

TERMS OF REFERENCE

Long Term Agreement

1. Assignment Information

Assignment Title:	Gender Specialist (s)
Cluster/Project:	Policy and Innovation, Programme and various projects
Post Level:	National Expert
Contract Type:	Long Term Agreement (LTA) up to three LTAs
Duty Station:	Home based
Expected Place of Travel:	Cambodia (including field travel to provinces if required)
Contract Duration:	Initial contract for 12 months (up to 100 days per year); (possibility of extension up to three years)

2. Background and Description

As delineated in the Gender Equality Strategy 2018-2021, UNDP commits to “strengthen interventions tackling structural changes that accelerate gender equality and women’s empowerment rather than engaging primarily in programmes focused on women as beneficiaries”¹. Gender equality is central to UNDP support to implement and achieve the 2030 Agenda for Sustainable Development. The 2030 Agenda envisions a world “of universal respect for human rights and human dignity” in which “every woman and girl enjoys full gender equality and all legal, social and economic barriers to their empowerment have been removed.”

Gender discrimination and inequality pose significant challenges on sustainable development in Cambodia. Important progresses have been made in its institutional and policy framework aimed at accelerating the elimination of discrimination against women and promoting gender equality. These include Neary Rattanak V 2019-2023, the National Action Plan to Prevent Violence Against Women (NAPVAW III) 2019-2023, and National Policy on Gender Equality (to be approved). However, the enforcement of such policies remains a challenge, in perspectives of both human resource and finance. There are legal frameworks in need for strengthening gender sensitiveness, such as the Law on the Prevention of Domestic Violence and Protection of Victims. Economic inequality between women and men stays significant (e.g. 19 percent of wage gap between women and men for equivalent work²). Harassment and intimidation of women human rights defenders continue and they are subject to increasing scrutiny³. Sociocultural norms underline the core of the challenges. According to a UN national survey⁴, 62.6 percent of men and 57.1 percent women believe that “men should have the final say in all family matters”. The covid19 pandemic increases vulnerabilities of women and girls (e.g. increasing cases of Gender Based Violence and domestic care burden). Most women are employed in low paying jobs and informal sectors.

The UNDP Cambodia country programme positions itself as a strategic partner to the Cambodian government, to support transition to upper middle-income status through sustainable and inclusive growth, eliminating poverty and leaving no one behind. ⁵Gender equality is an essential aspect of “leaving no one behind,” as women are over-represented among those furthest behind. In this context, UNDP is interested in recruiting gender specialists, expertised with insightful gender analysis and gender responsive approaches and measurements. We look for experts in the three inter-dependent pillars of the country programme, that

¹ Gender Equality Strategy 2018-2021, UNDP, available at <https://www.undp.org/publications/undp-gender-equality-strategy-2018-2021>

² Gender Wage Gap Assessment, UNDP, 2021, available at <https://www.kh.undp.org/content/cambodia/en/home/library/the-gender-wage-gap-in-cambodia.html>

³ Concluding observations on the sixth periodic report of Cambodia, CEDAW/C/KHM/CO/6, 12 November 2019

⁴ the UN multi-country study, Partners for Prevention, 2013, available at <https://www.kh.undp.org/content/cambodia/en/home/projects/partnership-for-gender-equity-phase-iii.html>

⁵ UNDP Cambodia Country Programme Document 2019 – 2023, available at <https://www.kh.undp.org/content/cambodia/en/home/about-us/legal-framework/country-programme-document-.html>

is, prosperity (expanding economic opportunities), planet (sustainable living) and peace (participation and accountability).

3. Scope of Work

The Consultant (s) is to support UNDP Cambodia in conducting gender analysis and designing gender transformational interventions and measurements. At the end of the assignment, recommendations should be developed, to help understanding the best approaches to address gender inequalities and women's empowerment in a particular context of programmatic intervention, and identify strategies to mobilize women's agency⁶. The following are the scope of work under the Long Term Agreement.

- a) **Conduct gender analysis⁷, examining gender differences and relevance of gender roles and power dynamics in the context of a particular project or initiative according to the Country Programme priority areas outlined in section 2.** The findings should be summarized in a gender assessment report.
- b) Based on the analysis on challenges and opportunities identified above, **propose key areas of interventions to mitigate adverse impact on gender and address gender equality and women's empowerment, by developing/ contributing to gender responsive Theory of Change.** Prioritisation of gender issues might be necessary, in close consultation with a respective UNDP team.
- c) **Develop a relevant gender specific results framework, entailing outputs, activities, indicators, baseline and targets.**
- d) **Support the UNDP team to mainstream gender in the overall results framework of a particular project or initiative.** For example, how to translate indicators and targets to be more gender responsive?
- e) **Develop a final gender assessment report containing the points b) – d) above, by incorporating comments by UNDP and relevant partners.** Consultation meeting(s) with stakeholders could be required by a respective UNDP team.

