

TERMS OF REFERENCE

Consultant for the capacity enhancement of stakeholders on gender equality and women's empowerment for Balochistan, KP and Sindh

<p>I. Position Information</p> <p>Job Code Title: Consultant for the capacity enhancement of stakeholders on gender equality and women's empowerment for Balochistan, KP and Sindh</p> <p>UNIT: WEE&SL</p> <p>DUTY STATION: Home Based</p> <p>DURATION: 05 October 2019 till 05 December 2019 (2 months)</p> <p>Post Type: IC</p> <p>SUPERVISION: Portfolio Manager – WEE & SL</p>

INTRODUCTION & BACKGROUND

UN Women is the United Nations organization dedicated to gender equality and the empowerment of women. A global champion for women and girls, UN Women Pakistan's mission is to strengthen the effectiveness, coordination and quality of outputs on gender equality. The strategy in Pakistan encompasses strengthening the capacity of government, non-governmental organizations and UN system to deliver on Pakistan's national and international commitments to gender equality and women's empowerment by ensuring that voices of women and human rights-based approach is integrated fully in the development agenda of the country.

UN Women Pakistan's **Women's Economic Empowerment (WEE) Programme** has been supporting the implementation of national commitments and international frameworks around economic opportunities for women since 2007. It has also played a significant role in supporting the development of provincial home-based workers (HBWs) policies and laws to improve the working conditions of the many rural and urban women in Pakistan undertaking informal home-based work. The overall programme targets are as follows:

- Increased number of national plans, legislation, policies, strategies, budgets and justice mechanisms to strengthen women's economic and social empowerment

- Enhanced capacity at national and local levels to influence economic policies and poverty eradication strategies, and to develop and implement gender responsive services to enhance women's sustainable livelihoods
- Enhanced access for informal women workers to social security benefits, enterprise development and income generating opportunities
- Sex and gender disaggregated data collection mechanisms developed to include contribution of informal women workers

UN Women's main objective in the WEE programme is to empower women to fully participate in economic life across all sectors and at all levels of economic activity so that they have better chances to earn higher incomes, have increased access and control over resources and have greater security and protection from violence. UN Women has implemented various initiatives with the support of the Government of Norway. The programme interventions from 2008 to 2012 resulted in recognition by the Government of Pakistan, through the Ministry of Labour and Manpower, of the Home-Based Workers (HBWs) as a category and the need to provide a protective mechanism for this category of informal workers, the majority of whom are women and children.

The WEE Programme uses a following three-pronged approach for promoting women's empowerment in Pakistan.

- Working with the government to develop policies and programmes to support initiatives undertaken for women's economic empowerment.
- Working with the private sector companies and CSOs for creation of favorable environment for the women in formal jobs and thereby strengthening women's empowerment.
- Working with other stakeholders including excluded groups of women (such as religious and ethnic minorities, women informal workers living below poverty line, women affected by conflicts etc.) in communities.

WEE programme has achieved a range of results with regard to improving poor and excluded women's access to income generating prospects such as registration services for obtaining Computerized National Identity Cards (CNIC); access to formal employment and entrepreneurship opportunities; providing social security benefits while also improving their access

to other services such as food security; referral mechanisms on violence against women; rights awareness; etc. UN Women has previously collaborated with 11 partners in Punjab, Sindh, Balochistan and Khyber Pakhtunkhwa (KP) to promote economic empowerment of more than 30,000 women informal workers.

Women Economic Empowerment (WEE) project is a three years project (April 2017 – March 2020), implemented in four provinces and at federal level. The Project outcomes are as follows:

Project OUTCOME 1: Government and corporate policies, laws and programs to promote women's economic empowerment supported in Punjab, Sindh, KP/FATA and Balochistan

Project OUTCOME 2: Women HBWs and excluded groups¹ are economically empowered and women participate in decision-making processes at the household and community level in Balochistan, KP/FATA and Sindh.

Project OUTCOME 3: Government's capacity to engender the budgeting frameworks strengthened.

Women home-based workers in Pakistan face an array of obstacles which are preventing them from becoming productive and empowered citizens within the society. Pakistan ranked 147 out of 148 countries in the Global Gender Gap Index in 2018¹. This shows that women's labour force participation in formal sector is very low in Pakistan. They are sidelined from mainstream economic activities as the informal estimates indicate that there are 20 million home-based workers in the country of which 12 million are women.

