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## TERMS OF REFERENCE (TOR)

ETHIOPIA

GENERAL INFORMATION	
<b>Services/Work Description</b>	Recruitment of a consultant to develop an Evidence-based Regional Action Plan for Africa
<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 (When required)
<b>Expected Places of Travel:</b>	When required
<b>Duration:</b>	100 Days (Spread between July to December 2021)
<b>Expected Start Date</b>	Immediately after finalization of the Contract Signature

### 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 Support the AUC to develop and rollout an evidence-based Regional Action Plan with an M&E Framework to provide strategic direction for Regional Partners and Members States to translate their commitments into action to EVAWG including SGBV/HP and SRHR.

Therefore, UNDP seeks to recruit a national consultant to support the development and rollout of an evidence-based Regional Action Plan with an M&E Framework in relation to EVAWG/HP and SRHR.

## II. Scope of the Work

The scope of the consultancy will focus on the following two key strategic objectives:

- Develop an evidence-based Regional Action Plan for Africa with an M&E Framework to provide strategic direction for Regional Partners and Members State on EVAWG including SGBV/HP and SRHR.
- Rollout the Regional Action Plan with an M&E Framework in collaboration with AUC, Regional Partners, and the Members States through regional consultation and validation workshops.

## Roles and Responsibilities

The National Consultant will be also responsible for the following tasks

- Support the preparation of the inception report with the work plan on the design, and methodology which indicates the contents and areas of focus of the Regional Action Plan with an M&E Framework including the draft outline of the proposed regional action plan.
- Undertake desk research, review, and analysis of relevant regional/national action plans to fully understand and take stock of existing regional/national action plans; and M&E Framework in relation to EVAWG/SRHR.
- Support the regional consultations in partnership with AUC, UNDP and Equality Now to understand the key areas of focus and the gaps and to inform the content of the Regional Action Plan.
- Based on the regional consultations, support the development of a comprehensive Regional Action Plan with an M&E Framework that can be used by the regional partners and other key stakeholders.
- Support the development of the Regional Action Plan with an M&E Framework on EVAWG including SGBV/HP and SRHR which focuses on prevention and response strategies that are based on evidence, and that can be systematically monitored and evaluated to assess their effectiveness.
- Share the draft Regional Action Plan with an established 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, AUC and Equality Now to conduct a virtual/online regional validation meeting with key stakeholders to validate the final draft Regional Action Plan and for your incorporation and final manual.
- Present the final endorsed Regional Action Plan to UNDP and AUC for approval.
- Develop a plan for the rollout of the Regional Action Plan.
- Support the rollout of the Regional Action plan through consultation and validation workshops online/in-person with the AUC, other regional bodies, and member states.
- Produce consultation and validation workshops reports with recommendations based on the inputs from workshop participants.

## III. DELIVERABLES AND INPUTS

### Deliverables in collaboration with the lead (international) consultant

- Inception report with a work plan on the design, and methodology of the Regional Action Plan with an M&E Framework.
- Brief report on the findings of the Regional consultation workshops.
- Draft Regional Action Plan with an M&E Framework with the feedback from regional consultations.
- Consultation and validation workshops with the AUC, other regional bodies, and member states.
- Endorsed and approved Regional Action Plan with an M&E Framework on EVAWG including SGBV/HP and SRHR.
- Rollout of the Regional Action plan with the AUC, other regional bodies, and member states.
- Final work completion report submitted to UNDP-RSCA.

**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 is 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 working days
2	Regional consultation workshops and brief report on the findings of the workshops			15 working days
3	Draft Regional Action Plan with an M&E Framework with the feedback from regional consultations			25 working days
4	Consultation and validation workshops with the AUC, other regional bodies, and member states.			15 working days
5	Endorsed and approved Regional Action Plan with an M&E Framework on EVAWG including SGBV/HP and SRHR.			15 working days
6	The rollout of the Regional Action plan with the AUC, other regional bodies, and member states.			15 working days
7	Final work completion report submitted to UNDP-RSCA.			5 working days
<b>Total Working Days</b>				<b>100 working 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, social work, law, human rights, development studies, public policy, human rights, economics, business administration or any other social science discipline.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>▪ Minimum of 5 years of progressive experience in undertaking regional consultations, design of national/regional action plans related to EVAWG and SRHR, and rollout of newly developed action plans/tools relevant to the assignment.</li> <li>▪ Thorough understanding of laws and policies including existing national action plans on 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,</li> </ul>

	<p>and standards.</p> <ul style="list-style-type: none"> <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 national, regional and/or international laws/policies including national action plans on EVAWG and SRHR in Africa.</li> </ul>
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 EVAWG and SRHR.</li> <li>▪ Experience in conducting needs/gaps assessment and design of action plans on laws/policies of Human Rights instruments including EVAWG 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 of 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	Draft Regional Action Plan with an M&E Framework with the feedback from regional consultations.		30%
3 <sup>rd</sup> Installment	Endorsed and approved Regional Action Plan with an M&E Framework on EVAWG including SGBV/HP and SRHR.		20%
4 <sup>th</sup> Installment	Rollout of the Regional Action plan with the AUC, other regional bodies, and member states.		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 Consultant 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%.

Criteria	Maximum Obtainable Points	Weight Percentage
<b>Technical Competence based on CV, (if required)</b>	100	70%
1. Minimum of a Masters Degree in gender and development, human rights, social work, law, development studies, public policy, human rights, economics, business administration, or any other social science discipline	20	14%
2. Minimum of 5 years of progressive experience in undertaking regional consultations, design of national/regional action plans related to EVAWG and SRHR, and rollout of newly developed action plans/tools relevant to the assignment	35	24.5%
3. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal	40	28%
4. 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>

This TOR is approved by:

Name: Odette Kabaya

Designation: Regional Gender Advisor and Team Leader

Signature: odette kabaya

Date Signed: 14-Jun-2021