

Terms of Reference (TOR)

INDIVIDUAL CONTRACT: GENDER EQUALITY SEAL CONSULTANT

A. GENERAL INFORMATION

Services/Work Description: The Consultant for this assignment is expected to support the implementation of the gender equality seal certification process by providing gender specific advice and input to the on-going Gender Equality Seal programme.

Project/Program Title: Gender Equality Seal Certification Programme

Type of Contract: Individual contract – International Consultant

Post title: Gender Equality Seal Consultant

Duty Station: UNDP Country Office Maseru, Lesotho

Duration of Contract: 4 Months

Expected Start Date: Immediately after signing the contract

B. BACKGROUND AND PROJECT DESCRIPTION

As part of its commitment to entrench gender equality and empowerment principles throughout its operational and programming culture, The UNDP Lesotho Office is undertaking a second round of the Gender Equality Seal (GES) for UNDP Country Offices. The Country Office was certified at bronze level in 2018.

The GES promotes an organizational culture of equality and incentivizes country offices to meet standards by integrating gender into all aspects of development work. It is UNDP's flagship initiative to build capacities and support transformational gender equality results. It is also a tool for empowering managers and staff, and accelerating changes needed to support the Country Office to achieve its gender equality goals.

Lesotho Country Office (CO) participated in the baseline exercise of 2021 and is now moving forward to participate in the current round of certification for 2022/23 and will be working on the implementation of the benchmarks stipulated for the certification. The CO Office aims to improve its ranking from Bronze to Silver in this round, requiring that it meets 70% of the established benchmark indicators.

To this end, Lesotho CO intends to hire a highly motivated and experienced Gender Equality Seal Consultant to facilitate the effective implementation of the GES Certification Programme within the Country office. The Consultant will advise on strategies, develop, and carry out capacity building activities geared towards the successful implementation of the GES Programme.

Project Goal, Objective, Outcomes and Outputs

The overarching objective

The overarching objective of this consultancy is to support the UNDP Lesotho Gender focal team in undertaking specific activities in the implementation of the Gender Equality Seal Certification Programme and to provide guidance and recommendations to the Country office to ensure the mainstreaming of gender in all aspects of its programmatic and operational framework.

Expected deliverables/Outputs of the assignment are:

- Carry out a gender review of the CO projects and programmes and provide a table of recommendations and actions to be taken on each project /programme
- Develop mechanism for gender screening of projects and programmes and select 2 projects to undergo gender screening
- Realign the CO strategy with the new Gender Equality Strategy 2022-2025
- Undertake a rapid gender competency assessment of Programme and Operational Managers and report thereof.
- Facilitate a gender competency training for managers and report thereof
- Facilitate at least one all staff gender learning session gender empowerment and equality and report thereof
- Support preparation of 5 summaries of CO collaboration on gender themes with various stakeholders.

E. SCOPE OF WORK AND SPECIFIC TASKS

- Undertake a rapid gender focused programme portfolio review to assess the adequacy of gender intervention and gender mainstreaming activities and make recommendations for how the Country Office can make quick gender specific gains in the last part of its Country Programme 2019 – 2023 and how the upcoming CPD 2024 – 2027 can consolidate these gains
- Undertake a rapid gender competency assessment of Programme and Operational Managers and design and based on finding undertake a basic gender analysis and gender mainstreaming training for managers.
- Undertake at least one all staff gender learning session gender empowerment and equality and prepare a report, including agenda, minutes, and participants list.
- Support programme and operation managers to prepare results oriented and concise (500 word) summary of collaboration with: -
 - o One Ministry other than Ministry of Gender
 - o Collaboration with CSO for each of the three pillars
 - o Collaboration with CSOs

- Review and advice on UNDP Lesotho web-site content on Gender.

F. EXPECTED OUTPUTS AND DELIVERABLES

Deliverable	Estimated Duration	Target due date	Review and Approvals
1.Inception work plan (preparation, desk review)	5 days (virtual)	April 2022	DRR and Gender Focal Team
2.Carry out a gender review of the CO projects and programmes and provide recommendations	15 days (virtual)	April 2022	
3.Develop mechanism for gender screening of projects and programmes and select 2 projects to undergo gender screening	5 days	May 2022	
4.Realign Co strategy with new gender strategy	10 days (in country)	May 2022	
5.Undertake a rapid gender competency assessment of Programme and Operational Managers	1 day (virtual)	May 2022	
6.Provide capacity building for Managers on gender mainstreaming and analysis	1 day (in-country)	June 2022	
7.Provide all staff capacity building on gender programming and budgeting for development	1 days (in country)	June 2022	
8.Summaries of CO collaboration on gender themes with various stakeholders.	5 days (virtual)	July 2022	

G. INSTITUTIONAL ARRANGEMENT/REPORTING RELATIONSHIPS

During the whole duration of the assignment the consultant will closely collaborate with the Gender focal point of UNDP, Gender Seal team, Programme, Communications and Operational Teams on all content related matters.

