

Terms of Reference for National Consultant

Coordination and Partnerships consultant

Location:	Brazil, Home-based
Application Deadline:	18/09/2020
Type of contract:	Special Service Agreement (SSA)
Post level:	National Consultant
Languages required:	English and Portuguese
Expected starting date:	23/09/2020
Duration of assignment:	12 months

I. Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

The Entity's founding resolution provides that one of its mandates is to lead, coordinate and promote the accountability of the United Nations system in its work on gender equality and the empowerment of women (GEEW), including support to gender mainstreaming. The resolution further specified that the Entity would operate as part of the resident coordinator system, leading and coordinating the GEEW work of the country team, under the overall leadership of the resident coordinator. UN Women provides information and support to advocate and influence other UN agencies so they can be better positioned to implement its commitments to gender equality and women's empowerment, in a consultative and participatory process.

The same can be said regarding its convening role to promote and nurture a diverse set of partners from the Executive, Legislative and Judiciary branches, as well as private sector and civil society organizations. Strategic, engaged, and well-coordinated multi stakeholders' partnerships improve synergies and lead to more transformative and cost-effective results towards the cultural changes required for the realization of gender equality and women's rights.

Brazil ratified key human rights treaties such as the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), the Belem do Pará Convention, and the Convention on the Elimination of Racial Discrimination (CERD). Brazil is also signatory of key normative human rights and development instruments such as the Beijing Declaration and Platform for Action, the Durban Declaration and the Programme of Action and the Declaration on the Rights of Indigenous Peoples. In September

2015, Brazil joined the international community in the adoption of the 2030 Agenda for Sustainable Development, committing with the implementation of the 17 Sustainable Development Goals (SDGs), including SDG 5 “Achieve gender equality and empower all women and girls”.

The UN Women Brazil Country Office Strategic Note 2017-2021 is proposed in the framework of the international commitments to gender equality, empowerment of women and women’s rights and is aligned with the United Nations Partnership Framework for Sustainable Development (UNPFSD) 2017-2021, and with national priorities. It also aligns with four Outcomes of the UN Women Global Strategic Plan (2018-2021):

1. Women lead, participate in, and benefit equally from governance systems
2. Women have income security, decent work, and economic autonomy
3. All women and girls live a life free from all forms of violence
4. Women and girls contribute and have greater influence in building sustainable peace and resilience, and benefit equally from the prevention of natural disasters and conflicts and from humanitarian action

In this regard, UN Women Brazil Country Office seeks for hiring a national consultant to support UN Women’s coordination mandate within the UN System as well as the engagement and coordination of multi-stakeholders partnerships aiming to promote gender equality and women's empowerment in line with global norms and standards.

II. Scope of Work/Duties and Responsibilities

Under the overall guidance of the UN Women Representative and direct supervision by the Programme Specialist, the National Consultant will implement the following tasks/activities:

Task 1) Provide support to the implementation of UN Women Coordination Mandate at country level

Activity 1) Provide support to strengthen the work of the Interagency Thematic Group on Gender, Race and Ethnicity (IATG GRE)

- Review UN entities global and local gender, race and ethnicity strategies and plans to identify synergies/complementarity among them to inform entry points for effective coordination; as well as to inform advocacy efforts to strengthen the work on gender equality at national level.
- Provide support for effective and regular communication with IATG GRE members to request information on ongoing and planned activities on gender, race, and ethnicity.
- Provide advice on possible joint activities that can be proposed to be incorporated in the IATG GRE annual work plan.
- Provide support to convene ordinary and other meetings of the IATG GRE members, summarize and share key agreements and action points.
- Follow up with IATG GRE members on agreed actions points, as well as support its implementation.
- Draft concept notes and other related documents in support to the implementation of agreed joint activities

- Conduct analysis and contribute for the elaboration of knowledge products to inform the normative framework for GEEW
- Provide support to engage with national partners – civil society, government, and other stakeholders – regarding agreed interagency activities.
- Support capacity building activities related to gender, race, and ethnicity
- Support knowledge exchange between IATG GRE members
- Support building a knowledge hub on gender, race and ethnicity composed by knowledge products developed by UN agencies.
- Support collection of evidences and supporting documents of activities implemented and drafting reports to UN Women and UNCT
- Provide inputs for the coordination updates
- Provide support and advice for the finalization of the UNCT SWAP Gender and Race Equality, as well as implementation, monitoring and reporting of agreed action plan.
- Provide other support as needed

Activity 2) Provide technical and analytical inputs and facilitate a coordinated support provided by UN Women to the UNCT Brazil

