TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Location</th>
<th>Solomon Islands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application deadline</td>
<td>21 February 2022</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>Individual Contractor</td>
</tr>
<tr>
<td>Title of the post</td>
<td>Behavioral Insights and Impact Measurement Advisor</td>
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<tr>
<td>Languages required:</td>
<td>English</td>
</tr>
<tr>
<td>Duration of Initial Contract:</td>
<td>160 days over 9 months (March 2022 to November 2022)</td>
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BACKGROUND

The UNDP Country Office in the Solomon Islands is implementing a behavioural insights project to bring tools and approaches from behavioural science to strengthen gender equality programming.

Behavioural Insights combine behavioural economics, psychology, and neuroscience to better understand and explain human behaviour and decision-making. Applying behavioural insights can support the design of more effective public policies, processes, and services. It can improve organizational performance, and it can encourage citizens towards more positive social behaviours.

Recognising that gendered social norms and stereotypes, and related attitudes and behaviour, present barriers to women’s equal political participation and access to justice the project will support interventions to address behavioural change for gender equality in these two areas.

Through leveraging behavioural science techniques to (i) analyse the impact of these attitudes and behaviour on gender equality; (ii) design and implement interventions to address them and (iii) evaluate impact and use the results for iterative design of new interventions, the project aims to support more systematic and integrated approaches to gender equality programming, and greater evidence of impact.

**Women’s equal political participation**

The percentage of representation of women in elected bodies in the Pacific region is the lowest in the world. Solomon Islands currently has four women MPs out of 50 – the highest number ever elected. Despite this improvement in representation, participation of women in decision-making positions as well as political and socio-economical leaders is very limited, influenced by a perception that women’s leadership is not consistent with cultural values, and young women are particularly under-represented (for instance, the youngest female MP is 42).

The project will build on the “Outstanding Women” initiative launched in 2019 as part of the Strengthening the Electoral Cycle in the Solomon Islands II project (SECSIP) in support of women leadership and gender sensitization, which responded to research on why women are not considered...
as skilled as men at being political leaders, and what women candidates need to win in their constituency.

The initiative has been well received by international development partners as an innovative mechanism to promote gender awareness and women's leadership however, impact evaluation is required to use these findings as the basis for the further stages and scale-up of the intervention.

The IC will conduct an impact analysis on the impact of the intervention and to support the strategy for the next phase of the initiative, with recommendations on behavioural science tools and methodologies to design further interventions and evaluate their impact. Specific consideration will be given to barriers facing young women and how interventions can be designed to strengthen the political participation of young women.

Access to Justice
The initiative seeks to address the perceived reluctance of women to access such support from the Public Solicitor’s Office (PSO) particularly during a land dispute (1.3%). This is despite the fact that 74% of women believe the formal justice system is the most effective forum for pursuing justice, however, only 33% use it.

The gender justice approach aims to enhance women’s ability to seek and obtain a remedy through formal or informal justice mechanisms in compliance with human rights standards guided by the principle of substantive gender equality.

Working together with UN Women to strengthen women’s groups and involving the community, UNDP is supporting the PSO to raise awareness of the PSO and its services together with avenues to the formal justice system.

This initiative will be implemented in locations where women have strong established women’s groups, where the PSO is accessible and where extensive awareness of the PSO and its services have already been undertaken, reducing some already existing barriers which women face when attempting to access the PSO. Specific attention will be paid to young women to identify whether they face additional barriers, and to design interventions accordingly. Lessons learned from the initiative will be leveraged for scale up in other provinces after the initial interventions are evaluated.

The purpose of this Consultancy is to provide specialized technical support over a nine-month period to the design, development, testing, implementation, analysis and reporting of behavioural insight initiatives in relation to gender justice and women's political participation.

DUTIES AND RESPONSIBILITIES

Scope of Work
The Consultant, in close collaboration with Regional experts and project teams, will be required to provide specialized technical support to develop designs, testing, implementation, data analysis and

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1 UNDP Solomon Islands Access to Justice Study, 2019, page 20
reporting of behavioral insight initiatives in relation to gender justice and women’s political participation.

