



**UNITED NATIONS DEVELOPMENT PROGRAMME  
SOUTH AFRICA COUNTRY OFFICE**

**I. Job Information**

**Title of the position:** Consultant to facilitate a 2-day face-to face training on gender mainstreaming for staff in the UNDP Country Office, Pretoria

**Supervisor:** Gender & HIV Programme Manager, supported by the Gender Focal Team

**Location:** UNDP South Africa Country Office in Pretoria

**Type of Contract:** IC (Individual Contract) National Consultant

**II. Context and Background**

Gender equality is a fundamental human right and is increasingly recognized both as an essential development goal on its own and as vital to accelerating sustainable development overall. UNDP's commitment to gender equality draws on international commitments for the realization of women's rights enshrined in the Convention on the Elimination of all forms of Discrimination Against Women (CEDAW), the Beijing Platform for Action, the Agenda 2030 and the Sustainable Development Goals, as well as other regional and national gender and human rights frameworks. Gender equality is an essential aspect of "leaving no one behind," one of the guiding principles of the 2030 Agenda, as women are over-represented among those furthest behind. UNDP has adopted both gender mainstreaming and the empowerment of women as key approaches recommended by the Beijing Platform for Action (1995).

**The UNDP Strategic Plan, 2022-2025 offers signature solutions:** Poverty and Inequality, Governance, Resilience, Environment, Energy and **Gender Equality**. Through **Signature Solution 6 on Gender Equality**, UNDP will support governments shift systems and power structures that generate gender inequalities and women's disempowerment, place gender equality at the core of political, economic, and environmental dialogues and decisions and expand people's choices, realize a just and sustainable world, and achieve the vision of the 2030 Agenda for Sustainable Development. **The UNDP Gender Equality Strategic Plan 2022-2025**, is grounded in the requirement that all United Nations entities adopt gender mainstreaming methodology, as mandated by the 1995 Beijing Platform for Action; defined by Economic and Social Council agreed conclusions 1997/2 on mainstreaming the gender perspective into all policies and programmes in the United Nations system.

The UNDP South Africa Country Programme Document (CPD) 2020-2025 is gender responsive and addresses gender concerns on explicit gender outcomes and outputs. In the current CPD, gender is mainstreamed in all CPD programme portfolios, **Inclusive, Just and Sustainable Economic Growth, Effective, Efficient and Transformative Governance and Climate Resilience and Sustainably Managed Natural Resources**. The CPD focuses on empowerment of youth and women as a pathway to reducing poverty and inequalities. In this CPD, gender responsive portfolio's focus includes increasing access to socioeconomic opportunities for women, strengthening social protection for the most vulnerable groups, building social cohesion, and building capacity for gender-responsive governance.

To strengthen the implementation of gender responsive, gender transformative and gender results-oriented programmes and operations, the UNDP South Africa Country Office (CO) wishes to organize a 2-day, face-to-face

training on gender mainstreaming. The training will play a significant advocacy role, motivating staff to mainstream gender in their projects and programmes and equip them with the necessary skills and tools for effective gender mainstreaming in the CO programmes and operations. It will also help them to understand the need to allocate sufficient resources, design activities with measurable results and set clear targets and indicators. The CO would like to solicit the services of a suitable hands-on consultant to facilitate this training.

### III. Objectives of the Consultancy

The consultant will facilitate a training for all CO staff on mainstreaming gender in CO programmes and operations

### IV. Scope of Work

To this end, the consultant under the supervision of the Gender Specialist and guidance of the Gender Focal Team of the UNDP Office in South Africa, will carry out the following activities:

- Facilitate the training on gender mainstreaming in programmes and operations and make presentations on selected topics as per the Programme.
- In consultation with, and guidance of the Gender Specialist and Gender Focal Team, finalize, the content, structure, and format of the Programme
- Liaise with other key presenters on the Programme to agree on the schedule, time limits, tea and lunch breaks and any requirements, such as training materials, to ensure that the Programme runs smoothly.
- Moderate discussions and ensure full participation of all staff so that no one is left behind.
- Develop a participant list and ensure the list is signed daily
- Develop an evaluation form and conduct a course evaluation after the training
- Provide appropriate interval energizers to ensure that the participants are energized throughout the training
- Write a report on the training, including any challenges and opportunities and recommendations with actionable improvement plan, that also include analysis from the evaluation forms.

### V. Expected Deliverables

The consultant will be expected to write an inception report detailing the methodology and process of carrying out the assignment and present the report to the Gender Focal Team 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 during the inception meeting.

**Deliverable 1:** Inception report

**Deliverable 2:** Final training programme and training materials

**Deliverable 3:** Training facilitation and signed participant register

**Deliverable 4:** Completed evaluation forms

**Deliverable 5:** Training report including analysis from the evaluation forms

Deliverables:		Number of days
<b>Deliverables 1 and 2</b>	Preparation, inception report, programme and training materials	2
<b>Deliverables 3 and 4</b>	Facilitate 2-day training, signed participant register Completed evaluation forms.	2
<b>Deliverable 5</b>	Training report with analysis from the evaluation	2
<b>Total</b>		<b>6</b>

### VI. Payment

A lumpsum payment will be made at the end of the assignment and upon completion and submission of all the deliverables

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

- The total duration of the contract is 6 days from 10 – 15 October 2022

### VIII. Qualifications for selection.

The curricular evaluation criteria to be used are the following:

		Technical Proposal	Maximum Score	%	
	Technical Criteria	A. Education	20	70%	
		A Master's Degree in Gender Studies, or Social Sciences, Development studies, Human Rights, Political Science, with additional training on gender/gender mainstreaming	20		
		B. Experience	50		
		At least 3 years of experience and track record in planning and delivering trainings on gender and gender mainstreaming to the government, NGOs and multi-lateral organizations	30		
		Excellent facilitation and presentation skills and experience in using adult participatory teaching methods	10		
		Experience in programmes and gender-related operations work	10		
		C. Knowledge	30		
		<ul style="list-style-type: none"> <li>Excellent writing, communication and report writing skills in English.</li> </ul>	10		
		<ul style="list-style-type: none"> <li>Excellent facilitation and presentation skills</li> </ul>	10		
		<ul style="list-style-type: none"> <li>Knowledge of the South African gender landscape</li> </ul>	10		
<b>Additional information</b>  <p>Interested individual consultants (natural persons) must submit the following documents before Friday, 7<sup>th</sup> October at 4 p.m. To the email address of: <a href="mailto:bid.pretoria@undp.org">bid.pretoria@undp.org</a></p> <p>Accompanied by the following documentation:</p> <ol style="list-style-type: none"> <li>1. Personal CV and Form <a href="#">P11</a> and motivation letter explaining why you are the most suitable person for the job.</li> <li>2. Financial Proposal: The proposed amount must be detailed as total remuneration for the consultancy, with a breakdown of the number of days for each deliverable, including the daily/hourly rate.</li> </ol>					