



Terms of Reference (TOR) for Consultant- USAWA INDEX

Duty station: Dar-Es-Salaam, Tanzania

Duration: 33 working days, the research process shall be completed within TWO months from the date of signing of contract.

Starting Date: 05th December 2021

Type of contract: Individual consultant

Language: English and Swahili

1. Background

UNDP is supporting The Tanzania's network of the United Nations Global Compact, the UN Global Compact Network Tanzania (GCNT) in the shared mission of advancing the 17 Sustainable Development Goals (SDGs)

The Tanzania's network of the United Nations Global Compact, the UN Global Compact Network Tanzania (GCNT) is dedicated to assisting Tanzanian organizations with the advancement of the 17 Sustainable Development Goals (SDGs) and the 10 Principles of the United Nations Global Compact.

Since its inception in 2017, the GCNT has allowed creation of a platform for multi stakeholders from the private sector, the public, UN agencies and civil society organizations (CSOs) with a focus of promoting sustainability, good governance and fighting corruption in Tanzania. The GCNT has worked on several interventions to further the 10 Principles of the United Nations Global Compact. It has mainly partaken in public sensitization and mobilization, training and capacity building as well as advocating for social accountability in line with its four pillars namely, Human Rights, Labor, Environment and Anti-corruption alongside the SDGs.

As part of these continued efforts to raise awareness and interest toward the SDGs and furthering the 10 Principles, GCNT are launching the USAWA index. The USAWA Index will be a tool to measure the progress of gender equality in a selected scope of the private sector in Tanzania.

Without the equal inclusion of half of the world's talent, we will not be able to deliver on the promise of the Fourth Industrial Revolution for all of society, grow our economies for greater shared prosperity or achieve the UN Sustainable Development Goals. At the present rate of change, it will take nearly a century to achieve parity, a timeline we simply cannot accept in today's globalized world, especially among younger generations who hold increasingly progressive views of gender equality. Fortunately, the pathways to accelerating gender parity have also become more evident. While there has been much debate about closing gender gaps and improving the environment for current and future generations, this has yet to be borne out in the data.

USAWA Index will be introduced to close this data gap.

It is within this framework UNDP is seeking to hire a consultant to facilitate the creation of the USAWA Index.

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2. Objective of the Assignment:

The objectives of USAWA INDEX are to;

- a) Familiarize the WEPs Gender Analysis tool to Tanzania Private Sector
- b) Test applicability and propose modification as may warrant; of the Gender Analysis tool to different company sizes and types in Tanzania private sector
- c) create and document cases from a wide representation of private sector that amplify and promote gender equality
- d) Document success stories and or case studies of companies/organizations that have been tested to embrace WEPs as a way to enhance awareness cum dissemination of USAWA Index
- e) Create a new reliable statistical model and metrics for private sector index for gender equality, which includes indicators for gender norms, laws and policies ~~and sector outcomes~~

Expected Outputs

The expected outputs of this assignment

- a) Contribution to private sectors' commitment toward internalizing a gender lens at the workplace;
- b) Strategy on how to enhance the inclusion of gender equality among the employees in the SMEs and corporate World;
- c) Documented Gender equality data from SMEs and corporate World.
- d) Thorough dissemination of the USAWA Index for visibility on gender areas that need improvement

Expected Outcome

Policy makers supported in designing more effective gender equality measures.

3. Deliverables and reporting

The index will be based on existing, globally comparable data sources. Broadly, the consultant will complete the following tasks since it is expected that the following deliverables are responding to the objectives of the assignment. The consultant should be guided with these deliverables, which are pinned to respond to the objectives.

