

## **TERMS OF REFERENCE**

### **Individual Contractor**

#### **1. Assignment Information**

<b>Assignment Title:</b>	National Consultant for Gender Responsive Budgeting and Institutionalization
<b>Cluster/Project:</b>	PIH Unit
<b>Post Level:</b>	Specialist
<b>Contract Type:</b>	Individual Contractor (IC)
<b>Duty Station:</b>	Phnom Penh
<b>Expected Place of Travel:</b>	N/A
<b>Contract Duration:</b>	30 working days (first week of December 2021 to 30 June 2022)

#### **2. Project Description**

Ministry of Women's Affairs of Cambodia (MoWA) is a national mechanism that plays a crucial role to promote gender equality and women's empowerment. Consequently, this translates into goals that adopt the "No One Left Behind" approach, ensuring equal rights for women and men while enhancing the participation of both genders, especially during times of crisis and a global pandemic. With these mandates, MoWA needs to coordinate with other key institutional and societal partners, that are largely conservative in denying equal access to women and girls. It is crucial for the ministry to mobilize the entire society in cooperation with a wide range of stakeholders: line ministries, civil society organizations –including women's organizations-, private sector, universities, research centers, development partners and individuals themselves. Gender Responsive Budgeting is a critical tool among institutionalization methodology in sectoral ministries/institutions.

The Ministry of Women's Affairs and UNDP have been working together for over a decade to promote gender equality. Currently, the partnership between the Ministry and UNDP aims to promote the implementation of Gender Equality policy frameworks and monitoring and evaluation systems. The initiative also focuses on a number of concrete activities, including to develop tool on Gender Responsive Budgeting guidelines and to roll it out among relevant MoWA team and piloted Line Ministries.

#### **3. Scope of Work**

The assignment aims to develop a national manual, practical guideline and advocacy tools for Gender-Responsive Budgeting that can be applied and utilized in the Cambodian context. This will allow MOWA to scale up the methodology to the piloted Line Ministries that will be identified during the project implementation. Following this, other Line Ministries will also be targeted to apply the methodology and tools.

The consultant will work with MoWA and UNDP team to undertake and deliver the following activities and outputs:

- Conduct desk review: Identification and description of existing potential/progress/gaps, emerging issues and identification of entry points to promote gender-responsive budgeting in selected sectors.
- Conduct and analyze the Gender Responsive Budgeting roadmap: Based on the findings and recommendations of the desk review, the consultant under the guidance from MoWA team finalizes the roadmap for GRB. The roadmap will lay out the mechanisms through which GRB will be operationalized and key strategies that will be adopted.

- Develop GRB training manual and build MoWA expertise: The consultant will work with MoWA team to develop a capacity development plan and training manual as well as provide training, coaching and technical support on GRB. The consultant will also coordinate the logistic of the workshops and provide training/workshop report if any.
- Provide the practical recommendations to MoWA on each step to explore the entry points in the budget call circular and gender budget statement in Budget Strategic Plan (BSP), including stakeholder engagement.
- Provide technical support to MoWA to roll out the guideline and tools related to GRB with the selected key Line Ministries to ensure the effective enhancing the gender responsiveness of their planning, budgeting and accountability mechanisms.
- Provide final the report of the assignment including lessons learnt, recommendations and ways forward to improve GRB

#### **4. Expected Outputs and Deliverables**

<b>N</b>	<b>Deliverables/Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals</b>
1	Inception report with detailed methodology and workplan in response to scope of work.	1 day	10 December 2021	<ul style="list-style-type: none"> <li>• MoWA project team</li> <li>• Programme Analyst, UNDP</li> <li>• ARR Programmes, UNDP</li> </ul>
2	Develop the Gender Responsive Budgeting roadmap, including Monitoring and Evaluation tool.	7 days	25 January 2021	<ul style="list-style-type: none"> <li>• MoWA project team</li> <li>• Programme Analyst, UNDP</li> <li>• ARR Programmes, UNDP</li> </ul>
3	Develop training manual on GRB	15 days	30 March 2021	<ul style="list-style-type: none"> <li>• MoWA project team</li> <li>• Programme Analyst, UNDP</li> <li>• ARR Programmes, UNDP</li> </ul>
4	Provide coaching, training on the manual and guideline to MoWA project team and selected line ministries	5 days	30 April 2021	<ul style="list-style-type: none"> <li>• MoWA project team</li> <li>• Programme Analyst, UNDP</li> <li>• ARR Programmes, UNDP</li> </ul>
5	Provide final the report of the assignment including lessons learnt, recommendations and ways forward to improve GRB	2 days	25 June 2022	<ul style="list-style-type: none"> <li>• MoWA project team</li> <li>• Programme Analyst, UNDP</li> <li>• ARR Programmes, UNDP</li> </ul>
<b>Total # of Days:</b>		<b>30 days</b>		

#### **5. Institutional Arrangement**

The Consultant will be supervised by the MoWA General Director of Gender Equality and Economic Development. S/he will work closely with the Gender Equality Department of the MoWA and UNDP.

