



Empowered lives.
Resilient nations.

United Nations Development Programme

Terms of Reference for National Consultant - Monitoring of the Media on Gender Matters “GENDERED VOICES NEWSLETTER”

TITLE	National Consultant Gendered Voices Newsletter
COUNTRY	Republic of Mauritius
FOCAL AREA	Gender Equality, Women’s Empowerment and Information Technology
AGENCY	UNDP CO Mauritius
DURATION	100 days over 7 months
DUTY STATION	On-Duty Station (Mauritius)
REPORTING TO	Head of Socio-Economic Development Unit (SEDU)
CONTRACT TYPE	Individual Contract - National
STARTING DATE	18 October 2021
END DATE	31 May 2022

1. Background Information

UNDP in Mauritius is guided by the Country Programme Document (CPD) for 2017-2023 and the Strategic Partnership Framework 2019-2023 which are in line with the Government Programme 2015-2019, the Blueprint for Mauritius’ Vision 2030, the Sustainable Development Goals and the 2030 Agenda. The Country Programme’s thrust is to bring significant added value in high-level policy support with a focus on strengthening the capacities of national actors, systems, and institutions through targeted policy interventions.

The Sustainable Development Goals (SDGs), set out a shared global agenda for human development that is fair, inclusive, and sustainable. Many of the SDGs call for the economy to reach universal coverage of some core service by 2030, e.g., healthcare (SDG 3), pre-primary up to secondary education (SDG 4), access to safe water and sanitation (SDG 6), and access to reliable electricity (SDG 7). SDG 17 focuses on strengthening the means of implementation and revitalizing the global partnership for sustainable development and its targets 17.6-17.8 are devoted to technology. A Business-as-Usual (BAU) path will not be sufficient to achieve these universal coverage goals by the target date of 2030. Meeting these goals will require a transformation of societies.

With regards to the above mentioned, gender equality is also implemented throughout the organization in a two-pronged approach: mainstreaming gender in all core practices and dedicated interventions that empower women and promote gender equality. UNDP’s work on gender is guided by the Beijing Platform for Action (BPFA), Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), the Sustainable Development Goals (SDGs) framework, UNDP’s Signature Solution 6 on Gender Equality, and country specific gender priorities.

To promote the achievement of SDGs, UNDP Mauritius is making efforts to ensure gender considerations are fully mainstreamed into agenda at all levels of its operations and programmes. One of UNDP’s indicators under the CPD is to empower women in the socio economic and political spheres. To that end, the UNDP Country Office (CO) has adopted a two-pronged approach towards gender equality and equity; namely, through gender mainstreaming strategies at the policies and programming levels, and support for the implementation of women’s empowerment programmes.

The UN Broadband Commission for Sustainable Development highlighted the central role information and communication technology (ICT) can play in delivering innovative, integrated, cross sectoral sustainable development outcomes. ICT is a game changer and is the catalyst to get us off the BAU approach. ICT is the essential infrastructure platform for the SDGs and is the essential pathway to gender equality and empowerment. It is noteworthy that ICT is an existing and widely deployed technology that can be mobilized to step up the pace and scale of transformation. ICT-based solutions can be central to that acceleration if governments, universities, and the private sector work in partnership towards this goal.

Given its positioning as a Small Island Developing State, Mauritius is highly susceptible to several environmental, health and socio-economic shocks, at the local, regional, or global scale. The country has faced the devastating socioeconomic impact of the COVID-19 crisis and the recent oil spills that have threatened to reverse its hitherto impressive economic and human development gains.

Mauritius remains vulnerable to environmental and other shocks. UNDP Mauritius is supporting government and communities to better prepare for urgent and immediate action an integrated approach.

Currently UNDP Mauritius is supporting the Government of Mauritius by leveraging digital transformation to achieve the following output results - Health System strengthening by replacing the outdated paper-based health care information management system with a modern and integrated E-Health system to improve the quality of health services in all public and regional health care centres; Public Sector digitalization promotion by integrating information management systems in select Ministries and mainstreaming business continuity processes to strengthen capacity to deal effectively with disasters; and Private Sector resilience strengthening in partnership with Business Mauritius and the National Productivity and Competitiveness Council.

