

TERMS OF REFERENCE

National Consultant to adapt the UNCT-SWAP Gender Equality Scorecard to incorporate the racial equality perspective and facilitate its implementation

Location:	Home-based
Deadline for application:	03/12/2019
Type of contract:	Special Service Agreement (SSA)
Language(s) required:	English and Portuguese (desirable)
Expected start date:	15/12/2019
Duration of assignment:	40 working days (est.)

Context

At the 59th Session of the UN General Assembly, Member States, in adopting the Triennial Comprehensive Policy Review (TCPR) of Operational Activities for Development of the UN System called on all UN organizations to: “mainstream gender and to pursue gender equality in their country programmes, planning instruments and sector-wide programmes and to articulate specific country-level goals and targets in this field in accordance with the national development strategies”.

Further, ECOSOC Resolution 2004/4 - Review of Economic and Social Council agreed conclusions 1997/2 on mainstreaming the gender perspective into all policies and programmes in the United Nations system requested: “the Secretary-General to ensure that all United Nations entities develop action plans with time lines for implementing the agreed conclusions 1997/2, which address the gap between policy and practice identified in the Secretary-General’s report, with a view to strengthening commitment and accountability at the highest levels within the United Nations system as well as to establishing mechanisms to ensure accountability, systematic monitoring and reporting on progress in implementation”.

As a direct follow-up to the TCPR, and to ensure a comprehensive response to many of its recommendations, the UN Development Group (UNDG) created a Task Team on Gender Equality as a sub-group of the UNDG Programme Group. The goals of the Task Team are: to support more consistent and coherent action among UNDG member agencies to mainstream gender equality and promote women’s empowerment at the country level; and to ensure that gender equality and women’s empowerment are mainstreamed into the tools and processes that emerge from the UNDG for UN Country Teams (UNCTs).

In 2006, the UNDG Task Team on Gender Equality commissioned a background paper on accountability mechanisms in UNDG agencies. This paper reviewed accountability for programming in support of gender

equality in ILO, UNDP, UNFPA, UNICEF, and WFP and found that: “A common understanding of how to apply gender mainstreaming in UN operational activities is needed. This is because if there is no agreement on what constitutes a minimum level of actions to support gender equality, how will it be possible to hold agencies and UN Country Teams accountable for this. Reaching agreement across agencies on what constitutes a minimally acceptable performance to support gender equality, through an agreed set of indicators, would contribute to stronger guidance and accountability”. Subsequently this background paper was endorsed at the undg Principals’ meeting in July 2006, where agreement was reached on development of a UNCT-level ‘Accounting for Gender Equality’ Scorecard that sets minimum requirements for UNCTs to assess their performance across the system.

The Gender Scorecard was endorsed by the undg in 2008 in response to the UN Chief Executive Board for Coordination 2006 Policy on gender equality and the empowerment of women (CEB/2006/2) to establish an accountability framework for assessing the effectiveness of gender mainstreaming by UN Country Teams. The UN SWAP formed another part of the accountability framework, focusing on the implementation of the policy at the entity level.

The QCPR calls for the United Nations development system to expand and strengthen the use of the Gender Scorecard as a planning and reporting tool for assessing the effectiveness of gender mainstreaming in the context of the UNDAF (OP 83). In this vein and in line with internal assessments, the UNCT SWAP-Scorecard methodology has been revised in tandem with the United Nations System-wide Action Plan for gender Equality and the Empowerment of Women (UN-SWAP) to ensure greater alignment with the UN-SWAP and the SDGs, drawing on good global practices with motivating, managing and measuring institutional change processes. The last version of the guidance was officially launched in July 2018.

In Brazil, the UN Country Team, through the Interagency Thematic Group on Gender, Race and Ethnicity (IATG-GRE), considering the imperative to incorporate the 2030 Agenda core principle of “Leaving No One Behind (LNOB)”, is oriented to capture and incorporate the intersectional perspective of gender and race in United Nations Sustainable Development Partnership Framework (UNSDPF) programming in the country. Social inequality in Brazil is recognized to be structured by the axis of sexism and racism. Brazilian women, afro and indigenous population consist the hard core of citizenship deficit in terms of social, economic, civil and political rights fulfilment. In that sense, Brazil UNCT proposes beyond the application of Gender Scorecards the adaptation of as agreed methodology to incorporate the Racial Scorecards.

The Scorecard implementation in Brazil will be facilitated by an international consultant hired in parallel. The present national consultant will be expected to work closely to the international consultant and provide her/him a proposal to adapt the standardized UNCT SWAP Gender Equality indicators for incorporating the racial equality perspective for the UNCT Brazil.