All outputs are to be delivered to the Chair of the Gender Focal Point Team (Deputy Resident Representative) and progress updates are to be delivered upon request. The consultant will consult regularly with the Gender Focal Point and with the Gender Seal team in all phases of the assignment. The consultant will meet with the RR and UNDP Deputy Representative on regular basis to brief on the support being provided and on the ongoing activities.

H. DURATION OF THE ASSIGNMENT

The timeframe will be April – August 2022. Consultancy is based on coverage of the deliverables outlined in this TOR during these months.

I. DUTY STATION

The Consultant should be based in their own premises and interactions with relevant UNDP staff for the duration of the assignment.

J. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONSULTANT

Educational Qualification and competence of the Gender Equality Seal Consultant:

A Master's degree in Gender and Development Studies, Business Administration, Social Work and Social Administration, International Relations, Public Policy Analysis, Economics or in other related subjects

Experience

- At least 5 years of working in a regional organization, the UN or at senior governmental level and Knowledge on gender equality seal process
- Proven professional experience in gender equality and women empowerment-related issues.
- Evidence/proof of past experience in executing similar assignments
- Proven experience in conducting development projects
- Sound knowledge on national, regional, and global gender equality frameworks.
- Proven competencies in research and facilitation skills, as well as ability to multi-tasks, deliver on time, meet tight deadlines and work with limited supervision
- Sound knowledge and experience on reporting and communications.
- Proven excellent communication and writing skills in English

Core values to subscribe to:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism; and
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

I. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

- The proposed price must be a lump-sum which is an ‘all-inclusive package’ including duty travel and daily subsistence allowances.
- The contract is fixed regardless of changes in the cost components;
- The Consultant will be required to submit complete deliverables and tasks which shall form the basis for payments.
- Schedule of payment will be as per the table below:

Table 2: Payment Schedule

Deliverable	Estimated Duration	Target due date	% of lump sum to be paid
1.Inception work plan (preparation, desk review)	5 days (virtual)	April 2022	10
2.Carry out a gender review of the CO projects and programmes and provide recommendations	15 days (virtual)	April 2022	20
3.Develop mechanism for gender screening of projects and programmes and select 2 projects to undergo gender screening	5 days	May 2022	30
4.Realign Co strategy with new gender strategy	10 days (in country)	May 2022	
5.Undertake a rapid gender competency assessment of Programme and Operational Managers	1 day (virtual)	May 2022	
6.Provide capacity building for Managers on gender mainstreaming and analysis	1 day (in-country)	June 2022	
7.Provide all staff capacity building on gender programming and budgeting for development	1 days (in country)	June 2022	

8. Summaries of CO collaboration on gender themes with various stakeholders.	5 days (virtual)	July 2022	10
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J. Recommended Presentation of Offer

Interested consultants must submit the following documents to facilitate evaluation of their suitability for this assignment:

1. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex I);
2. **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 (Annex II);
3. **Brief description** of why the individual or team/firm consider themselves as the most suitable for the assignment.
4. **Technical Proposal/methodology**: Provide detailed approach, with timelines, of how the assignment will be conducted in relation to the terms of reference and proposal format provided (Annex III).
5. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (Annex IV).

K. Criteria for Selection of the Best Offer - Cumulative analysis

The award of the contract will be made to the consultant/s whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight (Qualification, Methodology, Experience); 70%

* Financial Criteria weight; 30% (to be computed as a ratio of the proposal's offer to the lowest price among the proposal received by UNDP)

Only candidates obtaining a minimum of 70 points in the technical evaluation would be considered for the Financial Evaluation as per evaluation criteria in table below:

Table 3: DETAILED EVALUATION CRITERIA

<i>Criteria</i>	<i>Total Points Weight</i>
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	(100 %)
<u>Technical</u>	
<u>Qualification</u>	
A Master's degree in Gender and Development Studies, Business Administration, Social Work and Social Administration, International Relations, Public Policy Analysis, Economics or in other related subjects.	10
<u>Methodology and Approaches</u>	25
<u>Experience</u>	
At least 5 years of working in a regional organization, the UN or at senior governmental level.	25
Knowledge on gender equality seal process	10
Evidence/proof of past experience in executing similar assignments	15
Proven professional experience in gender equality and women empowerment-related issues.	10
Proven excellent communication and writing skills in English	5
Total	100

L. 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 consultants under the assignment shall become and remain properties of UNDP.

M. Annexes to the TOR

Annex 1- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;

Annex 11- **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;

Proposals with the requirements listed above may be submitted to:

United Nations Development Programme.

The Resident Representative.

REF:-IC: Gender Equality Seal Consultant

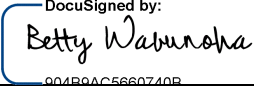
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Approved By:	
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Designation	Resident Representative
Signature	<div> DocuSigned by:  004B9AC5660740B... </div>
Date	27-Mar-2022

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