

TERMS OF REFERENCE
IC2021/WSM/035 NATIONAL CONSULTANT TO CONDUCT A SCOPING EXERCISE FOR
ACCREDITATION OF STANDARDS FOR CIVIL SOCIETY ORGANISATIONS WORKING IN THE
AREAS OF GBV AND DV/IPV.

A. PROJECT TITLE

A consultant to conduct a scoping exercise for accreditation of standards for CSOs working on the areas of gender- based violence and domestic violence/ intimate partner violence (DV/IPV).

B. PROJECT DESCRIPTION

Civil society actors are recognised as the vanguards for driving change to advance the sustainable development goals (SDGs) agenda. In Samoa, civil society actors continue to supplement government policy development and program implementation initiatives to promote and protect the rights of the most vulnerable populations from violence and harmful practices. Civil society structures are increasingly becoming the more popular and trusted entities for providing social, economic and health response services and refuge for vulnerable and marginalised individuals and groups.

The Spotlight Initiative (SI) 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 by 2030. Premised on the key principles of the SDGs, leaving no one behind (LNOB) and reaching the furthest behind first, the SI in Samoa addresses domestic Violence and intimate Partner Violence (DV/IPV).

The SI comprehensive delivery modality support to EVAWG is through an integrated six (6) pillar approach that is: (1) Laws & Policies (2) Institutions (3) Prevention (4) Services (5) Data (6) Women's & Civil Society Movement Building. The SI builds on existing Government commitments to ending domestic and intimate partner violence and cultural institutions in Samoa that support ending violence against women and girls. The programme will contextualize international best practices in preventing and responding to violence and learn from emerging practice on what works in-country.

Under pillar 6, the SI through UNDP in collaboration with other UN agencies works to support and strengthen civil society functional capacities, expertise, and knowledge by setting quality standards to better address DV/IPV and VAWG. There are over 10 civil society groups supported under the SI, a few of these organisations based on their specific mandates are considered essential services and continue to assist government ministries to implement prevention and response initiatives to address VAWG and DV/IPV. It is intended support under this pillar will facilitate the introduction of a quality assurance standard setting roadmap to contribute to a long-term broader framework for the development of social services standards

and sector wide protocols. This process will lay the foundation for empowering civil society services that are geared towards EVAWG.

UNDP in partnership with SUNGO seeks through this request for proposal, the services of consultant to conduct a scoping exercise to support the development of a guideline for accreditation standards for CSOs working in the areas of gender- based violence and intimate partner violence.

C. SCOPE OF WORK

The services provided by the consultant is to conduct a scoping exercise by reviewing relevant documents and facilitating a strategic dialogue amongst the key CSO counterparts and government ministries on (1) the purpose of having a standard setting guideline (2) the process for developing common standards or monitoring safeguards that would improve quality standards for CSOs working on DV/IPV. (3) provide future recommendations for options on completing the accreditation process and for the development of a quality standard guideline.

The scope of services is expected to help the key stakeholders navigate and consider a ‘fit for purpose’ CSO accreditation and standard setting process that is beneficial for suppliers of and users of the service. In-line with national and international best practice, relevant legislations, policies, survivor centred experience and standards.

The consultant is expected to carry out a scoping exercise involving a series of strategic dialogue with key partners and to provide recommendations for the accreditation of standards for civil society organisations working on DV/IPV. Ensure the guidelines incorporates principles, implementation and monitoring safeguards and standards in line with relevant international human rights standards. It is expected for the duration of the assignment, the consultant will be supported by SUNGO as the main counterpart and key government ministries who will form a ‘CSO accreditation of standards taskforce’ specifically for this assignment.

The consultant will work on this assignment for a period of 20 days.

D. EXPECTED OUTPUTS AND DELIVERABLES

1. Prepare and submit an Inception Workplan

Submit a workplan including deliverable timelines, for delivering the expected outputs for the assignment. This will include liaising with SUNGO, MWCSO and UNDP Spotlight to formulate the workplan and timelines.

*Conduct a **scoping exercise** which will involve the following steps 2 – 4:*

2. Strategic Dialogue with Taskforce members

Convene and facilitate an initial Taskforce meeting amongst the key stakeholders (SUNGO, SVSG, MWCSO, MJCA, SQA etc) to initiate the scoping exercise process addressing the

following key areas (1) the purpose of having a standard setting guideline (2) the process for developing common standards or monitoring safeguards that would improve quality standards for CSOs working on DV/IPV. (3) provide future recommendations for options on completing the accreditation process as part of ongoing broader framework in this area including identification of suitable accreditation government focal point.

3. Review available data and reports

3.1 Collect and review related and available documents to support the drafting of the guideline for accreditation of standards for CSOs.

4. Interviews with key stakeholders

Obtain additional relevant input from key CSOs and key government ministries including Spotlight Initiative UN technical coordination team and CSO National Reference Group.

5. Prepare draft report based on results of the scoping exercise (outlining recommendations for future actions) and present to Taskforce for review and incorporate changes from feedback

5.1 Convene a final Taskforce meeting to present the draft report for discussion and feedback.

5.2 Ensure to incorporate agreed new amendments from Taskforce feedback.

6. Prepare and submit final Report

Prepare the final report in both hard and soft copy to SUNGO CEO and UNDP.