In order to support the development of the gender and race responsive UNSDPF and ensure better accountability of UNCT towards gender equality and women’s empowerment in line with UN corporative policy in this area and the principle of LNOB, the UN Country Team will use the UNCT SWAP Gender and Race Equality Scorecard to assess status and identify gaps and agree on corrective actions. The UNSDPF SWAP Task-Force coordinated by the UN Resident-Coordinator Office and UN Women will lead this initiative to complete the scorecard process in a participatory and timely manner.

Duties and Responsibilities

UN Women in its role of UNSDPF Task Force co-coordinator intends to hire a national consultant to provide technical assistance to adapt the UNCT SWAP Gender Equality Scorecard to incorporate the racial equality perspective and facilitate its implementation.

Under the overall guidance and direction of the UN Women Programme Manager, in the role of Interagency Thematic Group on Gender, Race and Ethnicity (IATG-GRE) Coordinator, the consultant (or team of consultants) will:

- Elaborate a proposal for adapting the UNCT SWAP Gender Equality Scorecard to incorporate the racial equality perspective facilitate its implementation.
- Assist the international consultant in identifying areas in which UNCT are meeting or not meeting minimum UNDG requirements.
- Assist the international consultant in encouraging a constructive dialogue within the UNCT about the current status of support for gender equality and women's empowerment and how it can be improved.
- Assist the international consultant in identifying where technical assistance can support the achievement of minimum requirements.
- Assist the international consultant in sharing good practice in supporting national priorities to advance gender and race equality and women's empowerment.

The UNCT SWAP Gender Equality Scorecard methodology has been designed for in-country self-assessment as a means of fostering deeper understanding and ownership of results. The national consultant will elaborate the proposal for adapting the UNCT SWAP Gender Equality Scorecard to incorporate the racial equality perspective and then help the international consultant to facilitate the exercise and apply participatory methods to ensure the assessment team is formed from the beginning of exercise, leads and own the process.

To guide and support the assessment team with the piloting process, the consultant will conduct the following activities within the stipulated timeframes:

1. Background document review:

- UNCT UN-SWAP Technical Guidance and Framework
- UNCT Gender Scorecard Reports for the countries in the regions and from other countries
- Current UNDAF and MTR report
- Guidance for mainstreaming of GEEW in common planning and programming, UNSDG, updated in 2017
- 2017 UNDG UNDAF guidance
- UNCT planning, budgets programming documents
- Interagency Thematic Group on Gender, Race and Ethnicity's TOR and Plan

- International Decade on People of African Descent Action Plan
- CEDAW and CERD Reports/other national assessments/National Gender Plans, etc
- Guide on Facing Institutional Racism¹

2. Elaboration of a proposal for adapting the UNCT SWAP Gender Equality Scorecard to incorporate the racial equality perspective to respond to national priorities

- Review the 15 standardized indicators of the UNCT SWAP Gender Equality Scorecard that fall within seven dimension areas and indicators of the Guide on Facing Institutional Racism
- Propose and adaptation of the standardized indicators to reflect racial equality perspective
- Evaluate the need and propose other indicators do assess the performance of the UN system for gender and race mainstreaming
- Validate the race scorecards with the international consultant, the IATG on Gender, Race and Ethnicity and the UNSDPF Task Force

3. Assistance and support for the International Consultant with the in-country assessment and reporting:

- Support the collection of complementary data and evidence to gender and race score indicators
- Support conducting gender and race analysis of verification documents required to help the IAT score areas of performance
- Support the facilitation of working sessions and technical support with key stakeholders such as the Resident Coordinator; Heads of Agencies; key programme staff; M&E teams, partners, etc. to discuss and score areas of performance
- Support the elaboration of Scorecard and narrative report, with inputs from assessment team
- Complete the final Gender and Race Scorecard, narrative report and follow-up matrix

Products, duration and Payments

Product	Duration
FIRST PRODUCT: Workplan for the consultancy including schedule, methodology and detailed steps -	3 working days
SECOND PRODUCT: Proposal of a race scorecard to be discussed and validated with the international consultant hired in parallel: Outline adapted indicators for racial equality integration and present a reviewed version of Scorecard. The “Guide on Facing Institutional Racism” ² must be used as a reference.	20 working days

¹ Available at: <http://www.onumulheres.org.br/wp-content/uploads/2016/04/Guia-de-enfrentamento-ao-racismo-institucional.pdf>.

² Available at: <http://www.onumulheres.org.br/wp-content/uploads/2016/04/Guia-de-enfrentamento-ao-racismo-institucional.pdf>.

