

Terms of Reference

Regional Study and Participatory Discussion of Recommendations on Strengthening the Architecture of Response to VAW in the countries of Central Asia

Project number: 00123511
Project title: Alliances for Change – Ending Sexual and Gender-Based Violence and Harmful Practices in Central Asia (Spotlight Initiative regional programme for Central Asia and Afghanistan)
Location: home-based, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan
Duration: October 2021 – March 2022

A. Background Information and Rationale

Violence against women (VAW) and girls is one of the most systematic and widespread human rights violations. The impact of violence for women and girls ranges from immediate to long term physical, sexual and mental health consequences. It has immense personal, societal and economic costs all around the globe: from greater health care and legal expenses to productivity losses. Gender equality and empowerment of women is central for the achievement of full human potential and sustainable development—with the elimination of violence against women being a crucial component.

Spotlight Initiative (SI) is the world's largest dedicated effort to end all forms of violence against women and girls by 2030. It is implemented as a global multi-year partnership between the European Union and the United Nations. Today Spotlight Initiative is 25 country and regional programmes across the globe. Each programme is built around 6 pillars which define a unified holistic framework to eliminating all forms of violence against women and girls (EVAWG). This approach includes addressing legislative and policy gaps, strengthening institutions, promoting gender-equitable attitudes, providing quality services for survivors, producing disaggregated data and empowering women's movements.

UNDP incorporates principles of gender equality and women's empowerment in all its work and promotes inclusive development that benefits women and men equally. UNDP works with governments, civil society, and other UN agencies and international organizations to advocate for women's equal rights, combat discriminatory legislation and practices, challenge gender roles and stereotypes and put an end to violence against women and girls. In Kazakhstan, UNDP's work with the government and other partners is governed by the Country Program Document 2021-2025 and UNDP Strategic Plan for 2017-2021.

B. Project Description

In Central Asia region, significant inequalities between women and men remain, particularly when it comes to political participation, access to resources and services, jobs and income, and the distribution of unpaid domestic and care work. Gender stereotypes are pervasive, limiting the roles available to women and men and impeding women's access to opportunities. Women also experience discrimination and violence daily. "Alliances for Change – Ending Sexual and Gender-Based Violence and Harmful Practices in Central Asia" regional programme focuses on creation of Central Asia-wide mechanism engaging legislative and executive powers, civil society, survivors, youth and other actors

to come together across borders to transform prevention, response and provision of services to women and girls subjected to violence, close the data gap on SGBV and ensure grassroots women's engagement in the elimination of violence against women and girls. The programme is implemented by three UN Agencies – UNDP, UNFPA and UN Women under overall coordination of the UN Resident Coordinator. The project team is based in Almaty, Kazakhstan.

C. Scope and Objectives of the Assignment

International legal and policy frameworks for addressing violence against women and girls have been established, covering many different forms and types of violence in public as well as in private settings. At the same time, much more remains to be done to create an environment where women can live free from gender-based violence. Progress in the development of international legal norms, standards and policies has not been accompanied by comparable progress in their implementation at the national level, which remains insufficient and inconsistent in all parts of the world. Similarly, while data on the nature, prevalence and incidence of all forms of violence against women has increased significantly in recent years, information is not yet comprehensive.

Around the world most women who experience violence never seek help or tell anyone about the violence. According to World Bank data from 30 Demographic and Health Survey countries, only 4 in 10 survivors of VAW had ever sought help from any formal or informal source of support. Another study estimated that 10% of women in Central Asia made any formal disclosure of their experience of violence (only 2% in India and East Asia, 6% in Africa, and 14% in Latin America and the Caribbean). This presents a missed opportunity to leverage entry points to enhance women's agency through formal and informal justice structures and social service institutions.