Each deliverable will be reviewed by both MoWA and UNDP, who will revert feedback within one week after it is submitted. UNDP will approve on deliverables (to release the payment) based on confirmation of satisfactory outputs from both UNDP and the MoWA team.

## **6. Duration of the Work**

The duration is 30 working days, from first week of December 2021 to 30 June 2022. A more detailed work plan of the assignment will be further elaborated in collaboration with the MoWA General Directorate of Gender Equality and Economic Development and UNDP and incorporated into the inception report.

## **7. Duty Station**

The duty station is Phnom Penh, Cambodia (possibility to travel to provinces if needed). While a lot of work will be done virtually according to new working arrangement during the Covid-19 situation, there will also be face to face meetings if required by MoWA team in consultation with UNDP.

## **8. Minimum Qualifications of the Individual Contractor**

<b>Education:</b>	<ul style="list-style-type: none"> <li>Advanced University Degree (Master or PhD) in women's studies, gender studies, international development, public administration, political science, sociology, anthropology, human rights.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>At least 4 years of relevant experience in the field of gender equality and/or gender mainstreaming and gender responsive budgeting.</li> <li>Solid experiences and understanding of gender responsive budgeting.</li> <li>Strong experience in the development of national policy, guideline, roadmap and manual.</li> <li>Strong practical experience in providing technical advice and coaching to the government and public institutions for gender equality/mainstreaming.</li> <li>Strong knowledge and experiences in national and international strategies, frameworks and policies in relation to gender equality and/or gender mainstreaming and gender responsive budgeting.</li> </ul>
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>Demonstrated commitment to MoWA's mission, vision and values;</li> <li>Sensitivity and adaptability to Cambodian culture;</li> <li>Highest standards of integrity, gender-sensitivity, age-sensitivity, discretion and loyalty.</li> <li>Demonstrated ability to communicate effectively with government and development partners.</li> <li>Good facilitation and presentation skill.</li> <li>Strong interpersonal skills, ability to work with people from different backgrounds to deliver quality products within short timeframe.</li> <li>Be flexible and responsive to changes and demands.</li> <li>Be client oriented and open to feedback.</li> <li>Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.</li> <li>Treats all people fairly without favoritism.</li> <li>Excellent computer literacy.</li> </ul>

<b>Language Requirement:</b>	Fluent in written and spoken English and Khmer
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#### **9. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor**

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
Advanced University Degree (Master or PhD) in women's studies, gender studies, international development, public administration, political	15
At least 4 years of relevant experience in the field of gender equality and/or gender mainstreaming and gender responsive budgeting.	20
Solid experiences and understanding of gender responsive budgeting.	20
Strong experience in the development of national policy, guideline, roadmap and manual.	15
Strong practical experience in providing technical advice and coaching to the government and public institutions for gender equality/mainstreaming.	15
Strong knowledge and experiences in national and international strategics, frameworks and policies in relation to gender equality and/or gender mainstreaming and gender responsive budgeting.	15
<b>Total Obtainable Score:</b>	<b>100</b>

#### **10. Payment Milestones**

This is a fixed output based contract price regardless of extension of the herein specific duration. The consultant will be paid on a lump sum basis under the following installments.

<b>N</b>	<b>Outputs/Deliveries</b>	<b>Payment Schedule</b>	<b>Payment Amount</b>
1	Upon satisfactory completion of outputs 1 (1day)	12 December 2021	10%
2	Upon satisfactory completion of outputs 2 (7 days)	28 January 2022	20%
2	Upon satisfactory completion of outputs 3 and 4 (20 days)	15 February 2022	55%
3	Upon satisfactory completion of outputs 5 (2 days)	28 June 2022	15%

#### **11. Annexes**

- Neary Rattanak Five-year Strategy Plan 2019-2023

This can be found at: <https://www.mowa.gov.kh/en/neary-rattanak-v-2019-2023-en>