

## Terms of Reference for Individual Contractor (IC)

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**National or International consultant:** National consultant

**Description of the assignment (Title of consultancy):** Gender Analyst and Trainer

**Project Title:** Improving Living Conditions in Palestinian Gatherings Host Communities

**Period of assignment/services:** 15 working days spread over 2 months

**Is this a LTA (yes/no):** No

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### 1. Background / Project Description

Palestinian Gatherings were first identified by Fafo (2003) as informal areas that constitute relatively homogenous refugees' communities of a minimum of 25 households exhibiting humanitarian needs. In 2017, the Lebanese-Palestinian Dialogue Committee (LPDC) survey identified a total of 154 gatherings, while dropping the number of minimum households to 15. According to this study, 55% of Palestinian refugees live outside camps, in informal gatherings.

While Palestinian refugees in Gatherings are registered with UNRWA and/or the Lebanese Government, their place of settlement, unlike camps, is not officially recognized. This has reflected on refugees' living conditions, marked by run-down physical environments, limited access to income-generating activities, and weak tenure security and access to basic urban services, mainly WASH. While municipalities generally retract from extending development plans or providing services in these informal gatherings, UNRWA's mandate to provide basic urban services is restricted to the borders of the 12 recognized camps. To access urban services, resources and jobs, refugees in Gatherings rely on short-term alternative solutions, which are usually associated with informality, risks and lack of efficiency. This situation has been leading to increased tensions and conflicts within the gatherings and with surrounding communities, undermining stability and promoting risky behaviors, particularly among youth.

In an effort to advance gender transformative programming, UNDP is applying the "Gender Equality Seal" - a certification process aiming to evaluate the level of gender responsiveness of different UNDP Country Offices. The UNDP Country Office in Lebanon is committed to effectively take part in this process, through the active engagement of all its key projects.

In this context, the UNDP project in Palestinian Gatherings aims at advancing gender equity in the communities it serves, through gender-responsive design, implementation, monitoring and reporting of all its activities. For this objective, the UNDP project seeks to recruit a Gender Analyst and Trainer to (1) support the project team in mainstreaming gender in the design, implementation and monitoring of project activities following a comprehensive gender analysis of the project and to (2) contribute to the capacity building of project's partners through tailored training on gender and development.

## 2. Scope of work, responsibilities and description of the proposed analytical work

Under the supervision of the Project Manager, the Individual Consultant will be responsible for the following tasks:

1. **Gender Analysis:** The consultant, together with the project team, will conduct a comprehensive gender analysis of the project and (s)he will present it in a written analytical report and a PowerPoint presentation. Data collection tools will include desk review, meetings with project staff and main partners, and focus group discussions with beneficiary groups. The presented gender analysis is expected to:
  - Provide an in-depth analysis of the gender dynamics of the project's context, a detailed review of the project's activities and practices as well as monitoring and reporting tools in relation to gender equity;
  - Highlight roots of gender inequality in the context of Palestinian Gatherings and challenges to achieving gender equality in the design and implementation of project activities;
  - Highlight opportunities to support inclusive engagement of men and women in various project activities;
  - Provide strategic and technical recommendations for the advancement of gender equity through the effective design, implementation, monitoring and reporting of the project outputs and activities. Recommendations should include tailored approaches and tools to identify and support women's needs and their active participation in the context of Palestinian Gatherings;
  - Suggest effective and feasible tools and methodologies to support gender mainstreaming around the project cycle, to be reflected in the project proposals, annual work planning, data collection, monitoring, reporting and evaluation, including SMART indicators to assess project's progress at this level;
  - Highlight best practices to support the communication of project results in relation to gender equality and women's empowerment to the project's various stakeholders;
  - Translate suggested recommendations into a project action plan summarizing specific actions, responsible parties and timeline.
  - Share results including clear action points with project team.
2. **Training Project Partners:** Based on the findings of the gender analysis, the consultant will design and facilitate a six-hour training to sensitize the project's local partners' personnel on gender concepts and the basics of gender transformative programing, with particular focus on applied tools to include gender in project planning and proposals, actively engage women and men in project activities, report sex desegregated data, capture gender transformative impact, among other gender mainstreaming practices. This training shall also include gender-related core values, approaches and practices favored by UNDP.

## 3. Expected Outputs and deliverables

All deliverables shall be delivered in electronic copy in English, and Arabic when necessary. The expected deliverables are:

- **Gender Analysis Report and Presentation** – including a structured analytical document detailing the results of the analysis, recommendations and action plan touching the different aspects of the project's cycle, and a visual summary of the report (presentation).
- **Training Curriculum and facilitation for Project Partners** – including training's agenda, module, presentations and planned activities to be facilitated during six hours.

- **Final report** – including a summary of all tasks and additional recommendations related to capacity building of project team and partners based on observations during the trainings.

#### DELIVERY SCHEDULE

The Consultant is expected to complete the needed tasks in 15 working days over a period of 2 months.

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review /Approvals Required</b>
1- Gender Analysis Report and Presentation	10 working days	1 month from signature	Project Manager
2- Report on the training to Project Partners	3 working days	1.5 months from signature	
3- Final Report	2 working days	2 months from signature	

#### REPORTS VALIDATION MODALITIES

Provisional approval of submitted reports shall take place at each of the defined milestones shown in the delivery schedule in below section. It is expected that such approval shall not exceed 7 working days from the notification of the completion of a specific milestone.

