



NATIONAL CONSULTANT

TERMS OF REFERENCE FOR: CONSULTANT TO DEVELOP GENDER EQUALITY CSO USER-CENTERED TOOLKIT FOCUSING ON GENDER EQUALITY MAINSTREAMING IN PROJECT DESIGN AND MANAGEMENT

Ref: IC2021/WSM/022

A. Project Title: Consultant to develop civil society organization (CSO) user-centered toolkit focusing on gender equality (women and girls) in project design and management.

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 (CSO). 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.

Samoa Umbrella for Non-Government Organisation (SUNGO) is a key implementing partner under Pillar 6 of the Spotlight Initiative in Samoa. The scope of support for SUNGO falls under Outcome 6 of the program to strengthen the core technical and functional capacities of relevant CSOs in project management and capacity development. CSOs will play a key role in implementing prevention and response initiatives. Advocating with decision-makers on positive change in laws and policies and maintaining accountability of rights holders on DV/IPV issues across the civil society sector.

UNDP in partnership with SUNGO seeks through this request for proposal, the services of a consultant to develop a CSO user-centered toolkit focusing on gender equality (women and girls) in project design and management. The services provided by the consultant will support the implementation of *SUNGO and Taskforce CSO Capacity Response Joint Workplan 2021 – 2025* on gender equality (GE) and ending violence against women & girls (EVAWG). Also, it will provide CSO’s with access to user-centered information and resources to help them design innovative projects that adequately address domestic violence and violence against women and girls.

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

C. Scope of Work

The consultant will work directly with SUNGO CEO with assistance from the UNDP Spotlight Coordinator to:

- Produce CSO user-centered information and resources for project design focusing on women and girls in addressing domestic violence and violence against women and girls.
- Conduct a capacity development/ training for SUNGO team on access, use and dissemination of these resources.

The consultant will work on this assignment for a period of 30 working days ending 31 August 2021.

D. Expected Outputs & Deliverables

1. Develop a work plan and training program agenda with clear and achievable assignment objectives and outcomes.
2. Engage with relevant CSOs, Taskforce members and the Spotlight Initiative CSO National Reference Group to obtain input in developing user-centered information and resources.
3. Develop and produce user-centered information and resources on gender mainstreaming in project design. This includes a gender mainstreaming checklist or how to integrate women and girls into results-focused project design and project proposal writing. Ensure these materials and resources align with SDGs, global best practices and innovative approaches.
4. Extract and produce relevant gender mainstreaming indicators aligning with SDGs and national gender indicators used for reporting on UPR and CEDAW to produce a CSO Gender Scorecard checklist for easy monitoring and reporting purposes.
5. Develop a gender scorecard checklist for reporting purposes as outlined in output 3 above to assist with building CSO capacities in monitoring or auditing their own program implementation efforts.
6. Ensure all new changes are reflected in the Taskforce on EAWG & GE for CSO capacity response joint work plan coordinated by SUNGO.
7. Provide all the final and endorsed materials, information, and resources as a toolkit package both in hardcopy and electronic form to SUNGO CEO for printing.
8. Conduct a training session for SUNGO staff on the access, usage and dissemination of materials and resources developed.

Deliverables	Tentative Target Due Dates	Amount (USD) to be paid upon UNDP Certification of Deliverable and Satisfactory Performance and endorsement by ARR GPRU
Develop a work plan and training program agenda with clear and achievable assignment objectives and outcomes.	Within 3 working days after contract signature 24 September 2021	No payment milestone
2. Engage with relevant CSOs, Taskforce members and the Spotlight Initiative CSO National Reference Group to obtain input in developing user-centered information and resources. <i>Note: Consultant is expected to provide a written report to be approved by CEO SUNGO & UNDP ARR indicating the result of consultations, who attended - with stakeholders to trigger milestone payment.</i>	1 October 2021	10% milestone payment
3. Develop and produce user-centered information and resources on gender mainstreaming in project	22 October 2021	40% of lump sum payment

<p>design. This includes a gender mainstreaming checklist or how to integrate women and girls into results focused project design and project proposal writing. Ensure these materials and resources align with SDGs, global best practices and innovative approaches.</p> <p>4. Extract and produce relevant gender mainstreaming indicators aligning with SDGs and national gender indicators used for reporting on UPR and CEDAW to produce a CSO Gender Scorecard checklist for easy monitoring and reporting purposes.</p> <p>5. Develop a gender scorecard checklist for reporting purposes as outlined in output 3 above to assist with building CSO capacities in monitoring or auditing their own program implementation efforts.</p> <p>6. Ensure all new changes are reflected and aligned in the CSO capacity response joint work plan coordinated by SUNGO.</p>		
<p>7. Provide all the final and endorsed materials, information, and resources as a toolkit package both in</p>	<p>31 October 2021</p>	<p>50% of remaining lump sum payment upon endorsement by SUNGO CEO & UNDP ARR GPRU -</p>

hardcopy and electronic form to SUNGO CEO for printing.		GE CSO user-centered toolkit.
8. Conduct a training session for SUNGO staff on how to use and disseminate the materials and resources developed.		
Total Duration	30 working days	Total Amount XXX

E. Institutional Arrangements

The consultant will work under the overall guidance of SUNGO and the UNDP SI Project Coordinator. She or He will have access to the Samoa Spotlight Initiative technical lead (UNWomen) and CSO National Reference group where needed through the UNDP SI Project Coordinator. Final Reports required for milestone lump sum payment will be submitted to the SUNGO CEO and UNDP GPRU Assistant Resident Representative for endorsement to trigger payment.