- Maintain regular contact with UN Women staff who act as focal points in the active UNCT Brazil interagency groups to revise groups' workplans, meeting agendas and meeting minutes
- Analyse interagency working groups' workplans and meeting minutes and provide additional advice and/or support advocacy strategies to strengthen the incorporation of gender, race, and ethnicity perspectives
- Support knowledge exchange and dialogues between UN Women focal points to facilitate a common approach and improve gender, race, and ethnic mainstreaming
- Provide substantive inputs, advice and draft documents/briefs on gender analysis, knowledge, and skills in gender, race and ethnic mainstreaming to strength UN Women's advocacy and influence capacity.
- Provide substantive and analytical support to mainstream gender, race, and ethnic perspectives in planning, monitoring and reporting of the action plan of the UN Brazil Framework Socioeconomic Response and Recovery to COVID-19
- Provide other support as needed

Activity 3) Provide advice to strength UN Women coordination mandate among Impact areas

- Review UN Women Brazil programme and provide advice on how to strengthen the coordination mandate in each Impact area, based on the analysis of UN entities global and local gender, race and ethnicity strategies and plans.
- Conduct interviews with gender, race, and ethnic focal points of UN agencies to identify entry points to strategically position UN Women as a resource organization to provide policy advice on gender mainstreaming
- Provide other support as needed

Task 2) Provide technical support to engage traditional and non-traditional partners.

Activity 1) Provide technical support, advice and inputs to facilitate the formulation and implementation of UN Women Brazil partnerships strategy

- Keep up to date the mapping of traditional partners and map nontraditional partners in support of UN Women mandate (including from the Executive, Legislative and Judiciary branches at national and subnational levels).
- Provide advice, inputs, draft documents and facilitate advocacy initiatives and dialogues to engage traditional and nontraditional partners in the support for gender equality and women's empowerment in line with global norms and standards.
- Provide support for the organization of international development partners meetings and implementation of the agreed follow up actions, as needed
- Provide other support as needed

Activity 2) Provide technical support, advice and inputs to facilitate the engagement with civil society partners

- Provide support for effective and regular communication with CSAG and Black women toward a Planet 50-50 Committee members.
- Provide inputs and draft documents in support of the work in partnership with civil society partners, specially CSAG and Black women toward a Planet 50-50 Committee
- Facilitate the organization of online meetings, summarizing and sharing key agreements and action points.
- Provide inputs, advice and facilitate knowledge and information sharing with civil society partners, specially CSAG and Black women toward a Planet 50-50 Committee
- Provide technical support, advice and facilitate capacity building activities for civil society partners.
- Provide other support as needed

III. Assignment Deliverables

#	Deliverables	Deadlines
1	Proposed work plan for the assignment	30 days after signature of contract
2	Results-based report on support provided for the implementation of UN Women coordination mandate and on the engagement of traditional and non-traditional partners	120 days after signature of contract

3	Results-based report on support provided for the implementation of UN Women coordination mandate and on the engagement of traditional and non-traditional partners	240 days after signature of contract
4	Results-based report on support provided for the implementation of UN Women coordination mandate and on the engagement of traditional and non-traditional partners	360 days after signature of contract

All reports should be submitted in English language and include the full set of supporting documents, such as meeting minutes, handouts, lists of participants, etc. The supporting documents can be submitted in Portuguese

UN Women will review and provide feedback within 5 working days after receiving the product. UN Women will approve deliverables after feedback is incorporated and considered final and pay within 10 working days after receiving the original invoice.

IV. Inputs

The Consultant is expected to work in the UN Women office during the assignment on an intermittent basis, as required by her/his supervisor. UN Women will provide computer and IT equipment (printer, scanner in periods when the Country Office is open). Otherwise, the consultant is expected to work using her/his own computer.

UN Women will provide the Consultant with background materials related to the assignment and provide logistic and coordination support for the organization of meetings with key stakeholders and partners.

V. Performance evaluation:

Consultant’s performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered. The evaluation will be carried out and cleared by the Project Manager which will also be the basis for payment on a delivery by delivery basis to the Consultant.

VI. Financial arrangements

Payments will be disbursed not more than once per month, based upon receipt of the deliverables according to the schedule of the deliverables (as per above matrix) and their certification by UN Women Project Manager that the services have been satisfactorily performed.

VII. Competencies

Core Values

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women's Core Values and Competencies:

<https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-values-and-competencies-framework-en.pdf?la=en&vs=637>

VIII. Required Skills and Experience

Minimum requirements:

Education:

- Bachelor's degree in Political Science, Economics, Public Policy, Social Science, Development Studies, or other related fields

Experience:

- Academic or professional experience in the fields of Political Science, Economics, Public Policy, Social Science, Development Studies, or other related fields
- Academic or professional experience in the fields of gender, race, and ethnicity

Languages and other skills:

- Fluency in Portuguese and English

Desirable experience:

Education:

- Advanced studies (master's degree or equivalent) in Political Science, Social Policies, Public Policy, Social Science, Development Studies, or other related fields is desirable

Experience:

- At least 3 years of academic or professional experience in conducting gender, race and ethnic analysis and assessments

- At least 3 years of academic or professional experience in advocating for gender, race and ethnic equality and mainstreaming
- Experience in working with and supporting feminist and women’s movement and civil society organizations
- Experience in applying intersectionality approach to gender equality is desirable
- Working experience in UN system is desirable