The goal of this assignment is to examine sufficiency of the architecture of VAW prevention and response in the countries of Central Asia (Kazakhstan, Kyrgyzstan, Uzbekistan, Tajikistan and Turkmenistan) in relation to recognised international practices and to come up with recommendations on its enhancement. These recommendations are to be formulated based on the results of country studies, mapping the state and non-state actors, existing referral pathways and directory of support services available to women subjected to violence.

D. Approach and Methodology

Services to survivors of violence involve action from government actors, civil society, and local authorities. Effective prevention of and response to VAW call for multi-sectoral, coordinated action among health and social services actors, police and justice actors, and the community. Coordination is crucial for identifying survivors, successful referral and service delivery across sectors, as well as for implementing initiatives to prevent VAW.

As survivors' voice is essential to effectively plan and implement survivor-focused services, it is important to study expectations of survivors seeking help (from police, justice, medical and social sectors) and barriers to victims reporting SDV through focus group discussions with organisations including crisis centres, shelters, and other facilities, both NGO and state-run in the countries of Central Asia. The mapping exercise and focus groups interviews should lead to the development of legal literacy materials for survivors of violence and providers of services and channels for delivering this information.

This exercise will allow to build assumptions and recommendations regarding sufficiency of existing architecture of response to VAW in relation to major internationally recognised

norms, including (but not limited to) the Convention on the Elimination of all Forms of Discrimination against Women and General Recommendations 12, 19, and 35; Declaration on the Elimination of Violence against Women; the Convention on the Rights of a Child (CRC) and General Recommendations, the Istanbul Convention, the Convention on the Rights of Persons with Disabilities (CRPD) and related General Comment. Other standards-setting UN documents include Essential Services Package for Women and Girls Subject to Violence (Core Elements and Quality Guidelines) by UN Women, UNFPA, WHO, UNDP, UNODC.

E. Expected Outputs / Deliverables

The prospective contractor will be responsible for the following activities:

Phase 1: Develop detailed plan of action and schedule of deliverables for specific activities to be undertaken for the purpose of this assignment. Justify research methodology, including definition and forms of violence and groups of beneficiaries (i.e. urban, rural, migrant, disabled women), methods of data collection, the range of respondents, interviewing strategies, data collection, and reporting. It is imperative to produce comparative results across all five countries.

Phase 2: Conduct review of initiatives by national, local and international organisations on availability and access of survivors of violence to services by country to map major actors, services, coordination and referral mechanisms.

Phase 3: Conduct a survey of survivors' expectations seeking help using in-depth interviews, focus groups, observations, expert interviews. The range of participants of the study must include but not be limited to the key actors and experts representing response side of ERAW work.

Phase 4: Organize national and regional validation discussions of study findings and recommendations with the key SI Regional Programme partners and stakeholders including civil society, government actors, Spotlight Initiative country programme teams, international organizations.

Data and findings are to be presented in a regional analytical report which should include but not be limited to the following sections:

- Major initiatives and projects on access of survivors of violence to specialised services.
- Key actors in multi-sectoral response to VAW.
- Existing coordination and referral mechanisms (formal and informal) across sectors.
- Directory of available services, including availability of training on response to VAW and mobile applications for persons subjected to violence.
- Conclusions and recommendations on sufficiency of existing architecture of response to VAW.

Phase 5: Develop a final report with recommendations on architecture of VAW response and supporting documents as appendices (including but not limited to documents reviewed during the research, sample of questionnaires, respondent's information sheet). Findings and recommendations are to be presented in interactive visualizations.