UNDP has also extended technical assistance to conceptualize and develop the Gender Based Mobile Application entitled “Lespar” (Hope) as being implemented by the Prime Minister’s Office, the Mauritius Police Force and the Ministry of Gender Equality and Family Welfare. In line with international experiences, the GBV Mobile App serves to increase Victim’s Safety by giving priority and enhanced access to support services at the touch of a Panic Button for those at greatest risk. The main specificities of the App are (a) Rapid Response by Police through a geolocalisation feature; and (b) an information platform for all victims of GBV to feel secure, protected and taken care of by all the authorities concerned in order to maintain a stable and healthy life. The Mobile App was recognised as one of the Champions by World Summit on the Information Society (WSIS) of the International Telecommunication Union (ITU) as WSIS Prizes 2021 Champion which is among the top five in its category “Ethical Dimensions” of the Information Society. The Country Office is presently working in close collaboration with the Prime Minister’s Office to enhance its functionalities as well as potentially address matters relating to Trafficking in Persons through an alert system.

Furthermore, the UNDP CO has also received assistance from the Government of Japan (GOJ) through its Japan Supplementary Budget (JSB) for the Project - Support to Resilience through Digital Transformation and Capacity Development. The assistance from the GoJ is to support Mauritius in responding seamlessly across the pre-surge, surge and recovery phases, with focus on vulnerable populations. Therefore, the assignment will also provide visibility on the activities under the GoJ assistance. Hence, one of the objectives would be to capture the GoJ funded activities in each issue of the Gendered Voices Newsletter.

The UNDP CO last published 4 Newsletters on the following themes

- (i). COVID-19 and its impact on the Informal Sector-Challenges and Opportunities;
- (ii). Impacted Livelihoods: Challenges and Recovering Strategies for Women in Oil-Spill Affected Areas;
- (iii). Climate Change Matters: Re-inventing Entrepreneurship using Renewable Energy;
- (iv). Focus on SDG 13: Women's roles in biodiversity, eco-system restoration, and climate justice;

A fundamental conviction is that strengthening national capacities across the priority areas lead to economic growth and sustainable development, as expressed in the sustainable development goals. Knowledge management will facilitate innovation and the scale-up and replicability potential of good practices. Accordingly, the UNDP CO in Mauritius expands its work in promoting gender equality, human rights and the empowerment of women, focusing on communications and disseminating results.

2. Objective

The main objective of the assignment is to translate gendered programme results into powerful compelling human stories related to the CPD, including but not limited to women's empowerment and green/sustainable information technologies.

It is viewed that an effective media monitoring analysis and highlighting gendered voices will equip the CO with relevant information in real time and provide unique insights on people's lives for long-term planning. This initiative will also put a human face to programmes. In the same vein, the international literature on the women's movement stipulates that 'bringing to voice' and sharing of women's experiences is key to developing 'sisterhood' and to bringing to light women's collective resistance and understand the basis of common situations of women¹. Concurrently, a media monitoring of gender issues will ensure that policy issues remain on the agenda and provide insights on how the media reports on matters that are important to women.

3. Scope of work

UNDP is seeking to hire a short-term Consultant for a period of 100 days over a period of 7 months to provide support with developing compelling stories to increase visibility, knowledge, and gendered impact of the green/sustainable information technologies, as well as to contribute to its awareness-raising and outreach efforts. This will include producing a monthly online e-Newsletter entitled "Gendered Voices". The Newsletter will be focused on Mauritius and Seychelles.

Under the direct supervision of the Gender and Monitoring and Evaluation Officer, the Consultant is expected to identify and capture human stories in English demonstrating UNDP's impact on the ground, **particularly in improving lives and contributing to sustainable development through the use of information technologies.**

The Consultant will produce a total of 5 issues of the newsletters of an average of 3500 words to be released by the CO monthly on each last Friday of the month from November 2021 to May 2022. The style of stories should be catchy, avoiding jargon and technical words. The Newsletter will be written in a user-friendly and engaging manner portraying women's lived experience and/or gendered experiences.

