



CONSULTANT PROCUREMENT NOTICE

Date 14 June 2022

Country: South Africa

Type of Contract: Consultant, Individual Contract

Description of the assignment: Gender Equality Consultant to support the implementation of the Gender Equality Seal for Public Institutions in South Africa

Organisation: United Nations Development Programme

Period of assignment/services (if applicable): 60 days over a period of 6 months

Proposal should be submitted at the following by email to bid.pretoria@undp.org no later than **28th June 2022**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit, South Africa will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. 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.

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.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL 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.

(See full details in the Terms of Reference)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- **Expertise and competencies**

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of the UN
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Communication Skills

- Excellent writing and analytical skills in English
- Ability to communicate and present ideas clearly

Development and Operational Effectiveness

- Experience in strategic planning, results-based management and reporting
- Ability to apply finance and economic theory to the specific country context

Management and Leadership

- Consistently approaches work with energy and a positive, constructive attitude
- Ability to converge or persuade differing groups towards a common goal

- **Qualifications:**

Education:

- A Master's Degree in social, legal, economic, development studies, gender studies and public administration
- Specific and substantive training on gender equality and women's empowerment related fields.

Experience:

- 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
- 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.
- Excellent writing, writing and communication skills in English.

- Excellent methodological and participatory planning skills

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Applicants are required to submit the following:

- Letter of Confirmation of Interest and Availability** using the [template](#)¹ provided by UNDP;
- CV and a Personal History Form (P11 form)**²;
- Brief description **of approach to work/technical proposal** of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)
- Financial Proposal** that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the [Letter of Confirmation of Interest template](#). If an applicant 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 applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.
- V.

5. FINANCIAL PROPOSAL

- **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 installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order 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, per diems, and a number of anticipated working days).

6. EVALUATION

Applications will be evaluated based on the lowest-priced **taking into consideration the combination of the applicants' qualifications and financial proposal**.

Those candidates who obtained at least 70% of points in each of the steps of the process will be considered for financial proposal evaluation.

	Technical Proposal	Maximum Score	%
Technical Criteria	A. Education	20	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. Experience	40	
	At least five years of experience working on gender equality, particularly in the development of gender analysis, gender research and	20	

¹<https://intranet.undp.org/unit/bom/psa/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx>

² http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

	assessments. Experience in gender equality certification systems would be an asset.		
	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	
	C. Knowledge	10	
	<ul style="list-style-type: none"> • Excellent writing, writing and communication skills in English. • Excellent methodological and participatory planning skills 	10	
Financial Proposal			30%
Financial Criteria - 30% of total evaluation – max. 30 points			

ATTACHEMENTS TO THIS NOTICE:

- **TERMS OF REFERENCES (TOR)**
- **GENERAL TERMS AND CONDITIONS**
- **CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL**
- **PERSONAL HISTORY FORM P11)**