



## Terms of Reference

### National GBV Adviser- Highlands and Momase

<b>Consultancy:</b>	Strengthening National and Sub-National GBV Secretariats
<b>Location:</b>	Port Moresby with travel to Highlands and Momase
<b>Type of Contract:</b>	Individual Contract (IC) – National Consultant
<b>Project:</b>	UNDP Spotlight Initiative Project – Phase 2
<b>Starting Date:</b>	31 <sup>st</sup> May 2022
<b>Duration</b>	180 days between 31 <sup>st</sup> May 2022 to June 30 <sup>th</sup> 2023

### Background

During Phase 1 (2020- May, 2022) of EU-UN Spotlight Initiative (the Spotlight Initiative), UNDP facilitated unprecedented high-level support to the issue of violence against women and girls through the establishment of the Special Parliamentary Committee on Gender-based Violence (GBV). This high-level support had a nation-wide impact and influenced the national Government and provincial administrations to commit resources to address GBV in 2022 as well make amendments to the PNG Criminal Code to better response to sorcery related violence.

The Mid-Term Assessment of Phase 1 outlined the need for sustainability of activities and coordination mechanisms (e.g. the Civil Society Reference Group and Provincial GBV Secretariats) established through Spotlight and beyond. Therefore, a priority for Phase II will be to strengthen the capacity of implementing partners to prepare budgets and advocate for adequate funding in order to maintain these structures and activities after the programme.

In Phase 2 (June 2022 to December 2023), the Spotlight Initiative in Papua New Guinea will focus on (1) maintaining high- level government ownership of legislative and policy decision making to advance protections for women and girls experiencing violence and to strengthen the capacity of the justice sector to respond to violence against women and girls, and (2) responsive institutional and organisational capacity building at all levels - national, provincial and grassroots - to facilitate a transition from the Spotlight programme to other sources of funding.

UNDP will continue its support by working with DfCDR to fully establish the National GBV Secretariat and Provincial GBV Secretariats in coordination with various sectors, including existing Family and Sexual Violence. The role of the secretariats to ensure there is high-level coordination and accountability by the government to GBV issues as well as ensuring that there is enhanced multi-sectoral GBV prevention and strengthened quality essential services for survivors of gender-based violence, both at the national and provincial levels.

UNDP seeks the services of a competent national GBV Adviser (the Consultant) to support the expansion of its work in Phase I under Outcome 1 and Outcome 2 of Spotlight Initiative.



Certain tasks will be done jointly while others will be specific in line with the Phase 2 Implementation Plan **annexed** to this notice.

## Objectives

The objectives of this consultancy are set out in the Phase 2 Implementatoin Plan, these are:

1. Provision of quality and sound technical advice to the Provincial GBV Secretariats to support their establishment.
2. Provisoin of capacity development support to the provinces which have not yet fully established their Provincial GBV Secretariats.
3. Support the Development and Implementation of the framework for institutional set-up of National GBV Secretariat.
4. Support UNDP Spotlight team as and when required for coordination, reporting.
5. Support UNDP and the National GBV Secretariat on media and communication outreach for this project.

## Deliverables

1. Activities and specific deliverables are outlined under Phase 2 Implementatoin Plan:
  - i. Component 1: Institutional set up of Provincial GBV Secretariats
  - ii. Component 2: Provincail GBV Strategies and Implmentation Plans
  - iii. Component 3: GBV capacity development for provinces
  - iv. Component 4: Crisis Reponse Services
2. Presentations/briefings to DfCDR and NGBVS, UNDP and RUNOs as needed.
3. **Final report** with the following:
  - i. A detailed report on issues and next steps on the four components of the Phase 2 Implementatoin Plan
  - ii. 2023 Workplans for:
    - a. National GBV Secretariat
    - b. UNDP
    - c. Provinces

## Supervision:

The Consultant will be supervised by UNDP Spotlight Project Manager (PM) with support of the Gender Programme Specialist (GPS) and will work closely with a team of consultants to meet the objectives outlined above and specifically in the UNDP Phase 2 Implmentatoin Plan annexed to this notice. The UNDP Senior Inclusive Governance Specialist will provide support to clear technical outputs for payments.