F. Schedule of Payments

This contract has a fixed output-based price regardless of any extension of its specified duration. Payments to the prospective contractor will be made as follows:

#	Deliverables	Payment, %
1	Develop detailed plan of action and schedule of deliverables for specific activities to be undertaken for the purpose of this assignment. Justify research methodology, including definition and forms of violence and groups of beneficiaries (i.e. urban, rural, migrant, disabled women), methods of data collection, the range of respondents, interviewing strategies, data collection, and reporting. It is imperative to produce comparative results across all five countries.	20
2	Conduct review of initiatives by national, local and international organisations on availability and access of survivors of violence to services by country to map major actors, services, and referral pathways. Conduct survey of survivors' expectations seeking help using in-depth interviews, focus groups, observations, expert interviews. The range of participants of the study must include but not be limited to the key actors and experts representing response and prevention side of EVAW work.	50
3	Produce and present data and findings in a regional analytical report. Organize national and regional validation discussions of study findings and recommendations with the key SI Regional Programme partners and stakeholders including civil society, government actors, Spotlight Initiative country programme teams, international organizations.	20
4	Develop a final report with recommendations (executive summary, full report, ppt presentation, annexes) on architecture of VAW response in the countries of Central Asia and interactive visualisations.	10
	Total	100

G. Expected Duration of the Assignment

This assignment is expected to be completed within 6 months from October 2021 to March 2022 approximately. The timeline below depicts the expected duration of the project, as well as the milestones of the assignment.

Project Progress Timeline

Tasks	2021		2022	
	Q3	Q4	Q1	Q2
Phase 1: Develop detailed plan of action and schedule of deliverables for specific activities to be undertaken for the purpose of this assignment. Justify research methodology, including definition and forms of violence and groups of beneficiaries (i.e. urban, rural, migrant, disabled women), methods of data collection, the range of respondents, interviewing strategies, data collection, and reporting. It is imperative to produce comparative results across CA countries				

Phase 2: Conduct review of initiatives by national, local and international organisations on availability and access of survivors of violence to services by country to map major actors, services, coordination and referral mechanisms. Conduct survey of survivors' expectations seeking help using in-depth interviews, focus groups, observations, expert interviews. The range of participants of the study must include but not be limited to the key actors and experts representing response and prevention side of ERAW work.				
Phase 3: Produce and present data and findings in a regional analytical report. Organize national and regional validation discussions of study findings and recommendations with the key SI Regional Programme partners and stakeholders including civil society, government actors, Spotlight Initiative country programme teams, international organizations.				
Phase 4: Develop a final report with recommendations on architecture of VAW response and interactive visualisations				

H. Key Performance Indicators and Service Level

- a. The performance of service will be evaluated based on the actual quality of deliverables prescribed in the ToR, the applicability of insights and knowledge obtained to inform the strategy and development of UNDP and relevant actors, and timely completion of each deliverable.
- b. Contractor should ensure timely identification of potential risks and signal any delays in deliverables to UNDP. Adjustments to the project timeline and/or extension of the contract shall be discussed and documented in a form of contract amendment.
- c. Due to the current situation related to the novel coronavirus COVID-19 and the possible resumption of restrictions on free movement in Kazakhstan, the organization of travel and activities may be limited. In this case, the contractor must have all the necessary resources to conduct events online / remotely using digital technologies. If the situation described above occurs, the amount of the offer allocated for the organization of travel / events will be deducted from the contract or replaced by other activities subject to negotiations with UNDP.

I. Governance and Accountability

In general, UNDP head of Governance Unit and Spotlight Initiative project officer will review the deliverables and evaluate the Contractor's performance. UNDP will assist the Contractor on assignment during the course of work, providing necessary information/documents, and connecting the Contractor with resources and networks to accomplish the assignment engaging other members of the Spotlight Initiative (SI) regional programme team, SI country teams in Central Asia, Gender Thematic Group in the countries of Central Asia.

The prospective contractor coordinates its activities and actions and makes them known to UNDP on a regular basis and/or upon request from UNDP Spotlight Initiative project officer and interacts with the project officer for day-to-day issues arising during the implementation of the assignment. The prospective contractor also interacts with representatives of the target group, including

representatives of criminal justice system (police and justice), civil society institutions and other actors involved in provision of services to survivors of violence.