SUNGO will provide meeting space or workspace in the SUNGO office when needed. The consultant is expected to work remotely using her/his own computer and office resources. The assignment is based in Upolu, therefore the consultant 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.

Inputs by UNDP

Consultancy fees, access to Spotlight Initiative technical support and relevant information and materials to achieve the objectives of the assignment. Including production and dissemination of relevant materials, background information and reports.

Inputs by SUNGO

Costs for training workshop for SUNGO and printing of toolkit will be provided by SUNGO through the Spotlight partnership program as per the signed SUNGO & UNDP 2021 Low-Value Grant Agreement. This includes stationery, training venue, catering, and other relevant costs to the conduct of the workshops or printing of the materials/ resource package.

Ownership

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

Reporting Requirements

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

For reporting purposes, the consultant is required to submit relevant milestone reports for endorsement to the CEO SUNGO and 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 30 working days ending 31 October 2021.

G. Duty Station

For this consultancy, the consultant would be required to work from home and be based in Samoa. Where necessary, he/she will be housed under SUNGO.

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 modeling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP.
- Treats all people fairly without favoritism.
- Fulfills all obligations to gender sensitivity and zero tolerance for any form of violence including sexual harassment.

Functional Competencies

- Good understanding and knowledge of gender equality/gender-responsive project designs or proposal writing and in particular for violence against women and girls, domestic violence.
- Excellent communication, 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.
- Good understanding of and experience in developing user-centered materials and resources focusing on women and girls for civil society organizations
- Strong knowledge and understanding of SDG-relevant gender indicators, government human rights & CEDAW gender reporting indicators at national and global levels.

Leadership and Self-Management

- Ability to work in tight schedules or timeframes

- 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 recognized university Bachelor's degree in Gender studies, social science, project management, Leadership, and management or relevant field (Mandatory).
- Minimum of 5 years of relevant experience in the indicated fields of expertise or competencies in project design or project management focusing on gender equality or mainstreaming of women and girls (Mandatory)
- Demonstrated experience in developing user-centred resources for civil society organizations focusing on the integration of women and girls into project design (Mandatory)
- Strong understanding of the civil society sector in Samoa and their work in relation to gender equality (Mandatory).
- Ability to work in a flexible and responsive manner to engage multisectoral stakeholders from government and civil society organizations in consultations, dialogue, and planning processes (Desirable)
- Strong experience in developing gender-responsive or social inclusion- materials and resources (Desirable)
- Proficiency in written and spoken Samoan and English (Mandatory)

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 the 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 formal qualification from a recognized university Bachelor's degree in Gender studies, social science, project management, Leadership, and management or relevant field. (Mandatory) (15%).
- Minimum of 5 years of relevant experience in the indicated fields of expertise or competencies in project design or project management focusing on gender equality or mainstreaming of women and girls. (Mandatory) (20%).
- Demonstrated experience in developing user-centred resources for civil society organizations focusing on the integration of women and girls into project design. (Mandatory) (20%)
- Strong understanding of the civil society sector in Samoa and their work in relation to gender equality. (Desirable) (15%).
- Ability to work in a flexible and responsive manner to engage multisectoral stakeholders from government and civil society organizations in consultations, dialogue and planning processes. (Desirable) (10%)
- Strong experience in developing gender-responsive or social inclusion materials and resources (Desirable) (10%)
- Proficiency in communication, presentation skills, written and spoken Samoan and English (Mandatory) (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 template available (Letter of Offer to complete financial proposal) CVs with a proposed methodology addressing the elements mentioned under deliverables must be submitted by **9 August 2021.**



Kindly note to **upload only ONE document** to this application (use the template provided).

Proposals to be submitted to the following link. Emailed proposals will not be considered.

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=100697

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

- **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 the contract award.
- **3 professional referees most recent** (must be dated within six (6) months)
- **A brief methodology** on how you will approach and conduct the work,
- **Financial Proposal** specifying the daily rate and other expenses if any
- **Letter of interest and availability specifying the available date to start and other details**

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

L. TOR Approval

This TOR is approved by:

Christina Mualia-Lima, ARR Governance and Poverty Reduction Unit
26 July 2021