## Reporting of key milestones and Payment Schedule

Key milestones for payment	Due	Payment	Review /
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	(to be inserted after when IC issued)	Number of days	Approvals
<b>Deliverable 1 :</b> Payment for the Submission and Acceptance of detailed workplan with dates, activities, partners and locations for Implementation of the Phase 2 UNDP Implementation Pan.	Within 7 days of signing of contract	5 days	PM/GPS
<b>Deliverable 2 (Component 1):</b> Payment for submission and acceptance of the report on: <ul style="list-style-type: none"> <li>i. Capacity assessment conducted for provincial administrations for <b>Highlands and Momase provinces</b> to:               <ul style="list-style-type: none"> <li>- Set up a Provincial GBV Secretariate</li> <li>- Costing for running a Provincial GBV Secretariat</li> <li>- Training needs for staff of the Provincial GBV Secretariat.</li> </ul> </li> <li>ii. Guidance prepared (not more than 5 pages) with clear steps on process of getting GBV positions created within existing Provincial Structure (in consultation with DPM).</li> <li>iii. Template for Provincial GBV Strategy &amp; Implementation Plan</li> <li>iv. Consultations conducted with local provincial administration, CSOs, FBOs, NGOs and GBV providers for: (a) the <b>establishment of the Provincial GBV Secretariats</b> for Highlands and Momase provinces and (b) <b>training needs for Action Committees and Service Providers.</b></li> </ul>	29/07/2022	20 days	PM/GPS

<b>Deliverable 3 (Component 3):</b> Payment for the Submission and Acceptance of:  i. Report on training outcomes for provinces. ii. Do evaluation and provide recommendations for 2023 support.	12/8/2022	10 days	PM/GPS
<b>Deliverable 4 (Component 2):</b> Gender-based Violence Strategies, Workplans and Budget for all <b>Highlands provinces</b> and <b>Momase provinces</b> finalized.	30/09/2022	40 days	PM/GPS
<b>Deliverable 5:</b> Monitoring and on demand support to National Gender-based Violence Secretariat and Provincial Gender-based Violence Secretariats.	30/11/2022	33 days	PM/GPS
<b>Deliverable 6:</b> Payment for the Submission and Acceptance of submission of workplans for 2023 as outlined in the TORs	9/12/2022	15 days	PM/GPS
<b>Deliverable 8:</b> Monitoring and on demand support to National Gender-based Violence Secretariat and Provincial Gender-based Violence Secretariats.	31/03/2023	30 days	PM/GPS
<b>Deliverable 7:</b> Payment for the Submission and Acceptance of support monitoring and on demand support to National GBV Secretariat and Provincial GBV Secretariats including.  i. Projects briefs for the Highlands and Momase provinces to meetings of the National GBV Advisory Committee.  ii. Provide monthly reports to	23/06/2023	20 days	PM/GPS

<p>UNDP Spotlight Team to assist with reporting and coordination of the Phase 2 UNDP Spotlight project.</p> <p>iii. Prepare articles and document good practice or lessons learned for both UNDP and Spotlight.</p> <p>iv. Provide regular updates to the UNDP Communications Unit and National GBV Secretariat information and photos for media and communication outreach and NGBVS webpage.</p>			
<p><b>Deliverable 9:</b> Payment for the Submission and Acceptance of Final Consultancy Report on completion of all deliverables.</p>	30/06/2023	7 days	PM/GPS

### Resources Provided

DfCDR and UNDP will provide a workstation for the consultant in the National GBV Secretariat Office and/or UNDP PNG Country Office and other necessary support.

### Education and experience

- i. Minimum degree or equivalent in gender studies, development studies, social science, or related field.
- ii. Minimum of 5 years experience in capacity building programming on gender equality, GBV or VAW and human rights in Papua New Guinea.
- iii. Minimum of 5 years of hands-on experience on knowledge of systems for gender mainstreaming and capacity development in institutions as well as interagency collaboration.
- iv. Proven experience and knowledge in setting up institutional or organizational structures and operations to support gender/GBV programming and coordination.
- v. Proven experience in strengthening partnerships with others inside or outside the organization including donors and NGO partners who can provide information, assistance, and support.
- vi. Experience in consultancy and advisory work for the UN, UNDP, and/or reputable international organizations.

