A. Project Title: National Trainer to implement gender-responsive budgeting trainings and develop training materials.

B. Project Description:
The Spotlight Initiative 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. The sustainable development goal principle of “leaving no one behind and helping first those furthest behind” guides the Spotlight Initiative by paying particular attention to the specific needs of our most vulnerable women affected by domestic violence and intimate partner violence. The Spotlight Initiative aims to end VAWG by supporting efforts by government and civil society organizations through six outcome pillars: (1) Legislations and policies (2) Institutions (3) Prevention (4) Response Services (5) Data/Research (6) Women’s Rights Movement & Civil Society Organizations. The Spotlight initiative takes a gender transformative approach by recognizing and practicing an integrated coherent approach across pillars to ensure the ‘leave no one behind’ principle is mainstreamed across all outcomes.

The focus of Pillar 2 (Institutions) is supporting multisectoral capacity development of key government counterparts and non-government institutions in gender analysis, gender budgeting, and monitoring capacities for domestic violence. The program strategy recognizes – when institutions and individuals responsible for the decision making process and implementation of laws for prevention, protection and response to VAWG are supported with reinforced capacities and funding, these institutions and actors will be able to develop, coordinate and implement programmes that integrate DV/IPV into development planning processes.

UNDP is an implementing UN agency for the Spotlight Initiative (SI) Samoa program. UNDP’s role is to provide technical and program support through strong partnerships with key government ministries and local civil society organisations to implement targeted interventions under four of the six program pillars identified above. In addition, UNDP works in collaboration with UN Women, UNESCO, UNFPA and UNICEF and by tapping onto regional experience and learning to support SI implementation, visibility, sustainability, lessons learnt and scale up results.
UNDP seeks through this request for proposal, the services of a National Trainer to implement a gender responsive budgeting training, develop training materials and a post training workplan in Samoa. The services provided will enable national institutions and civil society organisations to identify, coordinate, and support existing and new national policy and legislative initiatives to adequately address and resource domestic violence across government and across sectors.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

C. Scope of Work

The objective of this assignment is to support development of training materials/manuals and training on gender responsive budgeting for Government and Civil Society staff by strengthening existing local capacities in gender-responsive budgeting.

The National Trainer is required to:

- Work closely with the Government and Civil Society think tank to assess capacity need/gaps and priorities in preparation for capacity building on Gender responsive budgeting
- Work closely with International Consultant by advising and providing necessary information to support the development of gender training materials/manual on gender analysis, gender mainstreaming and gender responsive budgeting to address resources for gender equality particularly the required gender budget needed for prevention and response to GBV based on GRB model frameworks globally and regionally, with specific reference to policies, programmes and other material relevant to implementing GRB and the international best practice tools for training.
- Support the International Consultant in designing the training content, methodology targeting Government and Civil Society audiences/participants.
- Conduct training for the targeted participants using the designed training materials on Gender Responsive Budgeting with a focus on GBV prevention and Response.
- Produce training report with clear recommendations from the participants to enhance Gender Responsive Budgeting in the Countries.

The national trainer will work directly with the International consultant, with support from the UNDP Spotlight Coordinator and the implementing government counterpart. She or He will report directly to the UNDP Assistant Resident Representative (ARR) of the Governance and Poverty Reduction Unit (GPRU).

The national trainer will work on this assignment for a period of 40 working days from February 2022.

D. Expected Outputs & Deliverables
1. Coordinate a joint think tank preparation and post planning mechanism consisting of representatives from the Government, and relevant stakeholders to ensure they feed into the preparation and post-planning for the capacity building gender-responsive budgeting workshops.

2. Work closely with the Government counterpart and the International consultant to prepare training content, methodology, and timelines to ensure it is relevant to the local context. The National Trainer will equally input into the manual and materials to ensure content are relevant and are based on national agreed best practice.

3. Develop a training work plan and program agenda with clear and achievable training objectives. The work plan will include training objectives & outcomes, duration, scope, methodology, pre and post-evaluation including other relevant materials/information. This includes a post-training workplan to inform the next steps for broader gender-responsive budgeting (GRB) initiatives.

4. As a result of 1 – 3 above, the National trainer will work alongside the International consultant to support the contextualization of the training manual and materials for all participants and provide a translation into Samoan language where necessary. The National Trainer will provide equal input and agree to the final manual and materials which the International TA will compile and format before it is printed for dissemination and use.

5. Coordinate and Lead the conduct of two capacity-building workshops for key government officials and civil society representatives in Samoa.

6. Produce final report upon completion of training workshops. The report will include future recommendations to inform broader dialogue on gender-responsive budgeting (GRB) initiatives including capacity building interventions targeting government and civil society partners to strengthen national capacities on how to resource policies, multisectoral programs to address domestic violence.

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Target Due Dates</th>
<th>Amount (WST) to be paid upon UNDP Certification of Deliverable and Satisfactory Performance and endorsement by ARR GPRU</th>
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<tbody>
<tr>
<td>1. Coordinate joint GRB Think Tank and prepare training workplan/inception report</td>
<td>Within 15 working days after contract signature</td>
<td>20% of overall payment upon receipt and endorsement of inception report and completion of think tank session(s)</td>
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1.2 Prepare an inception report inclusive of a detailed training workplan, methodologies to be used, timelines for the trainings, list of participants and program agenda

2. Prepare Training Materials, Conduct Training and Produce Final Report:

2.1 Develop in consultation with Spotlight team and compile a training manual (contextualize materials where relevant) for all participants and provide translation into Samoan language where necessary.