The Newsletter will be disseminated through UNDP CO communication channels, including but not limited to web site and social media accounts (Facebook, Twitter). The Newsletter will be in printed

¹ Kruks S., 2014, "Chapter 5: Women's Lived Experience: Feminism and Phenomenology from Simone de Beauvoir" in Evans M et al (Eds.), 2014, *The Sage Handbook of Feminist Theory*", Sage Publications Ltd.

and online format circulated by the UNDP CO. The expected target group will be Members of the Parliamentary Gender Caucus, Representatives of the UN Country Team Offices and UNDP Country Offices worldwide, including online UNDP platforms; Policy Makers, Development Partners; Gender Focal Points of sectoral Ministries; Members of the Academia; Trade Unions and NGOs. The Newsletter will also be posted on the website of the CO.

More Specifically, the Consultant will

- (a) Review the background documents provided by UNDP to obtain a better understanding of the goals and context as well as the UNDP Principles of Gender-Responsive Communications to follow developing the products. Meet with Communication Cell/Environment Unit/Socio-Economic Development teams to discuss potential storylines.
- (b) Develop **detailed work plan** identifying timelines, activities, and certain deliverables for the period of assignment in consultation with UNDP and submit to UNDP for approval.
- (c) Identify real life stories(Mauritius and Seychelles) to be covered monthly, based on issue-specific themes identified(see Annex A). Gather engaging and compelling stories/content, both by the desk review and by interviews with men/women selected to be portrayed. Ensure that men, women, and youth are equally represented in stories.
- (d) He/she will capture and share stories to promote gendered environmentally friendly action/behavior by offering a new way of looking at things and by challenging the audience's belief system. He/she should finally be able to intrigue, educate, clarify key messages, and motivate the audience to inspire and make them want to be the story of change and to be engaged in environmentally friendly action.
- (e) Draft stories, if any, on the changing gendered dynamics within the household due to UNDP action on ground.
- (f) Provide an update of COVID 19 situation in Mauritius and Seychelles in each Newsletters.
- (g) Turn deep and raw scientific feature-oriented content and human voices into personalized human stories the audience will enjoy. Protagonists should be portrayed in their natural, authentic working or domestic environment, to provide context to the story. It is also important to capture the subject in their daily action or engaged in an activity that helps construct the story. Stories should also focus on the process of change, finding positive solutions and/or overcoming challenges.
- (h) With an emphasis on strong writing, contextualize and text-based content as well as tailor and package key messages to be communicated to suit the audience. Ensure that the content clearly communicates the message and ensure content and message are consistent.
- (i) Provide UNDP with first drafts of the success human stories for comments/feedback by agreed deadline.
- (j) Provide UNDP with revised drafts for comments / feedback by agreed deadline.
- (k) Ensure timely incorporation of feedback received from UNDP into final drafts.
- (l) Develop a final report covering the whole assignment, followed with all relevant Annexes with all outputs produced.
- (m) Provide support to the UNDP Communication unit for capturing the human stories with photos.
- (n) Put together the Newsletter monthly.

To ensure the delivery of the above tasks, the Consultant will:

- Liaise and ensure constant communication/coordination with UNDP regarding all aspects of the assignment;
- Submit all the deliverables for review, comments and approval to UNDP as requested;
- Hold consultations with UNDP as requested.

4. Institutional Arrangement

- This is an online assignment. The Consultant will be contracted by the UNDP. A plan of work will be worked out in consultation with the Communication Unit, Environment Unit and Seychelles Unit
- Online Conferencing software (Zoom/ Skype/ WhatsApp) will be used for communication purposes.
- The Consultant will be responsible to contact online/by phone relevant respondents and arrange for interviews accordingly. It is not recommended to physically visit respondents for interviews should there be a confinement period set by the Authorities.
- All information and production of photo and audio materials pertaining to the assignment as well as outputs produced under this ToR shall remain the property of the UNDP who shall have exclusive rights over their use. The products shall not be disclosed to the public nor used in whatever format without written permission of UNDP.

