



## United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الأمم المتحدة الإنمائي / برنامج مساعدة الشعب الفلسطيني

IC-2022-PAL- 159928

### INDIVIDUAL CONSULTANCY SERVICES

Date: 12/4/2022

<b>Country:</b>	Jerusalem
<b>Description of the assignment:</b>	Gender Consultant
<b>Programme Name:</b>	TARABOT: Transformative Resilience in Area C, East Jerusalem and Gaza
<b>Period of assignment:</b>	8 months
<b>Duty Station</b>	Home based/Jerusalem/Ramallah
<b>Payment terms</b>	To be made upon validation of deliverables as per the ToR

Dear Bidder,

You are cordially invited to submit an application as detailed in this Individual Consultancy (IC) Procurement Notice.

Please note that this procurement process is being conducted through the online tendering system of UNDP. Bidders who wish to submit an offer must be registered in the system. Visit this page for system user guides and videos in different languages:

<https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>

If already registered, go to <https://etendering.partneragencies.org> and sign in using your username and password. Use "Forgotten password" link if you do not remember your password. Do not create a new profile.

If you have never registered in the system before, you can register by visiting the above link, sign in with username below, and follow the instructions in the user guide:

Username: event.guest

Password: why2change

If you are interested to participate in this IC notice, it is strongly recommended that you log in and subscribe to the event using "Accept Invitation" feature so you can keep updated with event amendments including deadline. Note that in case of inconsistencies between information in e-tendering system and other premises, information in e-tendering system prevails.

To enable you to submit a proposal, enclose please find enclosed:

Annex I	Terms of Reference (TOR)
Annex II	Instructions to Applicants
Annex III	Financial Offer
Annex IV	Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment
Annex V	Individual Consultant General Terms and Conditions

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**Final Deadline is set in the e-tendering system. Please register in the system and accept the invitation to receive automatic emails of any possible changes to this event.**

Yours sincerely,

Nurjihan Riyad  
OiC - Procurement Unit  
UNDP/PAPP

DocuSigned by:  
*Nurjihan Riyad*  
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**ANNEX I****Terms of Reference (TOR)****1. BACKGROUND**

This project, 'TARABOT: Supporting Transformative Resilience in Area C, East Jerusalem and Gaza' represents one of the government's approaches to strengthen (1) national ownership and leadership in the sustainable development for East Jerusalem, Area C and Gaza; (2) building blocks for self-reliance; and (3) social cohesion and Palestinian identity. The desired outcome of this Programme is: Improved responsiveness of national and local decision-makers and service providers and enhanced access of the most vulnerable to quality socio-economic services in East Jerusalem, Area C and Gaza. This Programme will contribute to building the resilience of the Palestinian people, particularly affected by geographical drivers of vulnerability, and hence aims to reduce developmental gaps and improve the socio-economic conditions of Area C, East Jerusalem and Gaza towards national sustainable development. In line with the principles of transformative resilience this Programme aims: To improve delivery and access to services and economic opportunities for vulnerable groups in Area C, East Jerusalem and Gaza, particularly women and youth; To enhance political, cultural, economic and social cohesion and improve inclusion of most vulnerable groups, particularly women and youth.

In light of the deteriorating socioeconomic conditions generated by the COVID-19 crisis and protracted conflict in the occupied Palestinian territory. UNDP's Programme of Assistance to the Palestinian People (UNDP/PAPP) is implementing a set of activities and projects under its resilience portfolio, including the Transformative Resilience Programme (TARABOT). A key feature of the resilience programmatic approach is to strengthen national ownership and leadership through the functions of the Prime Minister's Office (PMO) and supporting the capacity of local partners participating in the Programme across several areas, including strengthening gender sensitive and responsive interventions.

Gender equality is a fundamental human right and an essential foundation of a peaceful, prosperous and sustainable world. The United Nations Development Programme/Programme of Assistance to the Palestinian People (UNDP/PAPP) is committed to gender equality, recognizing that it is an undeniable human right, and that the empowerment of women is imperative for development. By empowering women as agents of change and leaders in the development process that shape their lives and by advancing gender equality in all of its forms, UNDP/PAPP envisages a more inclusive, sustainable and resilient world. As such, gender equality is an essential value and factor in achieving positive change, sustainable development and in assuring the quality of UNDP/PAPP's work.

In light of this, UNDP/PAPP is seeking external expertise to support UNDP/PAPP and partners to further enhance the gender responsiveness of the programmatic approach, including through supporting the leadership of the PMO and via projects implemented by implementing partners.

Against this backdrop, UNDP/PAPP is seeking the support of a **Gender Consultant** to provide technical expertise and guidance for the successful implementation of TARABOT's in mainstreaming gender and enhance gender transformation for the programme activities.