Over the past 12 years, UN Women has directly benefited around 30,000 Women Home Based Workers (WHBWs) and excluded groups by facilitating their improved access to income generating opportunities through skill development, health insurance, micro-credit schemes, market linkages, so that they are able to participate more fully in the formal and informal economy. The WEE Project (2017-20), is an expanded mandate of previous projects. In this Phase, the project expanded to two more provinces, making it possible to introduce the WHBWs project to all the four provinces i.e. Punjab, Sindh, Balochistan and Khyber Pakhtunkhwa.

¹ The Global Gender Gap Report, 2018 by World Economic Forum

OBJECTIVES AND SCOPE OF CONSULTANCY

UN Women would like to deliver training to 74 representative stakeholders (from Balochistan, KP and Sindh) from private sector companies, District Action Committee (DAC) members and change agents in the community.

Rationale for the three trainings is given below:

UN Women and UN Global Compact has developed seven Women Empowerment Principles (WEP) for the private sector companies to encourage them to take actions towards gender equality, while designing their policies and procedures. In Pakistan, since 2015, UN Women has oriented and motivated private sector companies to commit to gender equality. Over the period, the response has been positive, and to date, 66 private sector companies from 22 industrial sectors have become WEP signatories. The 66 companies include 31 MNCs and 35 local SMEs. As a result of UN Women's efforts, more than 1,000 women home based workers have joined the formal sector in Punjab. Some prominent WEP signatory companies in Pakistan include: Al Baraka Bank, Atlas Honda Limited, Careem, Forward Sports (Pvt) Limited, Interloop Limited, METRO Cash & Carry Pakistan, Nestle Pakistan, Pakistan Mobile Communication Limited (Jazz), Pakistan Petroleum Limited, PepsiCo Pakistan, Roche Parma, Siemens Healthineers Pakistan and Unilever Pakistan.

The current 3-years, WEE Project has activated a functioning eco-system to support WHBWs in the targeted districts, reaching and benefitting over 6,700 new HBWS including excluded groups (women with disabilities, women from religious minorities & different ethnic groups and the transgender). A comprehensive database has been developed for the onboarded WHBWs covering detailed socio-economic information. The project has mobilized clusters of WHBWs and formed them as Member Based Organizations (MBOs) or Cooperative Groups (CGs). This group formation has made it possible for the project to effectively channel awareness raising and capacity building interventions. These WHBWs have received orientations within their clusters on: workers' rights, accountability of duty bearers, health and hygiene trainings and orientation to e-commerce and basics of entrepreneurship. Selected WHBWs have received skills training and the opportunity to attend meetings and workshops.

The project will conclude in 6-8 months. Based on the recommendations from the mid-term review in mid of 2019, for sustainability of individual members and the groups, the project is recommended to develop entrepreneurial leadership capacity within the groups so that each group

can sustain, survive and grow beyond the project. This would enable them to be more professional in conducting their business, develop linkages with public, private and CSOs to mobilize finance, access required resources, market linkages, etc.

Amongst the institutional platforms activated and supported through the current Women Economic Empowerment project, the District Action Committees (DACs) have demonstrated their usefulness, especially in Quetta, Loralai, Thatta and Swabi. DAC members include representatives from BISP, SWD, Labour Department, PWD, NADRA, District Administration, Lawyers Forum, Local Government, CSOs, WHBWs, etc. These DACs have leveraged their professional and personal contacts, connections and resources to benefit the WHBWs. There are encouraging examples of how DAC member have connected WHBWs to required services, e.g. the reactivation of a social welfare skills training centers, market linkages for the products made by WHBWs, mobilization of loans for HBWs from Helping Hands, etc. Currently at the nascent stage, DACs need capacity building support and exposure to learn from each other, so that they can be more effective. Going forward, the DACs need capacity building support and exposure so that they can learn from each other and can sustain and grow the efforts and initiative that have been started.

DEVELOPMENT OBJECTIVE

Women benefit from decent work, income security and socio-economic development.

IMMEDIATE OBJECTIVE

The immediate objective of this consultancy is to strengthen the capacities of selected WEE project stakeholders so that this project's effectiveness, timely achievement of outcomes, and long-term sustainability can be ensured.