Languages and other skills:

- Working knowledge of Spanish

IX. Evaluation of Applicants

Applications will be evaluated based on the cumulative analysis taking into consideration the combination of their qualifications and financial proposal. A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared. The award of the contract should be made to the individuals whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable.
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Technical criteria (70% of total evaluation; total max 70 points)

The total number of points allocated for the technical qualification component is 70. The technical qualification of the individual is evaluated based on desk review and following technical qualification evaluation criteria:

Technical Evaluation Criteria	Maximum obtainable Points
Criterion A - Education	15
<ul style="list-style-type: none"> • Advanced studies (master’s degree or equivalent) in Political Science, Social Policies, Public Policy, Social Science, Development Studies, or other related fields is desirable. 	15
Criterion B – Language	15
<ul style="list-style-type: none"> • Working knowledge of Spanish 	15
Criterion C – Experience with total for all of the following criteria	40 including:
<ul style="list-style-type: none"> • At least three years of academic or professional experience in conducting gender, race and ethnic analysis and assessments 	10
<ul style="list-style-type: none"> • At least 2 years of academic or professional experience in advocating for gender, race and ethnic equality and mainstreaming 	10
<ul style="list-style-type: none"> • Experience in working with and supporting feminist and women’s movement and civil society organizations 	10
<ul style="list-style-type: none"> • Experience in applying intersectionality approach to gender equality is desirable 	05

• Working experience in UN system is desirable	05
Total Obtainable Score	70

Financial/Price Proposal evaluation:

- Only the financial proposal of candidates who have attained a minimum of **49** points in the technical evaluation will be further considered and evaluated.
- The total number of points allocated for the financial/price component is **30**.
- 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 50 points in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.
- Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 30$
- (S - score received on financial evaluation; F min - the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F - financial offer under the consideration).

Evaluation process

Phase 1: shortlisting, based on minimum requirements and completion of documentation

Phase 2: desk review of application documents based on minimum and desirable requirements

Phase 3: written test (optional)

Phase 4: interview (optional)

X. Application and submission package

All applicants must complete the online Application Form

<https://forms.microsoft.com/Pages/ResponsePage.aspx?id=RAfNKxiefUiFw8mjJSIL6AGJtBFuEXJCgGy6Zq9a6zZUMjRVUkcxRVdSQUIwUkJHRDdMT0k3M1dCOC4u>

All applications must include as one attachment:

- 1) **Completed and signed UN Women Personal History form (P-11) in English** which can be downloaded from <https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-p11-personal-history-form.doc?la=en&vs=558>
- 2) **Financial proposal (sample is provided below):** The financial proposal shall specify a **total lump sum** amount with a breakdown of a daily professional rate per number of anticipated working days, travel costs (daily subsistence allowance and other in-country travel costs) and other related costs (e.g. tele-communication).

Interested candidates are requested to apply no later than 11:59 pm 23/09/2020 by submitting applications to: unwomenbra.hr@unwomen.org with a subject “**National Consultant Political Analysis Advisor/Expert**”.

Applications without P11 and financial proposal may be treated as incomplete and may not be considered for further assessment.

XI. Observations

Due to the substantial number of applications received, only selected candidates will be notified. Applicants must not be directly related (mother, father, sister, brother, son, or daughter) to UN staff. Applicants must be Brazilian or have permission to work in Brazil.

At the end of the last phase of the selection process, the selected candidate must provide the following documents:

- Copies of diplomas and certificates listed on form P11.
- Copies of IDs (RG and CPF), or another identification document with photo and signature.

Candidates with an employment relationship with public institutions may only be hired if they present evidence of unpaid leave or a letter of non-objection to consulting carried out by the public employing institution. If the candidate's link is with a research institution and universities, it is enough to present a letter of non-objection issued by the public employing institution.

UN Women applies fair and transparent selection process that would consider the competencies/skills of the applicants as well as their financial proposals.

Annex 1 - Sample of Financial proposal

The format shown on the following tables is suggested for use as a guide in preparing the Financial Proposal. The percentage included in the table below is a suggestion. The applicant may suggest a monthly payment percentage.

Cost Breakdown per Deliverables*

Products	Deliverables	Number of days and Percentage of Total Price (Weight for payment)	Price, BRL (Lump Sum, All Inclusive)
Product 1	Proposed work plan for the assignment		
Product 2	Results-based report on the support provided for the implementation of UN Women coordination mandate and on the engagement of traditional and non-traditional partners		
Product 3	Results-based report on the support provided for the implementation of UN Women coordination mandate and on the engagement of traditional and non-traditional partners		
Product 4	Results-based report on the support provided for the implementation of UN Women coordination mandate and on the engagement of traditional and non-traditional partners		
	Total (total amount should include monthly basis payments x 12 months)	Max. # of working days (100%)	BRL ...

*Basis for payment tranches