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## 2. Scope of Work

The overall responsibilities of the assignment are to:

### **Conduct a gender analysis in line with the programmatic framework**

- Assess the programmatic framework in terms of gender-sensitivity, responsiveness, and inclusiveness
- Ensure that appraisal process includes mandatory gender screening and benchmarking against programming guidelines
- Recommend actions to strengthen gender mainstreaming/ gender transformation where needed
- Identify and recommend actions to enhance gender mainstreaming across the programmatic framework and implementation approach
- Work with the Programme Management Unit, particularly the MEAL Officer, to enhance Programme and project indicators in line with the gender mainstreaming recommendations

### **Provide technical support and guidance to government and local partners to enhance partner capacities in gender mainstreaming**

- Assess partner capacities in gender mainstreaming through conducting gender audits
- Identify partners with a keen interest to improve gender mainstreaming to highlight leaders and agents of change
- Work with local partners to jointly identify recommendations based on the audit results to strengthen ownership of the process and realistic follow up actions
- Provide follow-up support if and when required during the inception phase of partner implementation

## 3. RESPONSIBILITIES:

The Gender Consultant will be responsible for enhancing gender-sensitivity, responsiveness, and inclusiveness of the TARABOT programme; and supporting the programme partners to enhance their capacities in gender mainstreaming. The consultant's work should focus on delivering capacity building based on the recommendations made during the gender analysis. The consultant will be expected to work closely with the programme team including weekly reporting to the Project Manager.

## 4. DELIVERABLES:

In line with the Project multi-year workplan, the Consultant should deliver the following milestones against an estimated timeframe:



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<b>Deliverables/ Outputs</b>	<b>Percentage of total time frame %</b>	<b>Review and Approvals Required</b>
<b>Inception report</b>	<b>5</b>	<b>Project Manager and Portfolio Manager</b>
<b>Conduct a gender analysis in line with the programmatic framework</b>	<b>20</b>	<b>Project Manager and Portfolio Programme Manager</b>
Assess the programmatic framework in terms of gender-sensitivity, responsiveness and inclusiveness		Project Manager
Ensure that appraisal process includes mandatory gender screening and benchmarking against programming guidelines		Project Manager
Identify and recommend actions to enhance gender mainstreaming across the programmatic framework and implementation approach		Project Manager
Work with the Programme Management Unit, particularly the MEAL Officer, to enhance programme and project indicators in line with the gender mainstreaming recommendations		Project Manager
<b>Provide technical support and guidance to local partners to enhance partner capacities in gender mainstreaming</b>	<b>40</b>	<b>Portfolio Programme Manager</b>
Conduct a gender audit of partner organisations, including capacity assessment, and joint recommendations and steps for partners to undertake		Project Manager
Provide follow-up support to partners in developing their own gender mainstreaming strategies		Project Manager
Two progress/update reports to Project Manager with clear description of type of support provided to partners		Project Manager
<b>Gender mainstreaming strategy to cover findings, conclusions, technical capacity needs and recommendations</b>	<b>35</b>	<b>Portfolio Programme Manager</b>
<b>Total</b>	<b>100</b>	



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### 5. DURATION:

The Gender Consultant is expected to work for eight months.

### 6. DUTY STATION

Home-based, UNDP will provide desk space in Ramallah/Jerusalem as required. The consultant is expected to provide their own laptop and communications equipment.

### 7. PAYMENT TERMS:

Payments are based upon output, i.e. upon delivery of the services specified in the TOR:

Deliverables/ Outputs	Payment
Inception report	5%
Conduct a gender analysis in line with the programmatic framework	20%
Provide technical support and guidance to local partners to enhance partner capacities in gender mainstreaming	40%
Gender mainstreaming strategy to cover findings, conclusions, technical capacity needs and recommendations	35%

### 8. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications and Years of experience:

- At least 7 years of progressive experience in gender equality, social inclusion and public outreach
- Minimum master's degree in gender studies, social science, law, political science, sociology or related discipline
- Additional training and certification in gender and social inclusion would be an advantage
- Familiarity working with governance, or development planning
- Experience of project management, implementation and monitoring in gender sensitive or responsive programmes
- Demonstrated social skills coordinating with a variety of stakeholders and facilitating discussions
- Excellent writing and drafting skills and experience of providing policy and technical advice
- Fluency in English and Arabic is essential

#### II. Competencies:

- Excellent communication and advocacy skills;
- Proven ability to conceptualize, develop, plan and manage gender interventions as well

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- as transfer knowledge and skills;
- Experienced in delivering training and other needed capacity/ institutional building support to a wide range of stakeholders;
- Ability to coach, mentor, motivate and develop staff and encourage good performance;
- Promotes sharing of knowledge and experience, and actively works towards continued learning and development;
- Good interpersonal skills with experience of networking with partners at all levels;
- Good understanding of national and international human rights mechanisms, and excellent inter-personal skills;
- Ability to establish priorities and to plan, coordinate and monitor work of others, ability to make timely decisions; and
- Displays cultural, gender, religion, race, and age sensitivity and adaptability and capacity to work effectively in a multicultural environment.