4. Deliverables

A separate specific ToR will be developed for the specific services needed within the scope of the LTA. The consultant shall ensure confidentiality of all the information received during the assignment.

5. Institutional Arrangement

The national consultant (s) will work under direct supervision of a designated UNDP project team or unit, in collaboration with gender focal team.

6. Duration of the Work

The duration of the LTA is twelve (12) months starting from the date of last signatures in the agreement

⁶ This could include, but not limited to, identifying relevant women's/gender focused organizations, developing a strategy on how to leverage their knowledge, creating a monitoring framework on measuring their power dynamics.

⁷ Gender analysis is generally conducted as part of project formulation process or adjustment to project implementation strategy.

with possible extension up to three years, based on the needs and satisfactory performance of the consultant. Engagement is up to 100 days per year. The proposed professional fee remains valid for up to two years.

LTA refers to a mutual arrangement whereby the Consultant (s) will provide services as required, over a specific period of time. It specifies the unit price (daily rate), allowing for a framework agreement to be used when the Consultant's services are needed. A separate ToR will be developed for the specific services needed within the scope of the LTA.

7. Duty Station

The duty station for this assignment is home based. If travels are required, DSA, and all other related actual travel costs (etc. flight and local travels to provinces) will be covered by UNDP Cambodia, subject to approval prior to each assignment taking place. The reimbursement of the associated costs will be made through F-10.

Selected individual contract(s) who is expected to travel is required to undertake the BSAFE training. <https://training.dss.un.org/course/category/6> prior to travelling.

8. Minimum Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none"> • Master's degree or equivalent in gender studies, women's studies, public policy, social sciences, sociology, anthropology, development studies, or a related field. • A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.
Experience:	<ul style="list-style-type: none"> • At least 5 years of progressive experience in gender equality and women's empowerment, and/or sector-specific tasks entailing gender component; experiences in one of UNDP country programme priority areas: prosperity (expanding economic opportunities), planet (sustainable living) and peace (participation and accountability) • At least 3 years of experience in mainstreaming gender in development programme or project. This includes experiences conducting gender assessments, and/or sector specific assessment with gender analysis, in designing and developing gender responsive interventions and measurements; • Solid knowledge and understanding of gender related issues, and legal and institutional mechanism addressing gender issues and promoting women's empowerment and gender equality in Cambodia. • Experiences in implementing gender responsive interventions is an asset.
Language Requirement:	<ul style="list-style-type: none"> • Fluency in English and Khmer mandatory.

9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
Master's degree or equivalent in gender studies, women's studies, public policy, social sciences, sociology, anthropology, development studies, or a related field	10
At least 5 years of progressive experience in gender equality and women's empowerment, and/or sector-specific tasks entailing gender component; experiences in one of UNDP country programme priority areas: prosperity (expanding economic opportunities), planet (sustainable living) and peace (participation and accountability)	30
At least 3 years of experience in mainstreaming gender in development programme or project. This includes experiences conducting gender assessments, and/or sector specific assessment with gender analysis, in designing and developing gender responsive interventions and measurements	30
Solid knowledge and understanding of gender related issues, and legal and institutional mechanism addressing gender issues and promoting women's empowerment and gender equality in Cambodia	20
Experiences in implementing gender responsive interventions	10
Total Obtainable Score:	100

10. Payment Milestones

The payment is made based on the actual number of days per each assignment agreed prior to each assignment taking place. It will be calculated based on the number of actual working days as per assignment (exclude DSA, air-ticket, and other associated costs). The number of days of each assignment is expected to vary. The payment is to be made to the contractor as per agreed sub-ToR of each assignment.

The contractor can begin working **only** after a **purchase order (PO)** is issued to him/her at each time a service is required and following discussion and agreement between the contractor and the Country Office. The contractor takes his/her own responsibility for performing any service which is out of the scope of this ToR.

Full payment amount is paid within 30 days after satisfactorily completion of work and receiving of original invoice/CoP. Each payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation duly completed (for last payment) and signed by the head of the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

Offerors shall quote one rate of daily professional fee including insurance cost. The rate shall be all inclusive and fixed during the contract period.

The contractor will be paid on a lump sum basis as per agreed per assignment/ToR.