The prospective contractor is responsible for the quality and scope of the work performed, possesses the relevant competence, and ensures the timely implementation of the activities specified in these terms of reference. The prospective contractor submits all materials related to the assignment to UNDP SI project officer for comments and approval.

The prospective contractor must also ensure full compliance with policies and information security procedures of the implementing partner.

J. Facilities to be provided by UNDP

- a. UNDP will assist the prospective contractor in gaining access to relevant information, if needed.
- b. The prospective contractor will have sole responsibility for all logistical, administrative and maintenance support necessary to its personnel for the duration of the contract with no responsibility on the part of UNDP. This shall include the following:
 - The welfare of its staff, including payment of salaries, medical insurance, medical and casualty evacuation in the event of a security breakdown.
 - Arrangements for logistics across all aspects of the assignment, including transportation for its operations, accommodation and any visa requirements if travel is foreseen in the ToR.
 - Security for all its personnel and assets. Neither UNDP nor its partners shall provide security facilities or be liable for any individual and material damage.

K. Professional Qualifications of Prospective Contractor and its Key Personnel

Prospective contractor must be a duly registered company/organization that meets the following requirements:

- 1) Have civil legal capacity to enter into contracts (certificate of registration/re-registration, founding documents).
- 2) Be solvent, not subject to liquidation, its property must not be seized, its financial and economic activities must not be suspended in accordance with the law (certificates confirming the absence of debts in the banks and tax authorities, balance sheets for 2019-2020).
- 3) Availability of experts with the necessary qualifications and experience as listed below (detailed resume and documents confirming the qualifications of experts – diplomas, certificates, etc. must be attached).

The prospective contractor must provide CVs/professional profiles for each proposed position with a clear explanation of how the management and implementation roles are divided among team members or as fitting with the services provided.

a. Technical/functional competencies:

- Proven experience in advocacy and capacity building engagement with civil society organisations on gender equality, human rights, empowerment of women, EVAW.
- Proven experience in conducting research in social field, preferably related to gender and human rights topics.

- Strong networks of the organization in Central Asia countries to ensure access to data and sources of information, institutions and organisations.
- Experience of facilitating civil society organisations (CSO) networks on gender equality, women's rights, empowerment of women, participatory decision-making, CSO engagement.

b. Other competencies, which while not required, can be an asset for the performance of services:

- Record of cooperation with international organizations on development projects, including policy analysis, capacity development, training.
- Previous experience with UN organisations will be an advantage.

L. Technical assessment criteria

Highest Combined Score (based on the 70% technical proposal and 30% price proposal weight distribution) where the minimum passing score of technical proposal is 70% (700 points).

Applications that will accumulate at least 490 points of the maximum 700 points during the technical evaluation process will be qualified for financial proposal*.

300 is the maximum score for price proposal point that can be obtained.

The successful bidder will be selected based on the highest aggregated score (technical and financial scoring).

Criteria for the Assessment of Proposal:

Technical Proposal (70%, maximum 700 points):

- Expertise of the Firm [45%]
- Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan [30%]
- Management Structure and Qualification of Key Personnel [25%]

Summary of Technical Proposal		Weight, %	Max points
1.	Expertise of the Firm	45%	315
2.	Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan	30%	210
3.	Management Structure and Qualification of Key Personnel	25%	175
Total			700