Deliverables	Target Due Dates	Amount (USD) to be paid upon UNDP Certification of Deliverable and Satisfactory Performance
1.Prepare and submit an Inception Workplan . (Refer to details under section D for output deliverables)	15 October 2021 (3 days)	20% payment based on the endorsement of the Inception Workplan by SUNGO CEO & UNDP ARR – GPRU.
Scoping exercise outlining: 2.Strategic Dialogue with Taskforce members.	29 October 2021 (13 days)	40% payment based on completion of meeting and endorsement of

3. Review available data and reports 4. Additional Interviews with key stakeholders. 5. Draft Report and present to Taskforce for review and incorporate changes from feedback. <i>(Refer to details under section D for output deliverables)</i>		draft report as presented by Taskforce
6.Prepare and submit Final Report. <i>(Refer to details under section D for output deliverables)</i>	9 November 2021 (7 days)	Remaining 40% payment based on the endorsement of the final report by the Taskforce and UNDP ARR – GPRU.
TOTAL DURATION	20 days	TOTAL

Payment will be made in lump sum based on the successful completion and endorsement of milestones as per above table.

E. INSTITUTIONAL ARRANGEMENT

The Local Consultant will be recruited up to 20 days from the effective date of the contract.

The consultancy is to deliver on: the development process of accreditation standards for CSOs working on the areas of gender- based violence and domestic violence/ intimate partner violence (DV/IPV).

Inputs by UNDP

UNDP through the SI program coordinator will make available to the consultant all relevant information and materials including access to the UN Spotlight Technical Lead team, UNDP technical support team and Spotlight CSO National Reference where needed to achieve the objectives of this assignment. Costs for hosting Taskforce meetings and venue.

Ownership

UNDP maintains ownership of all data and information used in the duration of this assignment, other than those materials originally sourced and produced by other UN agencies, EU & UN Spotlight Initiative and other agencies. The final guide will be produced with the intention to be owned by members of Taskforce as they will be the end users in particular the identified government focal point responsible for the accreditation process.

Reporting Requirements

The Consultant is or is required to report to the UNDP Spotlight Program Coordinator. The consultant is required to submit relevant milestone reports for endorsement to the Taskforce via the program coordinator and the UNDP GPRU Assistant Resident Representative.

F. DURATION OF THE WORK

The duration of time for the Consultant to provide the services will be up to 20 **working days** from the effective date of the contract.

G. DUTY STATION

For this consultancy, the local consultant would be required to be based in Samoa.

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

Functional Competencies

- Strong understanding and knowledge of accreditation and standard setting process for civil society organisations.
- Strong skills and experience in carrying out scoping studies and developing guidelines for quality standards in relation to violence against women and girls, domestic violence work.
- Excellent communication, facilitation 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 the government of Samoa existing accreditation process for service delivered by CSOs and government.
- 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

- Strategic thinker with critical analysis skills
- 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.

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS OF SUCCESSFUL CONTRACTOR (SHOWING ASSESSMENT VALUE)

1. Minimum formal qualification from a recognised university. Bachelor's degree in social and public policy, education, Gender, social science, or relevant field.
2. Minimum of 5 years of relevant experience in the indicated fields of expertise or competencies in undertaking strategic assessments, quality assurance or monitoring standards, scoping studies for accreditation of service providers in particular gender responsive programs in addressing violence against women and girls.
3. Strong experience in leading and facilitating strategic planning and dialogue with civil society and government representatives is preferred.
4. Good knowledge of government and civil society accreditation and standards setting systems for improving quality of social services in particular services addressing domestic violence in Samoa is desirable
5. Past Experience in engaging in engaging multisectoral stakeholders from communities, civil society, government, development partners in reviews and planning processes is desirable
6. Proficiency in written and spoken Samoan and English

EVALUATION PROCESS & 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 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

1. Minimum formal qualification- Bachelor's degree in social and public policy, Gender, social science, or relevant field. (20%)
2. Minimum of 5 years of relevant experience in the indicated fields of expertise or competencies in undertaking strategic assessments, quality assurance or monitoring standards, scoping studies for accreditation of service providers in particular gender responsive programs in addressing violence against women and girls. (20%)
3. Strong experience in leading and facilitating strategic planning and dialogue with civil society and government representatives. (20%)
4. Good knowledge of government and civil society accreditation and standards setting systems for improving quality of social services in particular services addressing domestic violence in Samoa (10%)
5. Past Experience in engaging multisectoral stakeholders from communities, civil society, government, development partners in reviews and planning processes. (10%)
6. Proficiency in written and spoken Samoan and English. (20%)

I. 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 22 September 2021**.

Kindly note to upload only ONE document to the following Jobs website. Email submissions will not be permitted.

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=101806

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

- i. **Letter of Interest/Availability completed Annex I**
- ii. **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 contract award (Annex II)
- iii. **Financial Proposal** with breakdown cost specifying the daily rate and other expenses, if any (Annex III).
- iv. **A brief description** (max 1 page) on how you will approach and conduct the work (Annex VI)
- v. **Links or submission of previous relevant publications** would be an asset.

Queries about this consultancy can be directed to procurement.ws@undp.org.