

Terms of Reference

National or International consultants: National Consultant

Description of the assignment (Title of consultancy): Support the Implementation of the Gender Equality Seal for Public Institutions in Lebanon

Project Title: Integrating Gender into Lebanese Institutions

Period of assignment/services: 60 days spread over a period of 12 months

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, on-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. In the area of gender equality, Jordan has experiences of integration of perspective in public policy in different departments of the State institutions.

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 seal 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. Objectives

UNDP is seeking to contract a consultant to provide technical assistance to 2 – 3 public institutions for the process of the Gender Equality Seal for Public Institutions. Public Institutions will be identified in the next phase.

3. Scope of -Assignment

Based on the above objectives, the consultant in coordination with the National Gender Analyst, is expected the following main tasks and responsibilities:

- A. Support 2 – 3 institutions in the development of the Gender Seal process throughout all its steps:
 - Online self-assessments: a) Accompany the public institutions in the implementation of staff surveys and the collection of quantitative data; b) Provide permanent advice and technical assistance to the public institutions in the collection of evidence; and c) Support the Public Institutions in the use of the GES online platform.
 - Development, implementation, and monitoring of the Action Plan for Improvement: a) Based on the self-assessment's findings, support institutional staff in developing a customized plan outlining concrete and time-bound steps for institutionalizing gender; b) accompany and support the institutional staff throughout the action plan's implementation; c) monitor and track progress of institutional staff throughout the action's plan implementation including a mid-term review.
 - Preparation for the external evaluation: Support the PI in the evaluation process to obtain the Gender Equality Seal, working on the requirements of evidence and necessary documentation of the institutions.
- B. Support capacity-building for targeted institutions:
 - Develop tailored capacity-building plans to support each targeted public institution in the implementation of action plans.
 - Conduct training sessions on gender equality and the Gender Equality Seal for Public Institutions, to targeted institutional staff, under the coordination of the Global Gender Equality Seal Team and the National Gender Analyst.
 - Provide technical assistance to targeted institutional staff on gender equality and mainstreaming. This includes the provision of mentoring and coaching sessions, development of technical guidelines and tools, and the provision of regular advice on timely response to ensure adequate and sustained support to the participant public institutions.
- C. Support the CO in reviewing adapted training materials and assessments to the Lebanese context.
- D. Participate in all capacity building activities organized by the Gender Equality Seal, necessary for the advisor to provide adequate support to the institutions advised.

4. Expected Outputs and deliverables

The consultant is expected to provide the following deliverables, which will have to be approved by UNDP:

The consultant will 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.

- Deliverable 1: Documentation of the self-diagnosis of 2-3 institutions, analyzing the results produced by the institutions, with clear and targeted recommendations for them to develop their action plans for improvement.
- Deliverable 2: One action plan elaborated for each one of the targeted public institutions.
- Deliverable 3: 1st content and reports of at least 5 gender equality training sessions and 3 mentoring / coaching sessions for the staff of participant public institutions.
- Deliverable 4: A mid-term report, per public institution, analyzing the results of the self-assessment produced by the institutions, with clear and targeted recommendations for them to develop their action plans for improvement.
- Deliverable 5: 2nd content and reports of at least 5 gender equality training sessions and 3 mentoring/coaching sessions for the staff of participant public institutions.
- Deliverable 6: Documentation of endline self-assessment

With each one of the products, the consultant should also present a report of the activities developed during the period and the time invested

No	Deliverable	Estimated Working Days	Tentative Due Dates of Delivery
Deliverable 1	Documentation of baseline self-assessment or pre-screening for each PI including report detailing the information derived from the online staff survey and identification / analysis of gender gaps regarding the Gender Equality Seal for Public Institutions Standards.	5 working days	6 weeks from contract signature
Deliverable 2	Gender Seal Action plan for targeted institutions focused on addressing the identified gender gaps and areas of non-compliance.	5 working days	10 weeks from contract signature
Deliverable 3	First report of the training, mentoring and coaching sessions including methodology and presentations used, lessons learned and recommendations for coming sessions. The report should include all the activities performed, and time invested.	20 working days	25 weeks from contract signature
Deliverable 4	A mid-term report, per public institution, analyzing the results of the self-assessment produced by the institutions,	6 working days	28 weeks from contract signature

	analyzing challenges, clear and targeted recommendations for improvement.		
Deliverable 5	Second First report of the training, mentoring and coaching sessions including methodology and presentations used, lessons learned and recommendations for coming sessions. The report should include all the activities performed, and time invested.	18 working days	42 weeks from contract signature
Deliverable 6	Documentation of endline self-assessment & PowerPoint presentation detailing the process, and level achieved by the PI determined from of the findings of the survey in Arabic and English	6 working days	52 weeks from contract signature

5. Institutional arrangements

The consultant will be working directly with the National Gender Analyst.

6. Duration of work

The overall assignment is envisioned to last 60 working days spread over the period of 12 months starting contract signature.

7. Duty station

Home-based with field visits and activities in Lebanon.

8. Scope of Price Proposal and Schedule of Payments

The consultant should provide a detailed budget including all costs (in-country travel, transportation, fieldwork expenses, etc.). The contract price will be fixed regardless of change in the cost components.

The total budget will be disbursed as per the following tranches:

Tranche	Percentage of payment	Date
First Payment	17% of the total contract amount	After submission and approval of deliverables 1 and 2 – 10 weeks after contract signature
Second Payment	33% of the total contract amount	After submission and approval of deliverable 3 – 25 weeks after contract signature

Third Payment	50% of the total contract amount	Upon completion of services and approval of deliverables 4, 5, 6 – 52 weeks from contract signature
---------------	----------------------------------	---

9. Requirements for experience and qualifications

A. Requirements for experience and qualifications

I. Academic Qualifications:

- Minimum a bachelor's degree in Political Science, Public Administration, Gender Studies, Development Studies, Public Policy or a relevant field.

II. Years of experience:

- AT Least five years of relevant professional work experience in gender equality, particularly in the development of gender analysis, gender research and assessments. Experience in gender equality certification systems would be an asset.

III. Technical experience:

- At least 5 years of experience in designing and facilitating capacity building activities on gender equality.
- At least 3 years of experience working in public administration/governance related areas or institutions. Experience on gender mainstreaming in public administration would be an asset.

IV. Competencies:

- Excellent writing and communication skills in English and fluent in Arabic.
- Excellent methodological and participatory planning skills

B. Criteria for selection of the best offers:

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<u>Technical Competence</u>	70%	100
Criteria A: Academic Qualifications: <ul style="list-style-type: none"> - Bachelor's degree = 14 points - Master's Degree or above: 20 points 		20
Criteria B: Years of Experience <ul style="list-style-type: none"> - Less than 5 years = Zero points 		20

<ul style="list-style-type: none"> - 5 years of relevant experience = 14 points - Above 5 years = 20 points 		
Criteria C: Technical Experience <ul style="list-style-type: none"> - At least 5 years' experience in designing and facilitating capacity building activities on gender equality = 25 points. - At least 3 years' experience working in public administration/governance related areas or institutions = 25 points 		50
Criteria D: Competencies <ul style="list-style-type: none"> - Excellent writing and communication skills in English and fluent in Arabic = 10 points - 		10
<i>Financial (Lower Offer/Offer*100)</i>	<u>30%</u>	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

Only offer obtaining minimum 70% of technical score will be considered for financial evaluation.