

## Terms of Reference for Consultancy

UN Women SMT has entrusted the LAC Regional Office and the Brazil Country Office with the leadership in the design of the organization's engagement in the response to the zika virus epidemics. The consultant would assist UN Women Regional Office and Brazil Country Office to coordinate the development of UN Women's strategy to the epidemic, which will address women's needs focusing on guaranteeing comprehensive women's human rights based response. Emphasis will be placed on addressing the specific needs of women of reproductive age sexual and reproductive rights, promoting quality services and an approach that promotes women empowerment and elimination of any type of discrimination against women and girls.

### 1. Background

Zika virus is an emerging viral disease that is transmitted through the bite of an infected mosquito, *Aedes aegypti* that also transmits chikungunya, dengue and yellow fever.

In October 2015, Brazil public health authorities detected an unusual increase in microcephaly cases in public and private healthcare facilities in Pernambuco state, Northeast Brazil. As of 23 January 2016, 4,180 suspected cases of microcephaly potentially linked to zika virus were reported. In addition to this, an increase in Guillain-Barré Syndrome (GBS) has been observed in Brazil, Colombia, El Salvador, Martinique and Suriname.

According to PAHO/OMS, as of 29 January 2016, 25 countries and territories in the Americas were reporting local transmission of zika virus, including Barbados, Bolivia, Brazil, Colombia, Costa Rica, Curacao, Dominican Republic, Ecuador, El Salvador, French Guiana, Guatemala, Guadeloupe, Guyana, Haiti, Honduras, Martinique, Nicaragua, Mexico, Panama, Paraguay, Puerto Rico, Saint Martin, Suriname, US Virgin Islands and Venezuela.

Given this situation, on February 1<sup>st</sup>, the World Health Organization (WHO) declared the zika virus and its suspected link to birth defects an international public health emergency, signaling the seriousness of the outbreak that calls upon countries and international health and development agencies coordinated efforts to address the zika epidemics and address its health and social consequences.

Given the strong association, in time and place, between infection with the zika virus and a rise in detected cases of congenital malformations and neurological complications<sup>1</sup> "a heavy burden" has been placed on pregnant women and their families throughout the Americas and the Caribbean

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<sup>1</sup> The experts group called by WHO agreed that "a causal relationship between Zika infection during pregnancy and microcephaly is strongly suspected, though not yet scientifically proven".

<http://who.int/mediacentre/news/statements/2016/emergency-committee-zika-microcephaly/en/>

region, as it was acknowledged by Dr. Margaret Chan, director general of WHO.

In this regard, UN Women Executive Director, Ms. Phumzile Mlambo-Ngcuka, during her opening remarks at the UN Women Executive Board First Regular Session of 2016 on 9 February 2016 in New York, expressed her concerns by stating “ ... another important lesson learnt recently was from the Ebola outbreak. Adolescent girls and young women are among the most marginalized and at-risk populations, both in situations of displacement, and in a health crisis. These risks have been brought sharply into focus in the region of Latin America and the Caribbean, which is experiencing the unprecedented spread of zika virus disease. Young women need to be given special attention where rates of unplanned teen pregnancy and prevalence of sexual violence are high”.

In this context, UN Women Regional Office for the Americas and the Caribbean will hire a suitably qualified and experienced consultant to provide technical support to UN Women’s actions related to zika virus epidemic. This technical support will reflect a human rights based approach, in order to guarantee that women have access to quality information, support and services to exercise their rights and protect themselves from zika disease and its consequences.

## **2. Description of tasks**

The consultancy involves gathering information and development of a strategy to disseminate quality information to women and girls on zika epidemics and its consequences and provide human rights based inputs – especially sexual and reproductive rights - for the design and/or improvement of national strategies and public policies aimed to address zika virus epidemics .

Different tasks and job duties are expected, including but not limited to:

- Provide technical support to coordination efforts of UN Women’s Regional Office for the Americas and the Caribbean and Brazil Country Office in regard to zika virus responses
- Analyze and systematize available information related to zika virus, including its consequences and strategies for its elimination. The exercise needs to highlight different issues and challenges that should be addressed by national strategies and public policies, including mobilization, awareness raising and communication strategies at national and regional levels based on women’s human rights, especially sexual and reproductive rights.
- Assess current programs and policies that target the zika disease and provide technical inputs for its improvement, focusing on the integral protection and respect of women’s and girls’ rights.
- Systematize qualified information on zika virus and its consequences targeting women, so that they can better exercise their rights.
- Present findings, including technical advices, to UN Women, UN agencies, governmental institutions and other UN Women counterparts so that they can use the information to develop/improve strategies and public policies, including wide dissemination of qualified information for women.

### **3. Expected derivables**

At the end of the contractual period, the consultant is expected to have submitted to UN Women the following products:

- A detailed work plan for the performance of duties assigned.
- A women's human rights based analysis on the zika disease outbreak and national responses implemented by countries of the region, A report of desk review about lessons learnt on policies and strategies aimed at protecting girls and women rights in crisis and other epidemic situations (case of Ebola).
- A report containing qualified information on zika virus and its consequences, women's human rights and services available to be widely disseminated among women and girls
- Final report containing women's human rights – including sexual and reproductive rights-inputs to subsidize elaboration and revision of public policies and strategies to fight the zika epidemic at regional and country levels, focused on the integral rights and protection of girls and women.