**Expected Outputs, Deliverables and Timelines:**

<table>
<thead>
<tr>
<th>Expected outputs /deliverables</th>
<th>Payment milestones</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Developed design of behavioural insight initiative in relation to gender justice and inception report is delivered.</td>
<td>12.5%</td>
<td>31 March 2022</td>
</tr>
<tr>
<td>Developed design of behavioural insight initiative in relation to women’s political participation and inception report is delivered.</td>
<td>12.5%</td>
<td>30 April 2022</td>
</tr>
<tr>
<td>Implementation of testing of gender justice initiative and report is delivered.</td>
<td>12.5%</td>
<td>31 May 2022</td>
</tr>
<tr>
<td>Implementation of testing of women’s political participation initiative and report is delivered.</td>
<td>12.5%</td>
<td>30 June 2022</td>
</tr>
<tr>
<td>Implementation of behavioural insight initiative in relation to gender justice and implementation report is delivered.</td>
<td>12.5%</td>
<td>31 July 2022</td>
</tr>
<tr>
<td>Implementation of behavioural insight initiative in relation to women’s political participation and implementation report is delivered.</td>
<td>12.5%</td>
<td>31 August 2022</td>
</tr>
<tr>
<td>Data analysis is undertaken of gender justice initiative and final report is delivered.</td>
<td>12.5%</td>
<td>30 September 2022</td>
</tr>
<tr>
<td>Data analysis is undertaken of women’s political participation initiative and final report is delivered.</td>
<td>12.5%</td>
<td>31 October 2022</td>
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**Institutional Arrangement**

The Consultant will report to the Project Manager, Solomon Islands Access to Justice Project and the Project Manager of the SECSIP project. Reporting by the Consultant will be undertaken aligned to the deliverables. The reporting format will be further discussed between the Supervisor and Consultant. However, is expected to be emailed updates detailing progress and over Skype/Zoom calls where required.
The consultant will be required to provide their own laptop. As the IC is homebased, UNDP will not provide any resources, the consultant is expected to have own computer with access to Skype (or similar communication method) to enable dialogue with UNDP and justice stakeholders as required.

UNDP will provide by email background reading materials, reports and documents on commencement of the assignment.

Duration of the Work
The Consultancy involves a period of work of approximately 160 days over a duration of 9 months.

Duty Station
This is a Solomon Islands based assignment.

COMPETENCIES

- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work; and
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:
Minimum Graduate level, preferably in behavioural analysis, development studies, psychology, impact analysis and/or other discipline relevant to the assignment.

Experience

- A minimum of five (5) years of professional experience in application of behavioural insights is required; a focus on gender equality and/or access to justice and/or political participation is an advantage.
- Demonstrated experience in gender equality initiatives at community level, preferably in the Solomon Islands context.
- Demonstrated experience in impact evaluations and conducting qualitative and quantitative research.
- Demonstrated ability to clearly communicate in English and produce high quality documents and reports in English.
Language requirements

- Fluency of English language is required;
- Knowledge of Solomons Pidgin would be an asset.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on a **Lump Sum Amount**. 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 costs, living allowance (if any work is to be done outside the IC’s duty station) 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. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- **Deliverable 1**: 12.5% of total contract amount.
- **Deliverable 2**: 12.5% of total contract amount.
- **Deliverable 3**: 12.5% of total contract amount
- **Deliverable 4**: 12.5% of total contract amount.
- **Deliverable 5**: 12.5% of total contract amount.
- **Deliverable 6**: 12.5% of total contract amount.
- **Deliverable 7**: 12.5% of total contract amount.
- **Deliverable 8**: 12.5% of total contract amount.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology:

**Cumulative analysis**

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%), and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

**Technical Criteria for Evaluation (Maximum 70 points)**

**Criteria 1** - Graduate level, preferably in behavioural analysis, development studies, psychology, impact analysis and/or other discipline relevant to the assignment. **Maximum 5 points.**
Criteria 2 - A minimum of five (5) years of professional experience in application of behavioural insights is required; a focus on gender equality and/or access to justice and/or political participation is an advantage. Maximum 20 points.

Criteria 3 - Demonstrated experience in gender equality initiatives, preferably in the Solomon Islands context. Maximum 20 points.

Criteria 4 - Demonstrated experience in impact evaluations and conducting qualitative and quantitative research. Maximum 20 points.

Criteria 5 - Demonstrated ability to clearly communicate in English and produce high quality documents and reports in English. Maximum 5 points.

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Documentation required
Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Financial proposal**, as per template provided in Annex II. Note: International consultants must quote prices in USD.
- **High quality reports in English**: Candidates should submit 2-3 reports in respect of criteria 5 above.

Incomplete proposals may not be considered.

Annexes
- Annex I - Individual IC General Terms and Conditions
- Annex II – Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

For any clarification regarding this assignment please write to procurement.sb@undp.org

Grace Kiernan
Project Manager, Solomon Islands Access to justice Project

Florrie Alalo
Project Manager a.i., Strengthening the Electoral Cycle in the Solomon Islands II project (SECSIP)