**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**

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## **ANNEX II INSTRUCTIONS TO APPLICANTS**

**1. Introduction**

UNDP/PAPP seeks technical & financial proposals from qualified individual consultants for the subject assignment as outlined under the Terms of Reference.

**2. Documents comprising the Technical and Financial Proposals**

Interested individual consultant must submit the following documents/information, which comprises the Technical & Financial Proposals:

- (i) Provide Curriculum vitae including experience in similar projects and contact details of three referees.
- (ii) Proposed methodology to achieve the tasks included in the TOR (not more than 5 pages)
- (iii) Brief description of why the individual considers him/herself as the most suitable for this role.
- (iv) Copy of university degrees and certifications.
- (v) Completed financial proposal form, found under Annex III: the financial proposal is all-inclusive and shall consider various expenses incurred by the consultant while fulfilling its mission (e.g. transportation cost...).
- (vi) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- (vii) Two recommendation letters

**3. Evaluation**Preliminary examination

UNDP/PAPP will examine the Proposals to determine whether they are complete, and whether they are substantially responsive to the qualification and experience minimum requirements. A Proposal determined as not substantially responsive will be rejected by UNDP/PAPP and may not subsequently be made responsive by the Applicant by correction of the non-conformity.

Detailed examination

Technically responsive offers are those that attained a minimum of 70 points (70%) following technical evaluation of the respective proposals.

Only those candidates who will obtain min. 70 points for the technical evaluation will be assessed for the financial proposal evaluation.



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Technical competence	
Criteria	Weight
<p>Level of Expertise:</p> <p><b>Criteria 1:</b> Minimum master's degree in gender studies, social science, law, political science, sociology, or related discipline</p> <ul style="list-style-type: none"> <li>- Master's degree (5 p)</li> <li>- PHD (10 p)</li> </ul> <p><b>Criteria 2:</b> At least 7 years of progressive experience in gender equality, social inclusion and public outreach</p> <ul style="list-style-type: none"> <li>- 7 years: (5 p)</li> <li>- More than 7 years: (10 p)</li> </ul> <p><b>Criteria 3:</b> Familiarity working with governance, or development planning</p> <ul style="list-style-type: none"> <li>- 7 years: (5 p)</li> <li>- More than 7 years: (10 p)</li> </ul> <p><b>Criteria 4:</b> Experience of project management, implementation and monitoring in gender sensitive or responsive programmes</p> <ul style="list-style-type: none"> <li>- 7 years: (5 p)</li> <li>- More than 7 years: (10 p)</li> </ul>	
<p>Methodology:</p> <p>To what degree does the methodology demonstrate the applicant's ability to complete this assignment? (30 p)</p>	

**4. Award of Individual Contract**

The procuring UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without incurring any liability to the affected applicant or any obligation to inform the affected applicant or applicants of the ground for the UNDP's action.

Individual consultants will be evaluated based on the following method:

Lowest price and technically compliant offer method: the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

a) responsive/compliant/acceptable, with a minimum of **passing score = (70%=49 points)**.

b) offering the lowest price/cost



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**ANNEX III**  
**FINANCIAL PROPOSAL FORM**

**Subject: Gender Consultant**

Your financial offer in USD shall specify **a total lump sum figure all-inclusive** and shall take into account various expenses incurred during the contract period and shall form the amount of the resulted contract between the winning Consultant/Contractor and UNDP. No other entitlements will be considered after submission of financial proposals.

The financial proposal shall be inclusive of all envisaged travel (such as but not limited to all travel to join duty station/return travel), per diems/daily allowances). Daily Fee Breakdown should be attached under a separate sheet.

<b>Deliverables/ Outputs</b>	<b>Payment</b>	<b>Proposed Amount</b>
<b>Inception report</b>	<b>5%</b>	
<b>Conduct a gender analysis in line with the programmatic framework</b>	<b>20%</b>	
<b>Provide technical support and guidance to government and local partners to enhance partner capacities in gender mainstreaming</b>	<b>40%</b>	
<b>Gender Mainstreaming Strategy to cover findings, conclusions, and recommendations</b>	<b>35%</b>	
<b>Total Lump Sum (all inclusive) in USD – in numbers</b>		
<b>Total Lump Sum (all inclusive) in USD – in words:</b>		
<b>Name &amp; signature of applicant:</b>		
<b>Date:</b>		

Payments will be paid-out in accordance with the payments terms as described in the TOR.

Submissions should be made via the online tendering system of UNDP.

**Any submission of the financial proposal via any other mean will cause the whole application from the candidate to be rejected and disregarded.**



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**ANNEX IV**

Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC)  
Assignment

(attached)

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**Annex V**

**INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

Available on

<http://www.ps.undp.org/content/papp/en/home/operations/procurement.html>