Deliverables	Description	Timelines	Payment
A theoretical framework for the USAWA index	The development of the theoretical framework should be using cutting-edge and internationally accepted statistical methods to building composite indicators, including, but not only:	Delivered by the 12 th december	15 %



	<ul style="list-style-type: none"> Developing a theoretical framework that defines and structures what is measured and provides the basis for the selection and combination of variables into a meaningful index for private sector that are members and non-members of the GCNT. This would include an assessment of available data sources, identification and justification of which data would best serve the purposes of the study and as far as possible with inclusion of ATE, TPSF and LHRC. 		
A set of variables, indicators, a sound metric and compiled data set to be used for analysis	<ul style="list-style-type: none"> Selecting variables based on the analytical soundness, measurability, country coverage, cross-country comparability and theoretical relevance Developing indicators for the domain of gender norms, laws and policies and sector outcomes based on the variable selection. Developing a sound metric that combines all indicators to the overall composite indicator for measuring national corporate gender equality <p>Compilation and data:</p> <ul style="list-style-type: none"> Conducting a multivariate analysis to assess the structure of the data and its suitability in 	Delivered the week of 7 th january	40%



	<p>order to guide methodological choices.</p> <ul style="list-style-type: none"> • Compiling and manipulating data (e.g. inputting missing data, normalizing data) to enable analysis including obtaining relevant permissions for use 		
Document success stories and or case studies of companies/organizations that have been tested to embrace WEPs	Organize two hybrid sessions that will focus on raising awareness and advocating for WEPs compliant companies as a way to enhance dissemination	Delivered the week of 14 th january	15%
The Final Index Document	<p>The USAWA index document should be based on data analysis of the compiled data set:</p> <ul style="list-style-type: none"> • Analyze the relationships between the gender norms, laws and policies and sector outcomes, in terms of correlations and trends within and between countries where the sector is being benchmarked. 	Delivered the week of 28 th january	30 %

The results of this Assignment will produce the index document (report) which will be used primarily for advocacy and communications purposes, providing evidence of the importance of gender equality as a factor towards increase of productivity of the corporates.

4. Institutional arrangements

The consultant will work under the supervision of the GCNT, and will work in direct coordination with the GCNT secretariat. They will monitor implementation and be responsible for quality management.

- The consultant will ensure the quality of deliverables, according to commonly applied UNDP standards.

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- The consultant and GCNT will maintain regular communication with UNDP for guidance and updates to ensure deliverables are on track.

Reporting and publications

The consultant will report every two weeks to GCNT. Furthermore, the organization will commit to record all facilitated processes with a variety of media and make these reports available to all involved. Lay-out and branding will consider the GCNT branding guidelines. Personal and organizational safety and security are guiding.

5. Functional competencies

Education:

Advanced university degree in a relevant field in the area of research, public policy, development studies

Experience:

At least five years professional experience in research consultancy

- Prior working experience on decentralization issues is an added advantage
- Demonstrated experience in working with government partners and other stakeholders in public sector development programs especially in the area of capacity development

Skills and Competencies:

- Ability to work with minimal supervision;
- High level written and oral communications skills in English and Kiswahili;
- Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy and integrity;
- Demonstrate excellent interpersonal and professional skills in interacting with government and development partners;
- Skills in facilitation of stakeholder engagements/workshops;
- Evidence of having undertaken similar assignments;
- Experience in research, policy development, management and programming-related work.

The applicant has strong experience in reporting and publications, and will provide proof of earlier work.

Language:

- Proficiency in English language: verbal, writing, and editing skills.

6. Selection criteria

The Individual Consultant will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals is:

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- a. Technical Criteria weight is **70%**
- b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV and proposal)	70%	70
Understanding the Scope of Work; comprehensive articulation of the technical proposal		30
Demonstrated relevant experience and knowledge		30
Minimum educational background and language requirement met		10
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

7. Confidentiality and proprietary interests

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultant under the assignment shall become and remain properties of UNDP.

8. Application Procedures

Interested candidates are required to submit application, including a cover letter, a technical proposal and a financial proposal.

- A cover letter describing why the individual considers himself or herself best suited for the assignment
- A technical proposal presenting: the understanding of the assignment, the proposed methodology, the structure of the work, the references of the experiences in the field and an up-to-date Curriculum Vitae (CV).
- A financial proposal, outlining the financial costs.

This TOR is approved by: Sergio Valdini

Signature: Sergio Valdini

Sergio valdini

DRR

Name and Designation: _____

UNDP Tanzania (DSM)

17-Nov-2021

United Nations Development Programme

Date of Signing: _____

