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## UNITED NATIONS DEVELOPMENT PROGRAMME SOUTH AFRICA COUNTRY OFFICE

### I. Job Information

**Title of the position:** Gender Equality Consultant to support the implementation of the Gender Equality Seal for Public Institutions in South Africa.

**Supervisor:** Gender & HIV Programme Manager, UNDP South Africa Country Office

Contract period: 60 days over a period of 6 months (July-December 2022)

**Location:** Work from home but available for meetings with public institutions and/or UNDP CO in a hybrid mode including online and face-to-face meetings, circumstances allowing.

Type of Contract: IC (Individual Contract) – Local consultant

### II. Context and Background

The Global Agenda of the Sustainable Development Goals (SDGs) provides a great opportunity to achieve, in the next 15 years, reversing gender gaps and removing existing obstacles in the different spheres of human development. But in these efforts governments face some challenges. It is not easy to translate the SDGs into national development agendas. Likewise, the follow-up of the SDGs requires developing effective mechanisms to promote equality, non-discrimination, and the empowerment of women within the framework of harmonized agendas.

It is imperative to consolidate mechanisms that allow the achievement of essential objectives for the State to include equality as a central axis of its public policies. The first step is the institutionalization of gender equality in the daily actions of the state operations to ensure that commitment is internalized and reflected in the mandates, regulations, processes, and budgets of public institutions. A second step is the mainstreaming of gender issues so that the State positions itself as a central actor in the achievement of substantive equality.

This double process of institutionalization and mainstreaming will seek to develop clear and accessible tools and concepts to consolidate architectures and capacities for coordination, spaces for participation, development of programs and public policies within the framework of the SDG Agenda and indicators for monitoring and impact of public policies.

One of the greatest concerns to achieve an inclusive State concerns the processes and mechanisms to achieve better coordination between the different sectors, policies, and programs. There are various international experiences that seek to install integrative structures, government institutions and other forms of articulation within the State to avoid the fragmentation of policies.

Since the advent of democracy in 1994, South Africa has made concerted efforts aimed at securing, promoting, and sustaining gender equality and women's empowerment, including institutional mechanisms for advancing women's empowerment across all state functions, and integrating gender equality principles into legislation. South Africa, therefore, has experience of integrating gender in public policy in different departments of the State institutions. These efforts have borne some fruits and resulted in the advancement of gender equality and women empowerment in the political, economic, and social spheres.

Despite these noble achievements, the South African 20 Year Review (2019) and the Department for Women Beijing +25 (2019) reviews show that South Africa cannot sit on its laurels as it still has a myriad of challenges to overcome to achieve gender equality and women's empowerment. It is in this light that in 2019, the 6<sup>th</sup> inaugural Women's Parliament directed Parliament to undertake an extensive review of the 1994 Women's Charter for Effective Equality which was adopted in 2021, underpinned by a law reform pillar. Parliament is now implementing the next phase of the law reform process, by undertaking an urgent and extensive review and amendment, of the National Gender Policy Framework, particularly given the evolved policy and developmental landscape in South Africa, which has further been impacted by the COVID 19 pandemic. UNDP has identified this law reform as a key entry point for introducing the Gender Equality Seal in Public Institutions to strengthen institutional mechanisms for gender mainstreaming in the country.

In this regard, UNDP, together with interested South African Public Institutions, intends to roll out the Gender Equality Seal in Public Institutions as a tool to support and recognize the efforts made by public institutions towards the achievement of substantive equality between men and women. The Gender Equality Seal for Public Institutions is the culmination of the efforts made in the implementation of Public Management Systems for Institutionalization and Gender Mainstreaming.

The Gender Equality Seal for Public Institutions recognizes the efforts made by institutions at three levels. First, in the degree of political commitment to gender issues inside and outside the institution. Second, in the management of the public policy cycle in all its phases, from planning, execution, monitoring and evaluation. And third, in its own organizational and institutional management, enabling the integration of the gender perspective in all its areas and levels.

### **III. Objectives of the Consultancy**

The consultant will provide technical assistance in coordinating the roll out of the Gender Equality Seal for Public Institutions in South Africa and offering technical support to the public institutions that will express interest in enrolling for the Seal.

