.</li> <li>Demonstrate ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.</li> <li>Demonstrate and safeguard ethics and integrity.</li> <li>Demonstrate corporate knowledge and sound judgment.</li> <li>Be able to communicate easily and effectively, using various communication channels.</li> <li>Excellent writing and communication skills.</li> <li>Good knowledge of the African Union, RECs and other regional partners.</li> </ul>

## VII. Payment Milestone and Authority

### Technical Proposal

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Cover letter explaining why they are the most suitable for the work
- Copies of updated P11 or CV
- Technical proposals: Technical Proposals should be no more than 10 pages; Budget Proposal 5 pages max (Excluding CVs of key personnel and Supporting Documents). Attachments

### Financial Proposal

- The financial proposal must be expressed in the form a lump-sum amount, of professional fees.

### Schedule of Payments

Installment of Payment/ Period	Deliverables together with the lead consultant	Approval should be obtained from:	Percentage of Payment
1 <sup>st</sup> Installment	Submission of the Inception report	Project Manager and UNDP CO “	20%
2 <sup>nd</sup> Installment	Capacity needs assessment report and draft facilitators manual		30%
3 <sup>rd</sup> Installment	The final and endorsed facilitators manual		20%
4 <sup>th</sup> Installment	Four completed TOT workshop with report submitted		20%
5 <sup>th</sup> Installment	Final work completion report submitted to UNDP-RSCA		10%

## VIII. Contractual Arrangements

Two consultants (one international and one national) will be engaged for the whole period of this assignment. Separate contracts will be signed with the individual consultants, but they will be required to work as a team, which means, the consultants will be jointly responsible for the overall delivery of the work. UNDP will request the international consultant to assume the lead and coordination role, but they will work as a team with a collective responsibility to deliver on all aspects of the assignment.

## IX. Confidentiality and Property Interests

The Consultants shall not either during the term or after the termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

## X. CRITERIA FOR SELECTION OF THE BEST OFFER

The offer will be evaluated by using the best value for money approach (combined scoring method). The combined education qualification, competencies, and experience of the candidate will be evaluated on 70% whereas the financial one will be evaluated on 30%.

## UNITED NATIONS DEVELOPMENT PROGRAMME



Criteria	Maximum Obtainable Points	Weight Percentage
<b>Technical Competence based on CV, (if required)</b>	100	70%
Minimum Masters Degree in gender and development, social work, law, development studies, public policy, human rights, economics, business administration, or any other social science discipline	20	14%
Minimum of 10 years of progressive experience in conducting capacity needs assessment, design of training manuals/tools, and facilitation of regional capacity building trainings to relevant stakeholders including regional partners like AU, RECs and CSOs	35	24.5%
Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal	40	28%
Experience working with regional partners	5	3.5%
<b>Total technical score</b>	70	70%
<b>Financial: 30%</b>	30	30%
<b>Overall Total Scores</b>	<b>100</b>	<b>100%</b>