

TERMS OF REFERENCE

CONSULTANT FOR THE CAPACITY ENHANCEMENT OF STAKEHOLDERS ON GENDER EQUALITY AND WOMEN'S EMPOWERMENT FOR KHYBER-PAKHTUNKHWA (KP) AND PUNJAB

I. Position Information

Job Code Title: Consultant for the capacity enhancement of stakeholders on gender equality and women's empowerment for KP & Punjab

UNIT: EAW, Governance and Human Rights

DUTY STATION:- Home Based

DURATION:- 1 Feb 2018 till 30 Apr 2018 (3 months)

Post Type: SSA

SUPERVISION:- Portfolio Manager-EAW, GOVERNANCE & HR

INTRODUCTION & BACKGROUND

United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) strives to promote gender equality and women's human rights, strengthen implementation of gender sensitive policy and legislation and eliminate all forms of violence against women. Attention is given to issues of excluded groups and their capacity to lobby so that these become part of mainstream decision making and planning. UN Women provides technical advisory and services on women's economic empowerment, ending violence against women and girls, women's leadership and participation, including in disaster risk reduction and management and gender integration in planning and budgeting. UN Women works towards ensuring an effective UN response by strengthening the effectiveness, coordination, and quality of outputs on gender equality amongst the various stakeholders.

UN Women envisions a society where men and women have equal opportunities and capacities, where women are empowered and where the principles of gender equality are firmly embedded in all efforts to advance development, peace and security. UN Women's major objective is to enhance national capacity and ownership to enable national partners to formulate gender-responsive laws and policies and to scale up successful strategies to deliver on national commitments to gender equality. In this context, UN Women Pakistan seeks to hire a consultant to provide training support

for the capacity enhancement of KP and Punjab based stakeholders (police, transport and other related departments) on women's empowerment and gender equality.

The assignment is a part of the joint partnership between UN Women and the United Nations Office for Project Services (UNOPS) with the Transport Department, KP through financial support from the Japanese Government (Developing Transport Service for Women, pilot project on Khyber-Pakhtunkhwa (KP) Sakura bus).

OBJECTIVES AND SCOPE OF CONSULTANCY

UN Women would like to deliver training to 120 representatives (per province i.e. KP and Punjab) from police, transport and other related departments of KP government. The rationale is to strengthen the capacity of its partners working in KP and Punjab for the promotion of gender equality and women's empowerment agenda committed through Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and Universal Declaration on Human Rights (UDHR). This training will be utilized as tool to enhance understanding of gender equality and women's empowerment issues and to address conceptual confusion, inadequate understanding of

the linkages between gender perspectives and different areas of work for promoting gender responsiveness.

DEVELOPMENT OBJECTIVE

Improved access to justice and support to women's rights guaranteed through the CEDAW, UDHR and the Constitution of Pakistan.

IMMEDIATE OBJECTIVE

To improve the understanding of the target audience (pre-identified stakeholders) on gender equality and women's empowerment related concepts.

DELIVERABLES

Under the overall guidance and supervision of the Portfolio Lead (Governance, Women Human Rights and EAW Portfolio, Country Office, UN Women Pakistan) and Provincial Technical Leads (KP and Punjab, UN Women Pakistan), the consultant will perform the following activities:

Prepare a work plan containing timeframe and milestones in consultation with UN Women, UNOPS and Transport Departments and WDDs of Punjab and KP;

Serve as trainer and train 120 target audience per province (KP and Punjab) as master trainers based on pre-developed Gender Training Manual by UN Women. The trainer will also orient the target groups on Pakistan's commitment to gender equality and women's empowerment reflected

through the Constitution and signing of international conventions, such as, CEDAW. The training details are:

Number of days: 2 days

Number of trainings: 4

Number of participants for each training: 30 each

Make all required logistic arrangements for the trainings (including, boarding and lodging of participants);

Submit detailed separate training reports for Punjab and KP (including attendance list, recommendations, pre and post-training evaluation report). The reports should be submitted in English;

Submit separate proposals for Punjab and KP (both, technical and financial)

KEY DELIVERABLES

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

Deliverables	Actions required	Timeline
Submit Work plan	Prepare/submit a two separate work plans for KP and Punjab for approval by UN Women	3 days (after signing the contract)
Conduct 4 trainings	Training of 120 participants per province i.e. KP and Punjab: Number of days per training: 2 days Number of trainings: 4 Number of participants for each training: 30	8 working days for each province (2 days per training for 30 participants)
Submit draft report	Submit draft report with annexures for review and comments	One week after the completion of all trainings for 120 participants, each province
Submit final report	Submit final report including recommendations, comments and feedback received for endorsement	Within four working days after receiving feedback from UN Women

LINK TO GSP GOAL AND OUTCOMES

Impact 3: Women and girls live a life free from violence

Outcome 3.1: Laws, policies and strategies adopted and implemented to prevent and respond to violence against women and girls.

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

SDG 5 Target 5.1: End all forms of discrimination against all women and girls everywhere.

SDG 5 Target 5.6 c. adopt and strengthen sound policies and enforceable legislation for the promotion of gender equality and the empowerment of all women and girls at all level.

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 KP and Punjab as required in the TORs. The contract duration is tentatively from 1 February 2018 to 30 April 2018 (three-month period).

COMPETENCY AND EXPERTISE REQUIREMENTS

The consultant should meet the following requirements:

Minimum ten years' experience working on similar assignments;

Bachelor degree in law, gender, human rights, or any other related discipline;

Experience in development of training material as well as trainings in Gender;

Excellent knowledge of the international and national frameworks on gender and development;

Excellent communication and writing skills in English and Urdu and fluency in Urdu, Hindko and Pushto is strongly desirable;

Previous experience of working in KP and Punjab

Indicate the readiness to deliver as per the required timeframes; and

Must have an understanding of gender equality and women's empowerment.

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 40%;

Previous Experience of successful completion of such tasks 30%;

Proposal Methodology 20%

Knowledge of local language 10%

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 KP & Punjab**"

Deadline of submission: **4 Feb 2018, 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:

- 20% upon approval of work plan
- 40% upon successful training of 120 participants
- 40 % 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: Sunday 04 February 2018 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 <u>CAPACITY ENHANCEMENT OF STAKEHOLDERS ON GENDER EQUALITY AND WOMEN EMPOWERMENT FOR KP & PUNJAB</u> 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: zohra.bano@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,

Jamshed M. Kazi
Country Representative