### **4. Accountability and Reporting**

The consultant will be under the direct supervision of UN Women Brazil Country Office Resident Representative. Additionally, it is expected that the consultant will conduct his/her work in liaison with UN Women Regional Office specialists and other UN agencies counterparts who are working the issue of zika disease (particularly PAHO/OMS, UNICEF and UNFPA).

### **5. Duration and worksite arrangements:**

The duration of the Consultancy is scheduled to last a maximum of three months, starting on *01/03/2016*.

The contract holder is expected to work on site on a full-time basis, unless otherwise agreed with the supervisor beforehand. UN Women Brazil Country Office will provide the consultant an office workspace, including a workstation with Internet access. Access to UN Women resources including journals, relevant internal documents, databases, and software will be made available, as necessary and appropriate.

### **6. Payment terms**

Payments will be made against the presentation of agreed products.

### **7. Copyright**

UN Women will retain copyright to the final products.

## 8. Key qualifications

### Minimum required qualifications:

- Undergraduate Degree in Social Sciences, Communication, Administration and/or related areas
- Minimum of 05 years of relevant work and/or academic experience in the field of gender equality, communication, public policy, public health and/or social science
- IT literacy
- Fluency in written and spoken English

### Desirable qualifications:

- Master's degree or equivalent in Social Sciences, Communication, public policy, public health and/or related subject.
- Ability to conduct qualitative research
- Ability to produce technical reports and visual presentations
- Ability to function effectively in a multi-disciplinary and cross-cultural team
- Experience in working with UN agencies

## 9. Applications

All candidates must submit their applications, in English, to the following email: [compras.br@unwomen.org](mailto:compras.br@unwomen.org), by 23h59 (Brasília time - GMT-2) of 24 February 2016. Please mention in the subject: *Zika virus epidemic Consultancy*.

Required documents for application:

- P11 available at [http://www.onumulheres.org.br/wp-content/uploads/2013/01/P\\_11 form UNwomen-doc-PORTUGUES-rev.doc](http://www.onumulheres.org.br/wp-content/uploads/2013/01/P_11_form_UNwomen-doc-PORTUGUES-rev.doc)
- Financial proposal, in American Dollars (USD), in accordance to the expected deliverables foreseen on this Term of Reference. Please use the Financial Proposa Form provided in Annex 1.

## 10. Selection process criteria

Criteria	Points	Score	Total
Master's degree or equivalent in social science, communication, public policy, public health or related subject.	1 to 5	8	40
Ability to conduct qualitative research	1 to 5	5	25
Ability to produce technical reports and visual presentations	1 to 5	3	15
Ability to function effectively in a multi-disciplinary and cross-cultural team	1 to 5	2	10
Experience in working with UN agencies	1 to 5	2	10
		Total	100

- 5 points → excellent
- 4 points → very good
- 3 points → good
- 2 points → satisfactory
- 1 point → unsatisfactory

Best value for money methodology will be applied. Technical offer (evaluated in accordance to desirable qualifications) will correspond to 70% and financial proposal will be equivalent to 30%.

Final result will be calculated as follows:

Final result = technical qualification score x 0,70 + financial score x 0,30

Financial score = 100 x low value proposal / value of the financial proposal under consideration

***“Following United Nations rules and regulations, hiring Public Servants is allowed only under special circumstances”.***

ANNEX I – Financial Proposal Form

Brasília, XXX 2016

ONU Mulheres Brasil  
Casa da ONU –Complexo Sergio Vieira de Mello  
Ed. Lélia Gonzalez – Módulo II  
Setor de Embaixadas Norte/SEN – Quadra 802, Conjunto C, Lote 17  
70.800-922 – Brasília/DF

**Ref.** Consultancy – Zika virus epidemic

Dear Madam/Sir,

Below please find the breakdown of my Financial Proposal for the *Zika virus epidemic* Consultancy according to the Schedule of Deliverables presented in the Term of Reference for the position.

Zika virus epidemic Consultancy			
Product	Delivery Date	Percentage of Total Amount (%)	Total Amount (USD)
Detailed <b>Work Plan</b> for the performance of duties assigned.	D+10	10%	
A <b>women’s human rights based analysis</b> on the zika disease outbreak and national responses implemented by countries of the region, A report of desk review about lessons learnt on policies and strategies aimed at protecting girls and women rights in crisis and other epidemic situations (case of Ebola).	D+30	30%	
A <b>Report</b> containing qualified information on zika virus and its consequences, women’s human rights and services available to be widely disseminated among women and girls.	D+60	30%	
<b>Final Report</b> containing women’s human rights – including sexual and reproductive rights-inputs to subsidize elaboration and revision of public policies and strategies to fight the zika epidemic at regional and country levels, focused on the integral rights and protection of girls and women.	D+90	30%	
<b>TOTAL</b>			

Best regards,

Name  
Signature