### **IV. Scope of Work**

To this end, the consultant under the supervision of the gender specialist of the UNDP Office in South Africa, will carry out the following activities:

- Facilitate a stakeholder consultation on the Gender Equality Seal with interested and invited public Institutions
- Support institutions in the development of the Gender Seal process throughout all its steps: 1) Online self-diagnosis of the institution 2) Development, implementation, and monitoring of the Action Plan for Improvement; 3) Preparation for the external evaluation.
- Accompany the implementation of staff surveys and the collection of quantitative data,
- Conduct at least 3 awareness and/or training sessions on gender equality to the staff of each institution.
- Provide technical assistance in the collection of information to feed the online self-diagnosis and in the elaboration of the action plan.
- Accompany the development and implementation of the Gender Equality Policy and action plan.
- Support the PI in the evaluation process to obtain the Gender Equality Seal, working on the requirements of evidence and necessary documentation of the institution.

### **V. Expected products of the consultancy**

The consultant will be expected to produce an inception report detailing the methodology and process of carrying out the assignment and present the report to the Gender and HIV Programme Manager for discussion and approval before embarking on the assignment. The consultant will also be responsible for developing the following products within the period established by this contract. The technical specifications of the products are only indicative, and the final ones will be established with the consultant once the consultancy has begun.

**Product 1:** Inception report

**Product 2:** Stakeholder consultative report including the number and names of institutions that have expressed interest in participating in the roll out of the Gender Seal in their institutions

**Product 3:** Content and reports of gender equality awareness sessions for the staff of the participating institutions.

**Product 4:** Documentation of the self-diagnosis of the participating institutions.

**Product 5:** A report on the results of the self assessment baseline of each one of the participant PIs, with recommendations for the PI to include in the action plan

**Product 4:** Action plans for the participating public institutions elaborated.

Products:		Payment
Product 1	Inception report	First Payment 10%
Product 2	Stakeholder consultation report and list of identified public sector institutions	Second payment 20%
Product 3	Report of the training sessions	Second Payment 20%
Product 4	Documentation of the self-diagnosis of the online institutions and a report on the results of the self assessment baseline of each one of the participant PIs, with recommendations for the PI to include in the action plan	Second Payment 30%
Product 5	Action Plans of the participating Institutions and PowerPoint presentation detailing the process, and level achieved by the PI determined from of the findings of the survey	Third Payment 20%

The consultant will have to develop a work plan with a schedule at the beginning of the consultancy that must be approved by the contractor before starting the activities.

#### VI. Duration of the contract and Fee Regime

- The total duration of the contract is 60 days spread over a period of 6 months (June-December 2022).
- The contract stipulated as IC (Individual Contract) does not include percentages of advance payments at the time of starting the consultancy.

#### VIII. Qualifications for selection.

The curricular evaluation criteria to be used are the following:

	Technical Proposal	Maximum Score	%
<b>Technical Criteria</b>	<b>A. Education</b>	<b>20</b>	70%
	A Master's Degree in social, legal, economic, development studies, gender studies and public administration	10	
	Specific and substantive training on gender equality and women's empowerment related fields.	10	
	<b>B. Experience</b>	<b>40</b>	
	At least five years of experience working on gender equality, particularly in the development of gender analysis, gender research and assessments. Experience in gender equality certification systems would be an asset.	20	

		At least 5 years' experience in designing and facilitating capacity building activities on gender equality. Experience working in public administration/governance and experience on gender mainstreaming in public institutions would be an asset.	20		
		<b>C. Knowledge</b>	<b>10</b>		
		<ul style="list-style-type: none"> <li>• Excellent writing, writing and communication skills in English.</li> <li>• Excellent methodological and participatory planning skills</li> </ul>	10		
	<b>Financial Proposal</b>			<b>30%</b>	

#### **Additional information**

Interested individual consultants (natural persons) must submit the following documents before 28<sup>th</sup> June 2022 at 4 p.m. To the email address of: [bid.pretoria@undp.org](mailto:bid.pretoria@undp.org) with title of **Gender Equality Consultant to support the implementation of the Gender Equality Seal for Public Institutions in South Africa**

Accompanied by the following documentation:

1. Personal CV and Form [P11](#) and motivation letter explaining why you are the most suitable person for the job.
2. Financial Proposal: The proposed amount must be detailed as total remuneration for the consultancy. The economic offer must follow the Model Annex 1.

Travel costs to participate in regional meetings as well as DSA and terminal expenses will be covered separately by UNDP in accordance with UNDP regulations and will depend on the needs of the project.