5. Duration of the Work

This assignment is for duration of 100 days starting on 18 October 2021 and ending on 31 May 2022.

6. Duty Station

The Consultant will work online.

7. Expected Outputs

The Consultant will have contributed to (i) highlighting initiatives on Sustainable Development Goals 3,4, 5, 9, 11 and 17 and inform forward looking policies from an evidence-based perspectives of lived experiences; (ii) keeping gender matters on the policy agenda; and (iii) conduct a media monitoring on gender matters during crisis period.

8. Deliverables

Following consultations with relevant stakeholders, the Consultant will be expected to work mainly on the deliverables as per table below:

S.N	Deliverables	Timeframe	Fee (%)	Review and approved by
1	(a) Hold a Teleconference Call/face to face with the Focal Point for Seychelles and Environment Portfolio, the Head of Communication cell, Gender Expert and the Gender and Monitoring and Evaluation officer, on the process to be adopted for the drafting of the Newsletter. (b) Submit a brief on the conceptual framework of the assignment	22 October 2021 29 October 2021	10%	UNDP
2.	Submit 1 monthly Online Newsletters entitled “Gendered Voices” - Media and Communications technologies - 3 stories from Mauritius and 1 story from Seychelles.	03 December 2021	15 %	UNDP
3.	Submit 1 monthly Online Newsletters entitled “Gendered Voices” - Health Care innovation and technologies – 4 stories from Mauritius.	14 January 2022	15%	UNDP
4.	Submit 1 monthly Online Newsletters entitled “Gendered Voices” - E-Commerce and	11 February 2022	15%	UNDP

	web/application development technologies - 3 stories from Mauritius and 1 story from Seychelles.			
5.	Submit 1 monthly Online Newsletters entitled “Gendered Voices” - Innovative use of Information technologies, - Artificial Intelligence and Blockchain – 4 stories from Mauritius	11 March 2022	15%	UNDP
6.	Submit 1 monthly Online Newsletters entitled “Gendered Voices” - Beyond Business As Usual - Work from home initiative and Remote education - - 3 stories from Mauritius and 1 story from Seychelles.	15 April 2022	15%	UNDP
7.	Submit an end of consultancy report with recommendations on the way forward based on stories drafted	31 May 2022	15%	UNDP

8. (A) Qualifications and Competencies

EDUCATION:

The following minimum qualifications and experiences are required:

- (a) Advanced Degree in Gender Studies, Developmental Studies, Communications, Sociology or Social Work from a recognised institution

EXPERIENCE:

- (a) At least 5 years of working experience in the field of gender and data collection, analysis and gender mainstreaming.
- (b) Proven experience in conducting media reviews from a gender perspective;
- (c) Proven experience in communication matters, drafting communication briefs or newsletters;
- (d) Proven experience in the fields of ICT and sustainable development;
- (e) Practical experience in gender sensitive media advocacy matters;
- (f) Proven experience in working with stakeholders at the policy and community levels.

LANGUAGE

- High level written and oral English and French language skills are a pre-requisite; fluency in spoken Creole is desirable but not essential.

REQUIRED SKILLS

- Evidence of engagement with media houses
- Evidence of any success stories on engendering media reporting
- Excellent communication skills and a good command of English and French, both written and spoken
- Ability to work in a team and independently within a tight deadline
- Knowledge of teleconferencing applications such as Zoom/Skype
- Sound understanding of the SDGs and interlinkages to SDGs 3,4, 5, 9, 11 and 17
- Initiative and sound judgment, dedication and respect for the principles of the United Nations Charter and the UNDP Statement of Purpose.