On submittal of the final report, the Project Manager shall respond within maximum of ten working days and the decision may either be:

- Approval,
- Approval with reservations upon which the Consultant shall reply within five working days under penalty of rejection,
- Rejection with clear justifications.

#### **4. Institutional arrangements**

The Individual Consultant will report to and work in coordination with the Project Manager and the Project Focal Point. The project will provide the Consultant with all available data to facilitate the Consultant's research and field work whenever necessary.

#### **5. Duration of work**

The tasks will require a total of 15 working days within 2 months of contract signature.

#### **6. Duty station**

The Consultant will not report to a particular duty station; Trainings will be conducted in Beirut. Meetings with project team will take place at UNDP CO and online. Data collection tools such as FODs with beneficiary groups will take place in areas of implementation in the various regions, facilitated by UNDP project team.

#### **7. Requirements for experience and qualifications**

##### I. Academic Qualifications:

- At least Master's degree in gender, women's studies, social sciences, international development, or other development-related fields

## II. Years of experience:

- A minimum of four years of experience in designing and implementing gender mainstreaming activities across a variety of sectors within development projects;
- At minimum, two proven similar experiences in designing and conducting trainings on gender and development;
- At minimum, one demonstrated evidence of writing analytical documents and reports, with special focus on gender analysis.

## IIIV. Competencies:

- Fluency in written and spoken Arabic and English.

### **8. Scope of Price Proposal and Schedule of Payments**

All proposals must include a technical and financial offer be expressed in lump sum taking the following into consideration:

- i) the lump sum amount must be “all-inclusive<sup>1</sup>”;
- ii) the contract price is fixed regardless of changes in the cost components.

Payments will be made as follows:

- 66% of the total lump sum upon submission and approval of deliverable 1.
- 34% of the total lump sum upon submission and approval of deliverables 2 and 3.

### **9. Recommended Presentation of Offer**

Interested candidates must submit the following documents in their proposals:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate;
- c) **P11 (Personal History Form) including past experience in similar projects and at least 2 references, mentioning the references’ e-mails addresses.**
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided;
- e) **Preliminary methodology.**

An interview will be performed, and the result will be part of the evaluation scoring criteria.

### **10. Criteria for selection of the best offers**

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70% and combined with the price offer which will be weighted a max of 30%; using the

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<sup>1</sup> The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal.

following evaluation criteria. Only candidates obtaining minimum 70% of the technical score will be subject to financial evaluation.

a) The technical evaluation criteria will be as follows:

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><i>Technical Competence</i></b>	<b>70%</b>	<b>100</b>
<b>Academic Qualifications:</b>		<b>20</b>
<b><i>Educational background: Degree in gender, women's studies, social sciences, international development, or other development-related fields</i></b> <i>Less than Master's degree: 0 points</i> <i>Master's degree: 14 points</i> <i>PhD: 20 points</i>		<b>20</b>
<b>Experience:</b>		<b>50</b>
<b><i>Experience in designing and implementing gender mainstreaming activities across a variety of sectors within development projects</i></b> <i>Less than 4 years = 0 points</i> <i>4 years = 14 points</i> <i>5 years or more = 20 points</i>		<b>20</b>
<b><i>Similar experiences in designing and conducting trainings on gender and development</i></b> <i>Less than 2 experiences = 0 points</i> <i>2 experiences = 14 points</i> <i>3 experiences or more = 20 points</i>		<b>20</b>
<b><i>Demonstrated evidence of writing analytical documents and reports, with special focus on gender analysis</i></b> <i>No evidence = 0 points</i> <i>At least proof of one document including gender analysis section = 7 points</i> <i>2 or more documents including gender analysis section = 10 points</i>		<b>10</b>
<b>Methodology</b>		<b>15</b>
<i>Proposed methodology reflects good understanding of the required services and reflects good experience in the provision of similar services (15 points)</i> <i>Proposed methodology reflects fair understanding of the required services and reflects enough experience in the provision of similar services (10.5 points)</i> <i>Proposed methodology reflects poor understanding of the required services and reflects little experience in the provision of similar services (5 points)</i> <i>Proposed methodology reflects no understanding of the required services and reflects no experience in the provision of similar services (0 points)</i>		<b>15</b>
<b>Competencies:</b>		<b>15</b>
<b><i>Interview assessment/presented documents verify information obtained through applications and provides evidence of strong key interpersonal communication skills, including verbal communication in English and Arabic, active listening and problem-solving reasoning</i></b>		<b>15</b>

<i>Interview does not match information obtained in application and/or no command of English or Arabic = 0 points</i> <i>Interview matches information obtained in application but shows poor written and spoken Arabic and English= 7 points</i> <i>Interview matches information obtained in application and shows good written and spoken Arabic and English= 10.5 points</i> <i>Interview matches and elaborates information obtained in application and proves excellent written and spoken Arabic and English= 15 points</i>		
<u>Financial</u> (Lower Offer/Offer*100)	<u>30%</u>	<b>100</b>
<b>Total Score</b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

<b>Weight per Technical Competence</b>	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.

**b) Financial Proposal:**

Interested candidates shall submit all-inclusive fixed lumpsum and ensure that all costs are duly incorporated in the financial proposal submitted to UNDP.