2.2 Coordinate and Lead the conduct two to three capacity building workshops for key government officials and civil society representatives in Samoa

2.3 Develop a post training workplan based on recommendations from the participants during the training and the GRB Think tank. (ensure recommendations from IC are taken into consideration)

2.4 Produce final report upon completion of training workshops. The report will include future recommendations to inform broader dialogue on gender budgeting initiatives including capacity building packages to address domestic violence. (30 April 2022)

Total Duration 40 working days

Total Amount XXX

E. Institutional Arrangements
The national trainer will work under the overall guidance of the UNDP SI Project Coordinator including production and dissemination of relevant materials, background information, reports. She or He will work with the International Consultant for specific deliverables for this assignment and may have access to the UNWomen Samoa Spotlight and Regional Spotlight Capacity Building team through the UNDP SI Project Coordinator. Reports required for milestone payment will be submitted to the UNDP GPRU Assistant Resident Representative for endorsement.

Meeting space in the office when needed. The national trainer is expected to work remotely using her/his own computer and office resources but may access the UNDP office should she/he be required to work on site at any point during the assignment. The assignment is based in Upolu, therefore the trainer is not expected to travel outside of the vicinity of Apia. For all travel logistics to do with the assignment pertaining to the contractor, She or He will be responsible.

The national trainer may engage with external partners as needed to achieve the objectives of the assignment.

**Inputs by UNDP**
Costs for capacity building workshops such as training manuals, stationery, training venue, catering and other relevant costs to the conduct of the workshops or printing of the training materials.

**Ownership**
All materials produced for the purpose of this assignment is owned by the UNDP Spotlight Initiative unless there are materials used that was originally sourced and produced by other authors outside of the Spotlight Initiative.

**Reporting Requirements**
In terms of managing the assignment, the national trainer is required to liaise with the UNDP Spotlight Program Coordinator at all times who will provide advice, guidance and information/materials as necessary.
For reporting purposes, the local consultant or National Trainer is required to submit relevant milestone reports to the UNDP GPRU Assistant Resident Representative.

**F. Duration of Work**
The duration of time for the national trainer to provide the services required will be up to 40 working days starting from February 2022.

**G. Duty Station**
For this consultancy, the national trainer would be required to work from home and be based in Samoa. For the conduct of the capacity building workshops or trainings, the national trainer is expected to work at the selected training venues as it is a face to face training.
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 favoritism.
- Fulfils all obligations to gender sensitivity and zero tolerance for any form of violence including sexual harassment.

Functional Competencies
- Strong knowledge and understanding of gender equality/gender-responsive systems and in particular violence against women and girls, domestic violence.
- Excellent communication, public speaking and presentation 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.
- Excellent skills and experience in conducting trainings for government ministries and civil society organisations
- Strong knowledge and understanding of Government of Samoa budget policies and legislative frameworks and budget instruments.

Leadership and Self-Management
- Ability to work under pressure
- 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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications & Years of Experience:
- Minimum of a formal University qualification -Bachelor’s degree in social science, gender, sociology, economics, finance or related field
- Minimum of 5 years of relevant experience as a trainer in the indicated fields of gender equality and budget analysis, planning, instruments
- Demonstrated experience in gender analysis and gender policy advocacy in social and economic development, including strengthening work
• Strong understanding of government budget cycle, budget instruments and planning processes and providing evidence-based budget case study best practice scenarios
• Experience in engaging multisectoral stakeholders from government and civil society organisations in consultations, dialogue and planning processes
• Strong experience in developing training materials
• Proficiency in Samoan and English

J. Evaluation Process and 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-determined 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

• Minimum of a formal University qualification, Bachelor’s degree in social science, gender, sociology, economics, finance or related field (15%)
• Minimum of 5 years of relevant experience as a trainer in the indicated fields of gender equality and budget analysis, planning, instruments (20%)
• Demonstrated experience in gender analysis and gender policy advocacy in social and economic development, including strengthening work (15%)
• Strong understanding of government budget cycle, budget instruments and planning processes and providing evidence-based budget case study best practice scenarios (20%).
• Experience in engaging multisectoral stakeholders from government and civil society organisations in consultations, dialogue and planning processes (10%)
• Strong experience in developing training materials (10%)
• Proficiency in Samoan and English (10%)

K. RECOMMENDED PRESENTATION OF PROPOSAL
Kindly note to **upload only ONE document** to the Jobs site link (refer to the Reference number of this consultancy to find the correct link).

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

- **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.
- **3 professional references most recent** (must be dated within six (6) months)
- **A brief methodology** on how you will approach and conduct the work,
- **Financial Proposal** specifying the daily rate and other expenses, if any. The total amount quoted shall be **all-inclusive** and include all costs components required to perform the deliverables identified in the TOR, **including professional fee, travel, communication, and any other applicable cost** to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract).
- **Letter of interest and availability specifying the available date to start and other details**

Queries about the consultancy can be directed to the UNDP Procurement Unit
[procurement.ws@undp.org](mailto:procurement.ws@undp.org).