

TERMS OF REFERENCE FOR: INTERNATIONAL CONSULTANT TO DEVELOP GENDER RESPONSIVE BUDGETING (GRB) TRAINING MATERIALS.

Ref: IC2022/WSM/007

Project Title: International Consultant (IC) to develop gender responsive budgeting training materials.

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 an International Consultant to work closely with the National Trainer in Samoa to develop gender responsive budgeting tools/materials using relevant UN Spotlight Initiative tools, GRB global, regional frameworks and materials and to support national trainer with the implementation of trainings where necessary. The services provided by the International TA will form part of the overall package for achieving effective tangible outputs to working alongside a National Trainer to support existing local capacity in building and strengthening the understanding and application of gender responsive analysis, gender mainstreaming and gender responsive budgeting to adequately address and resource gender equality in particular 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 lead the 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 International Consultant is required to:

- Support the National Trainer by leading 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 National Trainer in designing the training content, methodology targeting Government and Civil Society audiences/participants.
- Work with the national trainer to conduct training sessions for the targeted participants using the designed training materials on Gender Responsive Budgeting with a focus on GBV prevention and Response.

-Support the national trainer by co-produce the training report with clear recommendations from the participants to enhance Gender Responsive Budgeting in the Countries.

The International consultant will work directly with the National Trainer under the management coordination of the UNDP Spotlight Coordinator. She or He will report directly to the UNDP Assistant Resident Representative (ARR) of the Governance and Poverty Reduction Unit (GPRU). The International consultant will work on this assignment for a period of 25 working days from March 2022.

D. Expected Outputs & Deliverables

1. Provide a workplan after liaising with the National Trainer on specific deliverables and timelines to achieve the work assignment.

2. Prepare and develop relevant gender responsive budgeting tools and materials based on international agreed best practice tools for trainings in close consultation with the National Trainer. The IC has to ensure he/she continues to engage with the UNDP SI program coordinator in the development of the materials to ensure coherence of approach and tools developed with existing work with UNDP & UN Women Spotlight Initiative Samoa and UN Women Spotlight Regional Capacity Building team.

3. Liaise closely with the National Trainer to prepare training content, methodology, and exercises/case studies to ensure it is relevant to the local context. The materials will need to cater for the needs of the target audience, namely government and civil society representatives operating in Samoa. The National Trainer will take the lead to ensure contextualization of relevant tools for the manual given the local socio – political environment and hands on of what is needed by the national stakeholders (i.e GRB Think Tank)

4. Format, structure and produce the final training materials and manual for printing for dissemination and use during the trainings. The final format must be agreed to with the National Trainer and follows the EU & UN Spotlight Initiative Branding Guidelines for production of knowledge & learning management products.

5. Provide virtual assistance to the National Trainer where necessary during the relevant training sessions. Will have to work out with the national trainer what sessions and dates would be most appropriate.

6. Produce a final exit report on the specific deliverables 1 – 5, with recommendations to support the post training plan developed by the National Trainer.

Deliverables	Target Due Dates	Amount (USD) to be paid upon UNDP Certification of Deliverable and Satisfactory Performance and endorsement by ARR GPRU
1. . Provide a workplan after liaising with the National Trainer on specific deliverables and timelines to achieve the work assignment.	Within 5 working days after contract signature	20% of overall payment upon receipt and endorsement of inception report and completion of think tank session (s)
2. Prepare and develop relevant gender responsive	11 March 2022	60% of payment upon receipt and endorsement of

<p>budgeting tools and materials based on international agreed best practice tools for the trainings in close consultation with the National Trainer.</p> <p>3. Liaise closely with the National Trainer to prepare training content, methodology, and exercises/case studies to ensure it is relevant to the local context.</p> <p>4. Format, structure and produce the final training materials and manual for printing for dissemination and use during the trainings. The final format must be agreed to with the National Trainer and follows the EU & UN Spotlight Initiative Branding Guidelines for production of knowledge & learning management products.</p>		<p>final Training Manual & materials.</p>
<p>5. Provide virtual assistance to the National Trainer where necessary during the relevant training sessions. Will have to work out with the national trainer what sessions and dates would be most appropriate.</p> <p>6. Produce a final exit report on the specific deliverables 1 – 5, with recommendations to support the post training</p>	<p>31 March 2022</p>	<p>Remaining 20% payment upon the successful completion of the training and endorsement of exit report.</p>

plan developed by the National Trainer.		
Total Duration	25 working days	Total Amount USD

E. Institutional Arrangements

The International Consultant will work directly with the National Trainer at all times and under the overall guidance of the UNDP SI Project Coordinator including production and dissemination of relevant materials, background information, reports. She or He will 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.

The International consultant is expected to work off island remotely /virtual using her/his own computer and office resources during the assignment. Given the nature of the assignment as there will be a national trainer, the International TA is not expected to travel outside of his/her home country or to Samoa.

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 International Consultant 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, TA is required to submit relevant milestone reports to the UNDP GPRU Assistant Resident Representative.

F. Duration of Work

The duration of time for the international consultant to provide the services required will be up to 25 days approximately starting March 2022.

G. Duty Station

For this consultancy, the TA would be required to work from home and is not 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 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 formal qualification from a recognised university Master's degree in Gender studies, , Sociology, Economics, finance or related field
- Minimum of 5 years of relevant experience in developing gender responsive budgeting and analysis tools, materials, planning, instruments to be used for multistakeholder training purposes in the indicated fields of expertise or competencies

- Demonstrated experience in gender responsive analysis and gender policy advocacy and programming in social and economic development, including institutional strengthening work
- Strong understanding of government budget cycle, budget instruments and planning processes and providing evidence-based budget case study best practice scenarios.
- Ability to work in a flexible and responsive manner to engage multisectoral stakeholders from government and civils society organisations in consultations, dialogue and planning processes
- Strong experience in developing training materials
- Proficiency in written and spoken English with Samoan language an advantage.

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-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

- Minimum formal qualification - Master's degree in Gender studies, Political science, Sociology, Economics, finance or related field (15%)
- Minimum of 5 years of relevant experience in developing gender responsive budgeting and analysis tools/materials, planning, instruments (20%)
- Demonstrated experience in gender responsive analysis and gender policy advocacy and programming in social and economic development, including institutional 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%).
- Ability to work in a flexible and responsive manner to engage multisectoral stakeholders from government and civils society organisations in consultations, dialogue and planning processes (10%)
- Strong experience in developing training materials (10%)
- Proficiency in communication, presentation skills, written and spoken Samoan and English (10%)

K. RECOMMENDED PRESENTATION OF PROPOSAL

Given below is the recommended format for submitting your proposal.

Kindly note to **upload only ONE document** to the UNDP Jobs site link for this consultancy [search the correct link using the reference for this consultancy at the top].

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, cost of printing materials and manuals, 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.