## Corporate Competencies

- i. Demonstrates integrity by modelling the UN values and ethical standards.
- ii. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and
- iii. Treats all people fairly without fear or favour.

## Functional Competencies

- i. Excellent speaking and writing skills in English and Tok Pisin are necessary.
- ii. Experience in planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadline.
- iii. Analytical and problem-solving skills of a high order, including the ability to formulate recommendations and advice senior management on tackling difficult scenarios.
- iv. Leadership qualities, including the ability to make sound judgment, meet challenges constructively and creatively.
- v. Excellent interpersonal skills, including ability to establish strong cooperative relationships with senior government officials, civil society and donors.
- vi. Ability to quickly adapt to change, and to remain calm under pressure; and
- vii. Proven cross-cultural communication and the ability to function effectively in an international, multicultural environment.

## Evaluation

### Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and

30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weighting;  
70%

\* Financial Criteria weighting;  
30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
<b>Qualification</b>		<b>10%</b>
i. A degree or equivalent in gender studies, development studies, social science, or related field.	10	
<b>Experience</b>		<b>50%</b>
ii. Minimum of 5 years experience in capacity building programming on gender equality, GBV or VAW and human rights on the sub-national level in Papua New Guinea.	20	
iii. Minimum of 5 years of hands-on experience on knowledge of systems for gender mainstreaming and capacity development in institutions as well as interagency collaboration.	10	
iv. Proven experience and knowledge in setting up institutional or organizational structures and operations to support gender/GBV programming and coordination at national and provincial levels.	10	
v. Experience in consultancy and advisory work for the UN, UNDP, and/or reputable international organizations.	10	

Competencies		10%
i. A good understanding and knowledge of gender/GBV issues in the Pacific region and Papua New Guinea will be an asset.	1	
ii. Sound knowledge of the UN's and especially UNDP's mandate and role in gender equality programming.	1	
iii. Demonstrates integrity by modelling the UN values and ethical standards.	1	
iv. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.	1	
v. Excellent speaking and writing skills in English are necessary.	1	
vi. Experience in planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines.	1	
vii. Analytical and problem-solving skills of a high order, including the ability to formulate recommendations and advice senior management on tackling difficult scenarios.	1	
viii. Leadership qualities, including the ability to make sound judgment, meet challenges constructively and creatively.	1	
ix. Excellent interpersonal skills, including ability to establish strong cooperative relationships with senior government officials, civil society, and donors.	1	
x. • Proven cross-cultural communication and the ability to function effectively in an international, multicultural environment.	1	
<b>Technical Criteria</b>		70%
**If necessary, interviews shall also be conducted as part of the technical		
<b>Financial Criteria – Lowest Price</b>		30%
<b>Total</b>		<b>100%</b>

## Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- Signed P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services but may be omitted for support services.
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is



employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. **The financial proposal must be submitted separately from other documents. The P11 form and Template for confirming availability and interest are available under the procurement section of UNDP PNG website ([www.pg.undp.org](http://www.pg.undp.org)).**

### **Lump-sum contracts**

The financial proposal shall specify a total lump-sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e., whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e., upon delivery of the services specified in the TOR. To assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, living expenses, and number of anticipated working days).

### **Travel**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket; should the IC wish to travel on a higher class, they should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

### **Submission Instructions**

Completed proposals should be submitted to [procurement.png@undp.org](mailto:procurement.png@undp.org) with mandatory email subject: **Consultancy for Local Adviser to Support Establishment of Provincial GBV Secretariats** no later than **Sunday 29<sup>th</sup> May 2022**. For any clarification regarding this assignment please write to [procurement.pg@undp.org](mailto:procurement.pg@undp.org)

Please be guided by the instructions provided in this document above while preparing your submission. Incomplete proposals and failure to comply with proposal submission instruction will not be considered or will result in disqualification of proposal. UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

### **Approval**

This TOR is approved

by: Signature:

Name &	<u>Julie Bukikun</u>
Designation:	<u>Assistant Resident Representative (ARR), UNDP</u>
Date:	<u></u>