

## TERMS OF REFERENCE

<b>Contract objective</b>	INTERNATIONAL CONSULTANT TO SUPPORT THE IMPLEMENTATION OF THE 2021 WEPS ALLIES PROGRAMME, WITHIN THE FRAMEWORK OF THE PROGRAMME “WIN-WIN: GENDER EQUALITY MEANS GOOD BUSINESS” AND RELATED TRAININGS AND WORKSHOPS
<b>Subject Area</b>	Economic empowerment of women
<b>Specific topic</b>	WEPS Allies
<b>Required languages</b>	English, Spanish and Portuguese
<b>Contract type</b>	SSA Regular
<b>Start date</b>	February 28 <sup>th</sup> , 2021
<b>Contract duration</b>	4 months, having to finalize all activities by June 20 <sup>th</sup> , 2021
<b>Location</b>	Remote - home-based

### I. Organizational context

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. Placing women's rights at the center of all its efforts, the UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

The six priority areas are:

- Women lead, participate in, and benefit equally from governance systems.
- Eliminate violence against women and girls.
- Strengthen the implementation of women's peace and security agenda.
- Increase women's economic empowerment.
- Make gender equality priorities central to national, local and sectoral plans, budgets and statistics.
- Implement global norms, policies and standards on gender equality and women's empowerment, laying the foundation for action by governments and other stakeholders at all levels.

### II. Background

In 2018, UN Women and the International Labor Organization (ILO) with the generous funding of the European Union, launched the three year-long programme “Win-Win: Gender Equality Means Good Business” (2018-2020), which has received an extension through 2021. The programme is implemented in six pilot countries: Argentina, Brazil, Chile, Costa Rica, Jamaica, and Uruguay. The Programme currently has a regional coordination and programming components under the responsibility of UN Women Brazil CO.

Within the framework of the second objective of the Programme, UN Women is building a network of “Women Empowerment Principles’ (WEPS) Allies”: Companies/organizations/institutions of the 6 countries of implementation of Win-Win’s programme, recognized as high influencers in their industry/field of action or with demonstrated previous commitment to the Principles. As an example, this may include companies/organizations/institutions with previous record in the promotion of the WEPS in different fora and influence to other companies to sign up.

As designed by Win-Win, WEPS Allies will appoint representatives (senior executives – male or female) that will directly engage with UN Women in each of the Win-Win’s country and be the voice of the WEPS Allies actions, below described.

To sum up, the creation of the WEPs Allies aims to increase the number WEPs signatory companies, and above all, of people, companies and organizations embracing the journey to gender equality.

WEPs Allies will receive formal recognition (awards) and guidance and training, to enhance results and foster knowledge-sharing within them. Among this guidance, an onboarding journey (brief training) and a communication toolkit (standard presentations + talking points + guidance material) will be provided to all of them to support the development of their activities: promote WEPs and engage new companies within Win-Win countries.

The members of the Allies Group will be appointed on February 2021 by each UN Women office of each Win-Win country. This selection will be based on past and current engagement with WEPs, gender equality Key Performance Indicators (KPIs) implementation, participation in previous WEPs awards editions, influence over the business community during the Programme's implementation. Overall, it is expected to have around 50 WEPs Allies (7 per country).

WEPs Allies representatives will be kindly invited to produce 1 video testimonial and 1 personal written statements on his/her objectives/commitments to achieve gender equality linked to the WEPs.

As part of the formal recognition UN Women will award, the names of the Allies as well as the video and the statements will be listed in UN Women/Win-Win webpages.

Having said this, UN Women Brazil seeks to hire a Consultant to support the implementation of the WEPs Allies actions in the Win-Win countries.

### III. Consultancy objective

This consultancy's main objective is to support the implementation of the WEPs Allies strategy and specific actions in the Win-Win countries.

The result of the consultancy will contribute to the achievement of Outcome 2 of Win-Win Programme: Women-led businesses in Europe and Latin America and the Caribbean increase cooperation to expand opportunities.

