



## CONSULTANT PROCUREMENT NOTICE

Date 29 September 2022

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**Country:** South Africa

**Type of Contract:** Individual Contract

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

**Organisation:** United Nations Development Programme

**Period of assignment/services (if applicable):** 6 days

Proposal should be submitted at the following by email to [bid.pretoria@undp.org](mailto:bid.pretoria@undp.org) no later than **16h00 Thursday, October 06, 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.

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## 1. 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.

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### 1. Required Skills and Experience:

##### A. EDUCATION

A Master's Degree in Gender Studies, or Social Sciences, Development studies, Human Rights, Political Science, with additional training on gender/gender mainstreaming

##### B. EXPERIENCE

- 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
- Excellent facilitation and presentation skills and experience in using adult participatory teaching methods
- Experience in programmes and gender-related operations work

##### C. KNOWLEDGE

- Excellent writing, communication and report writing skills in English.
- Excellent facilitation and presentation skills
- Knowledge of the South African gender landscape

### 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](#)<sup>1</sup> provided by UNDP;
- CV** and a **Personal History Form** ([P11 form](#)<sup>2</sup>);
- 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.

### 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.

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

<sup>2</sup> [http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc)

## 6. EVALUATION

Applications will be evaluated based on a 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	<b>A. Education</b>	<b>20</b>	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>B. Experience</b>	<b>50</b>	
	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	
	<b>C. Knowledge</b>	<b>30</b>	
	<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	

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)**