DELIVERABLES

Under the direct supervision of the Portfolio Manager WEE & SL, the Consultant will conduct three trainings for the capacity building of relevant stakeholders.

NOTE: The training will be designed and conducted by the consultant including all the logistic arrangements of the participants.

Details of each training is listed below as Assignment 1, 2 and 3.

Assignment-1: Capacity building of 25 people from WEP signatory private sector companies so that they may consider reviewing and revising their policies and procedures to make them more gender responsive.

Objective:

To deepen engagement with relevant representatives from selected private sector companies so that they may review their policies, procedures and interventions for the recruitment, retention and growth of human resources within the organization and expand options for women and transgender to avail formal employment opportunities in decent work environments.

Scope of Work:

To design and implement a 3 day workshop for 25 representatives from Private Sector Companies in Karachi to build their understanding and skills for the following:

- Status of decent work environment for women in Private Sector companies – Opportunities & Challenges.
- Specific actions that can be taken to make their human resource policies more gender responsive, especially with regard to creating a more tolerant and diverse workplace; women friendly workspaces, in particular quality day care centers; addressing gender harassment and managing gender based conflict;
- Orientation regarding the available skills in the market – linking women home-based workers with the companies to make them potential suppliers to the companies.

Deliverables:

- Work closely with the UN Women to finalize the list of participating organizations.
- Design and conduct a participatory, highly engaging and visualized event, with material including handbook/handouts for the participants, banners, standees, posters, registration, and attendance sheets.
- Document the event and submit a detailed report including recommendations for future programming.

Assignment 2: Enterprise Development Training (EDT) of Selected Women Home Based Workers (WHBWs)

Objective:

To build entrepreneurial leadership capacities of representatives from MBOs/Cooperative Groups so that the WHBWs groups transform from a collective of individuals and loose network into a group where the members share a bond, and the group has the required identity, visibility, ability, mobility, and connectivity.

Scope of Work:

To design and implement a 5-day residential training in Islamabad for 24 group leaders from the three provinces to build their capacities as follows:

Build the leaders capacities so that they know the importance of an MBO, how to assess an MBO as an economic entity or a common interest group (CIG); how to think and act as an entrepreneur, and mobilize resources (from public, private and civil society organizations) to benefit the entire group; how to ensure transparency and good governance in the group; how to benefit from use of technology; how to expand the group and add new members; how to ensure group's identity, visibility, mobility, ability and connectivity; the importance of institutional mechanisms such as the District Action Committee (DAC), the Task Force, and the WHBWs Association, and how HBWs participation can benefit the group, as well as the larger community.

Create a network or forum of WHBWs in Balochistan, Sindh and KP, where the leaders of the MBOs can meet regularly, identify issues, undertake joint projects and intervention, and leverage national resources and projects, e.g. State Bank of Pakistan's Financial Literacy Programme.

Deliverables:

- Work closely with the UN Women and IPs to finalize the training outline and plan for the five-day residential workshop.
- Design and conduct a participatory, highly engaging and visualized training content and module, along with material including handouts for the participants, banners, standees, posters, registration, and attendance sheets.
- Develop pre and post-test assessment of the participants' capacities and results.
- Document the event and submit a detailed report including recommendations for future programming.

Assignment 3: Strategic Planning Workshop for Supporting District Action Committees (DACs) Members

Objective:

To build the capacity of selected members of DACs from six project districts and build their capacities so that they can be more visionary and strategic in terms of how to support Women Home Based

Workers (WHBWs), and can specifically express the goals, objectives and strategy for supporting WHBWs economic empowerment agenda for their respective district.

Scope of Work:

To design and implement a 3-day participatory workshop for 24 selected members of DACs, where they can share experiences and lessons learnt with regard to supporting WHBWs, identify current opportunities and challenges faced by WHBWs, and develop a long-term vision, mission and strategy for supporting WHBWs in their district, with specific ideas for how the DAC can be structured in terms of representation, management and governance.