Corporate Competencies

- Demonstrate integrity by modelling the United Nations’ values and ethical standards.
- Advocate and promotes the vision, mission, and strategic goals of United Nations;
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability; and
- Treat all people fairly without favoritism

Candidates should produce written evidence of experience/knowledge claimed.

B. Scope of Price Proposal and Schedule Payments

Price Proposal

- The financial offer should be quoted as a lump sum amount, ‘all-inclusive’. The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amount submitted in the proposal
- The contract price is fixed regardless of changes in the cost components. Payments will be based on deliverables

Payment Schedules

Payments are based upon output, i.e. upon delivery of the services specified in this Terms of Reference as follows:

- 10% of contract total value will be paid upon approval of Deliverable 1 as per TOR.
- 15% of contract total value will be paid upon approval of Deliverable 2 as per TOR.
- 15% of contract total value will be paid upon approval of Deliverable 3 as per TOR.
- 15% of contract total value will be paid upon approval of Deliverable 4 as per TOR.
- 15% of contract total value will be paid upon approval of Deliverable 5 as per TOR.
- 15% of contract total value will be paid upon approval of Deliverable 6 as per TOR.
- 15% of contract total value will be paid upon approval of Deliverable 7 as per TOR.

Deliverables will be monitored and certified by the UNDP Head of SEDU.

C. Proposed Work Plan and Indicative Time

It is planned that the consultancy starts by 18 October 2021 and ends on 31 May 2022.

D. Recommended Presentation of Offer

Individual Consultants/Resource Persons are invited to submit the following applications and requirements:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- Personal CV, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate.
- Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology on how they will approach and complete the assignment.
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

E. Criteria for Selection of Best Offer

The award of the contract will be made to the Individual Consultant whose offer has been evaluated using the “Combined Scoring Method” and determined as:

- Responsive/compliant/acceptable.
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specified below - (Technical Criteria with a weight of 0.7 and Financial Criteria of a weight of 0.3).

Only candidates obtaining a minimum of 70 marks out of 100 in the Technical Evaluation would be considered for the Financial Evaluation. The technical criteria and weightage are as follows:

Educational Qualifications	Experience	Methodology reports	Language Proficiency
Advanced Degree in Gender Studies, Developmental Studies, Communications, Sociology or Social Work from a recognised institution	(i) Proven experience in conducting media reviews from a gender perspective (ii) Proven experience in communication matters, drafting communication briefs or newsletters (iii) Proven experience in the fields of ICT and sustainable development (iv) Practical experience in gender sensitive media advocacy matters (v) Proven experience in working with stakeholders at the policy and community levels (vi) At least 5 years of working experience in the field of gender and data collection, analysis and gender mainstreaming	(i) Evidence of engagement with media houses (ii) Evidence of any success stories on engendering media reporting (iii) Sound understanding of the SDGs and interlinkages to SDG 3,4, 5, 9, 11 and 17.	(i) High level written and oral English and French language skills are a pre-requisite (ii) Fluency in spoken Creole is desirable but not essential.
30 MARKS	40 MARKS	20 MARKS	10 MARKS

Important Note:

- Qualified women are encouraged to apply
- Interested offerors above the age of 62: UNDP regulations require, at their own cost, to undergo a full medical examination including x-rays. Medical evaluation documentation does not need to be submitted with the other requested documents listed above but will be requested should the candidate be chosen.
- The assignment will be funded from Japan Supplementary Budget (JSB) - Project - Support to Resilience through Digital Transformation and Capacity Development

Annex A

The following are proposed themes for the forthcoming 5 Newletters entitled “Gendered Voices” focussing on Information Communication Technologies.

Women’s lived experiences during the COVID-19 lockdown in the following sectors:

- (i). Media and Communications technologies.
- (ii). Health Care innovation and technologies.
- (iii). E-Commerce and web/application development technologies.
- (iv). Innovative use of Information technologies, - Artificial Intelligence and Blockchain.
- (v). Beyond Business As Usual - Work from home initiative and Remote education

This TOR is approved by:



Signature: _____
Designation: Head of SEDU

Date of Signing: 8 September 2021