Expertise of the Firm/Organization		Max Points
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1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing. <i>Bidder shall:</i> 1) Provide brief description of the organization including its size and management structure. 2) Submit a copy of registration certificate and charter. 3) Outline core activities of the organisation. 4) Outline competitive advantages of the organisation and list awards, certificates (if applicable).	50
1.2	Financial stability Balance sheets for 2019-2020 to indicate its financial stability, liquidity, credit standing and market reputation; certificate confirming debt absence in tax authorities and banks. Certificate of VAT, if the company is a VAT payer. Otherwise, written confirmation that the company is not a VAT payer	50
1.3	General Organizational Capability Proven experience in advocacy and capacity building engagement with civil society organisations on gender equality, human rights, empowerment of women, EVAW. <i>1- 5 years – 40</i> <i>More than 5 years – 95</i>	95
1.4	Relevance of specialized knowledge and experience on similar engagements done in the region. <i>Bidder shall:</i> a) Demonstrate organizational ability to conduct (quantitative and qualitative) research covering several countries (very important). <i>Including:</i>	100
	1.4.1 – Proven experience in conducting research in social field, preferably related to gender and human right topics. <i>Less than 5 years = 20</i> <i>More than 5 years = 45</i>	45
	1.4.2 – Strong networks of the organization in Central Asia countries to ensure access to data, sources of information, institutions, and organisations. <i>No information or weak relevance = 0</i> <i>Partial relevance = 10</i> <i>Fully relevant = 20</i>	20

	<p>1.4.3 – Record of cooperation with international organizations on development projects, including policy analysis, capacity development, training.</p> <p><i>No information or weak relevance = 0</i> <i>Partial relevance = 10</i> <i>Fully relevant = 20</i></p>	20
	<p>1.4.4 – Experience in facilitating civil society organisations (CSO) networks on gender equality, women's rights, empowerment of women, participatory decision-making, CSO engagement .</p> <p><i>No information or weak relevance = 0</i> <i>Partial relevance = 10</i> <i>Fully relevant = 15</i></p>	15
1.5	<p>Quality assurance procedures, risk, and mitigation measures</p> <p><i>No information or weak relevance = 0</i> <i>Partial relevance = 10</i> <i>Fully relevant = 20</i></p>	20
Total		315

Proposed Methodology, Approach and Implementation Plan		Max Points
2.1	Important aspects of the task been addressed in sufficient detail, and correspond to the Terms of Reference:	110
	<p>2.1.1 - Thoroughness of methodology</p> <p><i>Methodology is outlined in general = 20</i> <i>Methodology is justified and described in sufficient detail = 50</i></p>	50
	<p>2.1.2 - Logical framework</p> <p><i>Objectives, activities, outputs and outcomes are defined = 20</i> <i>Objectives are set and logical connection between activities, outputs and outcomes is drawn = 60</i></p>	60
2.2	Proposed work plan is logical, timely and technically realistic:	100
	<p>2.2.1 – Depth of planning:</p> <p><i>Work plan is relevant = 10;</i> <i>Work plan is realistic, defines main phases and deliverables = 20;</i> <i>Work plan defines main phases and deliverables with specific outputs at each phase = 50.</i></p>	50
	<p>2.2.2 – Planning for contingencies</p> <p><i>Work plan contains some provisions to respond to changing circumstances = 20;</i> <i>Work plan provides for flexibility to adapt to changing context = 50.</i></p>	50
Total		210

Management Structure and Qualification of Key Personnel		
	<p>Proposal must contain description of team composition and division of labour indicating the roles, responsibilities, reporting lines and accountability, including:</p> <p><i>a) Structure of the proposed team/personnel, an organigram of proposed team/personnel illustrating reporting lines and the scope of work for each team member (including Team leader).</i></p> <p><i>b) Names and qualifications of the key personnel to perform the services indicating the Team Leader, programme and support positions, etc.</i></p> <p><i>c) CVs and confirmation of qualifications for the team members.</i></p> <p>Failure to provide any of the above will result in deduction of 20 points from maximum score for each missing item.</p>	60
	<p>Proposal must contain the provisions if any work would be subcontracted, rationale for subcontracting, to whom, percentage of work, and the roles of the proposed sub-contractors.</p>	10
TOTAL for Management Structure and Qualification of Key Personnel		70

Natalia Maqsimchuk, Project Officer

31-Aug-2021

Natalia Maqsimchuk

Konstantin Sokulskiy, Programme Specialist / Head of Governance Unit

31-Aug-2021

Konstantin Sokulskiy