Participants would also have the opportunity to discuss how to make DACs more credible and visible, and identify ways to sustain and survive these platforms beyond the project life, including how they can establish linkages with resource institutions for the benefit of HBWs, e.g. health and wellbeing camps with health department; non-formal education from education department; skills and information technology from Pakistan Baitul-Maal, TVET and Social Welfare; access to finance through public and private microcredit institutions; financial literacy training from Banking Services Corporation, State Bank of Pakistan; order work from local shopkeepers, traders, exporters, etc. Participants would also have the opportunity to discuss how the DACs can emerge as social enterprises.

Deliverables:

- Work closely with the UN Women and IPs to finalize the training outline and plan for the three-day residential workshop.
- Design and conduct a participatory, highly engaging and visualized training content and module, along with material including handouts for the participants, banners, standees, posters, registration, and attendance sheets.
- Develop pre and post-test assessment of the participants' capacities and results.
- Document the event and submit a detailed report including recommendations for future programming.

KEY DELIVERABLES

The layout, design and format should be subject to approval of UN Women.

Deliverables	Actions required	Timeline
Submit Work plan	Prepare/submit inception report and workplan for the three trainings for approval by UN Women	3 days (after signing the contract)
Conduct 3 trainings	<p>in total – 3 trainings for a total of 73 participants:</p> <p>Assignment 1: Number of days: 3 days Number of participants: 25 (all participants from Karachi)</p> <p>Assignment 2: Number of days: 5 days Number of participants: 24 (8 participants from each province)</p> <p>Assignment 1: Number of days: 3 days Number of participants: 24 (8 participants from each province)</p>	11 training days in total 60 working days
Submit draft report	Submit draft report with annexures for review and comments	One week after the completion of each training
Submit final report	Submit final report including recommendations, comments and feedback received for endorsement	Within seven working days after receiving feedback from UN Women

LINK TO GSP GOAL AND OUTCOMES

Impact 3: Women have income security, decent work and economic autonomy

Outcome 3.2: Women benefit from decent work, income security and socio-economic development.

SDG 5: Achieve Gender Equality and Empower all women and girls.

Target 5.1: End all forms of discrimination against all women and girls everywhere

Target 5.5: Ensure women's full and effective participation and equal opportunities for leadership at all levels of decision making in political, economic and public life

Target 5.9: Adopt and strengthen sound policies and enforceable legislation for the promotion of gender equality and the empowerment of all women and girls at all levels

INPUTS

UN Women will provide the consultant with background information/ material, feedback and technical inputs to accomplish this assignment.

CONTRACT PERIOD AND DUTY STATION

The assignment is home-based, with one expected travel to Karachi as required in the TORs. The contract duration is tentatively from 05 October 2019 to 05 December 2019 (2 months period).

COMPETENCY AND EXPERTISE REQUIREMENTS

The consultant should meet the following requirements:

- Master's degree in gender studies, development and social studies, sociology, political science, business administration
- Strategic thinking and proven expertise in gender analysis, training, module design
- Knowledge of and experience in enterprise development
- At least 7 years' experience in conducting trainings, development of training content, training modules and training material, etc.
- A minimum of 7 years of progressive experience related to private sector development. Specific experience in supporting the private sector including inclusive businesses to access finance, either through development partners' project or on the private sector side
- Knowledge in results-based programming in support of women's political and economic empowerment, gender justice and human rights
- Excellent inter-personal and communication skills, especially in written and spoken English and spoken Urdu and team skills
- Knowledge of the UN system and the development context of Pakistan and preferably previous experience in development initiatives in Pakistan
- Excellent drafting and writing skills to produce and present concise and analytical reports and communicate clearly with review stakeholders

Evaluation Criteria

A two-stage procedure is utilized in evaluating the applications, with evaluation of the technical application being completed prior to any price proposal being compared. Only the price proposal of the candidates who passed the minimum technical score of 70% of the obtainable score of 100 points in the technical qualification evaluation will be evaluated.

Applications will be evaluated based on the cumulative analysis.

Technical Qualification (100 points) weight; [70%]

Financial Proposal (100 points) weight; [30%]

Technical qualification evaluation criteria:

The total number of points allocated for the technical qualification component is 100. The technical qualification of the individual is evaluated based on following technical qualification evaluation criteria:

Only the candidates who have attained a minimum of 70% of total points will be considered as technically-qualified candidates who may be contacted for validation interview.