<p>THIRD PRODUCT:</p> <p>Inputs for the draft gender and race scorecards narrative report including:</p> <ul style="list-style-type: none"> - <i>Methodology:</i> outline the methods used, and any constraints faced (e.g. lack of time, lack of access to documents or staff); - <i>Findings:</i> this section should be organized into two parts, one on strengths and one on weaknesses. The driving forces to good quality gender mainstreaming (e.g. good leadership, government and agency commitment), as well as the constraints to improved practice (e.g. lack of gender theme group, government opposition to gender mainstreaming) should be noted here. It should be based on both the scoring in the Scorecard and interviews. <p>The average score for each Dimension should be included in this section, using the following structure:</p> <p>7 Dimensions :</p> <ol style="list-style-type: none"> 1. Planning and programming; 2. Monitoring and evaluation; 3. Partnerships; 4. Leadership and Organizational Culture; 5. Gender Architecture and Capacities; 6. Financial Resources; 7. Results; <p>Any good practice in racial mainstreaming should also be highlighted here, including the factors which led to this good practice. <i>Annex:</i> Note the documents reviewed, and the names and institutional positions of those interviewed</p>	12 working days	
<p>FOURTH PRODUCT:</p> <p>Inputs for the Final Scorecard narrative report based on feedback of UNCT</p> <p>The completed follow-up matrix should include:</p> <ol style="list-style-type: none"> 1. Dimension; 2. Average numerical rating; 3. Main follow-up issues; 4. Steps to be taken, including technical assistance needed, time-frame, allocation of responsibility, and resources required. <p>*This final action plan and report must be submitted and incorporated to the final product under international consultant's responsibility.</p>	5 working days	
Total working days	40 working days	

All documents must be in United Kingdom (UK) English.

UN Women will review and provide feedback within 10 working days after receiving the product. UN Women will approve after feedback is incorporated and pay within 10 after receiving the original invoice.

Travel and Inputs

Eventual travel costs would be covered by UN and shall not be included in the financial proposal.

The remuneration of this consultancy will be calculated based on working days. Candidates should indicate in the financial proposal the value/working day in BRL (Brazilian Reals).

Inputs for the consultancy, such as equipment and workplace will be the responsibility of the consultants.

Requirement

Required qualifications and experience:

Education:

Master's Degree or equivalent in Social Sciences, Gender/Racial Studies, Development Studies, Human Rights, Sociology or related field.

Languages:

Fluency in Portuguese and English.

Experience:

- Consistent knowledge about racism and sexism in Brazil.
- At least 5 years of practical experience of work on race mainstreaming in development programmes/projects at national and international levels.
- Experience in gender and race data collection and analysis, including interviews, survey and focus groups.
- Previous work experience with the United Nations System.

Selection

Applications will be evaluated by the following criteria:

Technical Team Qualifications	Weight
Additional years of experience of work on race mainstreaming in development programmes/projects at national and international levels	40
Previous work experience with the United Nations system.	30
Experience in gender and race data collection and analysis, including interviews, survey and focus groups	30
Total	100

Selection process

First phase: Shortlist of the applications based on the required qualifications.

Second phase: Analysis of the applications by a Selection Committee. Classification based on the criteria.
Third phase: Interview, if the Selection Committee considers it necessary.

At the end of the last phase, the selected applicant should provide the following documents:

- Copies of the diplomas and certificates listed in the P11 form.
- Copies of the identity document with picture and signature.
- Evidence of the ownership of a bank account.
- Vendor form completed and signed.

Applications

Applicants must send the following documents:

1. **UN Women Personal History Form (P11)** completed and signed of the Team-Leader and the Technical Team Members.
2. **Financial proposal**, in a separate file, including the value of each working day and the total value of the consultancy, in BRL (Brazilian Reais), according to the section “Products, Duration and Payment”.
3. **Sample writings of previous works** (reports, data collection and analysis, etc).

Send **all documents** to unwomenbra.hr@unwomen.org until 03/12/2019. Indicate in the subject line: “UNCT SWAP Race Equality Scorecard”

Applications with incomplete documentation will be not be considered.

Due to the large number of applications received, only the selected applicant(s) will be notified.

Questions should be sent to unwomenbra.hr@unwomen.org. Indicate in the subject line: “Question: UNCT SWAP Race Equality Scorecard”

Observations

Applicants with employment in public institutions will need to present evidence of leave without pay.

Applicants must not be related (mother, father, sister, brother, son or daughter) to United Nations staff members.

To foster diversity, UN Women encourages the application of women, afro descendants, indigenous people, people living with HIV/AIDS, LGBTI people and people living with disabilities.