Education and Relevance to the TOR's 30%;

Previous Experience of successful completion of such tasks 30%;

Proposal Methodology 40%

Financial/Price Proposal evaluation:

Only the financial proposal of candidates who have attained a minimum of 70% score in the technical evaluation will be considered and evaluated.

The total number of points allocated for the price component is 100.

The maximum number of points will be allotted to the lowest price proposal that is opened/evaluated and compared among those technical qualified candidates who have attained a

minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.

Proposed lump sum professional fee per deliverable, with breakdown cost of professional fee x number of working days and any other related cost.

Travelling cost to be included in the financial proposal with breakdown of Ticket cost, DSA and Road Travel cost.

How to apply

Interested applicants are requested to submit documents listed below to UN Women

P.11. Personal History Form (P11 Form) can be downloaded from

<http://asiapacific.unwomen.org/en/about-us/jobs>.

Detailed CV & P11 form

Technical and Financial Proposals in 2 separate envelopes clearly marked as “Technical Proposal” and “Financial Proposal”. Both of these envelopes need to be sealed in a 3rd envelope clearly marked as “Consultant for the capacity enhancement of stakeholders on gender equality and women’s empowerment for Balochistan, KP and Sindh”

Deadline of submission: 05 October 2019, **cob 5.00pm**

Payments

Payments for this consultancy will be based on the achievement of each deliverable and certification that each has been satisfactorily completed. Payments will not be based on the

number of days worked but on the completion of each stated deliverable within the indicated timeframes.

Payment will be made in three installments for both assignments in KP and Punjab:

- 40% upon approval of inception report and work plan
- 40% upon successful training of 75 participants
- 20 % upon approval of final training report

Cross Ref. to Annex I	Instruction to Proposers	Specific Requirements as referenced in Annex I
4.2	Deadline for Submission of Proposals	Date and Time: Saturday 05 October 2019 5:00 PM City and Country: <i>[Islamabad, Pakistan]</i> This is an absolute deadline. Any proposal received after this date and time will be disqualified.
4.1	Manner of Submission	<input checked="" type="checkbox"/> Personal Delivery/ Courier mail/ Registered Mail
4.1	Address for Proposal Submission	Proposals to be sent in sealed envelopes by post to the following (with “ Consultant for the capacity enhancement of stakeholders on gender equality and women’s empowerment for Balochistan, KP and Sindh ” clearly written on the envelope): HR Unit UNWOMEN Pakistan Plot # 5-11, Diplomatic Enclave # 2 Quaid-e-Azam University Road Sector G-4 Islamabad
3.1	Language of the Proposal:	<input checked="" type="checkbox"/> English
3.4.2	Proposal Currencies	Preferred Currency: <input checked="" type="checkbox"/> PKR
3.5	Proposal Validity Period commencing after the deadline for submission of proposals (see 4.2 above)	60 days

2.4	Clarifications of solicitation documents	Requests for clarification shall be submitted 7 days before the deadline for submission of proposal. UN Women shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UN Women to extend the deadline date, unless UN Women deems that such an extension is justified and necessary.
	Contact address for requesting clarifications on the solicitation documents	<p>Requests for clarification should be addressed to the e-mail address: jamaluddin.khan@unwomen.org</p> <p>Proposers must not communicate with any other personnel of UN Women regarding this RFP.</p> <p><u>This email address is for clarifications ONLY.</u></p> <p><u>DO NOT SEND OR COPY YOUR PROPOSAL TO THIS EMAIL ADDRESS, DOING SO WILL DISQUALIFY YOUR PROPOSAL</u></p> <p>Clarification emails should include a subject header in the following format: “UNW RFP Reference #, Request for Clarification”</p>
2.5	Pre-Proposal/Bid Meeting	<input checked="" type="checkbox"/> Not applicable
3.9	Proposal Security	<input checked="" type="checkbox"/> Not Required No proposal security is required for this RFP at this stage. However, UN Women reserves the rights to request a proposal security from proposers at any stage before the award of contract.

7.4	Performance Security	<input checked="" type="checkbox"/> Not Required Performance Security is not foreseen to be required by UN Women at this stage; however, UN Women reserve the rights to request a Performance Security from the successful proposer at any stage.
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The proposer will be selected based on the evaluation criteria set in this TORs.

This letter is not to be construed in any way as an offer to contract.

Yours sincerely,

Wenny Kusuma
Country Representative