### IV. Scope

Under the overall guidance of the UN Women Brazil Representative and direct supervision by the Regional Programme Coordinators, the Consultant will implement the following tasks:

**Task 1: Compile the lists of WEPs Allies in the Win-Win countries, systematizing the information of the Companies/organizations/institutions and representatives in a friendly-use database.**

**Task 2: Prepare the WEPs Allies invitation letters, ensuring a clear definition of the WEPs Allies meaning and requirements is described.** Consultant will be responsible to launch e-mails and follow-up on the invitations as well as to formalize the engagement of the companies/organizations/institutions to the WEPs Allies structure and duly file related documents, including appointment of representatives (signed letter of engagement).

**Task 3: Organize the trainings for the on-board journey for WEPs Allies representatives.** This will include coordinating the participation of speakers (trainers), preparing and sending the invitations to WEPs Allies representatives, and leading the confirmations, virtual platform requirements, evaluation of the meetings, as well as the preparation and sending of Certificates of Participation. Trainers appointment and the content of the training will be provided/appointed by the Win-Win team coordination.

The on-board journey will consist of 3 trainings, of 2 hours each, that will take place once per week:

Week 1 - Unconscious Bias, Women’s Rights and gender related concepts – 2h

Week 2 - Gender-based stereotypes: unpaid care, domestic violence and sexual harassment – 2h

Week 3 - Journey: Tools available to support WEPs implementation and advancement of practices – 2h

**Task 4: Coordinate the gather of each WEPs Ally testimonial and statement highlighting the importance of the WEPs and gender equality for his/her organization and for him/her personally.** Consultant is expected to instruct allies in the recording content, timing, as per the script provided by UNW/Win-Win team, and/or availability and logistics for the recording (in case shall be collected by third party), as well as upload and file all records and videos in the relevant drive. Consultant **is not expected** to record, edit or work on raw recordings in any way.

**Task 5: Coordinate 2 webinars aimed to build and strengthen a community of Allies among Win-Win countries, including the invitation and confirmation of speakers and participants.** Selected WEPs Allies representatives will be the main speakers of these 2 hours’ webinars, which will be moderated by Win-Win team and will be open to the general public. Nonetheless, webinars will be specifically targeted to non WEPs organizations, with the aim of advocating for the benefits of being a WEPs signatory. Both webinars will have the same structure/content, and will be adapted to its different targets: the first webinar will be directed to small and medium organizations, while the second will target, preferentially, multinational and large companies’ leaders. Consultant will be expected to lead the agenda, preparation and launch of invitation and logistics of the webinar. UNW will support in the dissemination of the invitation through the organization’s channels.

The successful performance of the incumbent will effectively contribute to Outcome 2 of Win-Win.

**V. Deliverable products:**

Deliverable products	Deadline	% of value of deliverable (of total consultancy’s value)
<b>Task 1</b>		
Database containing the list of companies/organizations/institutions of potential WEPs Allies for each country, including relevant information on each organization (i.e.: sector, size, background, justification for being an ally)	15 <sup>th</sup> March, 2021	30%
<b>Task 2</b>		
Letters of commitment duly signed by WEPs Allies and database with WEPs Allies representatives containing background information on the senior executive and contact information.	15 <sup>th</sup> April, 2021	n/a
<b>Task 3</b>		
Brief report on the trainings delivered and certificates issued.	30 <sup>th</sup> April, 2021.	30%
<b>Task 4</b>		
Testimonials ready to be posted.	15 <sup>th</sup> May, 2021.	n/a
<b>Task 5</b>		
Brief report on the webinars	- First Webinar second week of April - Second Webinar second week of May	40%

**VI. Contract execution arrangements**

Payments for the services will be made after the delivery of each product established in the table above, subject to satisfaction and approval by UN Women in accordance with the established schedule.

Comments will be made by UNW to the deliverables submitted within 10 working days.

When processing the last payment, it must be accompanied by the Consultant Performance Evaluation.

The SSA establishes that the remuneration for this contract type is an all-inclusive fee, the organization will not be liable for additional cost or benefits. Hence, it is the responsibility of the consultant to take out adequate medical insurance for the duration of the contract and it is recommendable that the policy includes coverage for COVID-19 related illness. The medical coverage should be international when the contract requires missions or international assignment.

If selected for this vacant post, proof of medical coverage should be presented within the first two months of the contract.

Where a decision is made that travel is required, prior to going on mission consultants/individual contractors should be requested to provide a signed "Statement of good health" to confirm their insurance coverage and inoculations in line with paragraph 5.24.1 in the SSA Policy.

No travel is contemplated for the development of the consultancy; however, if travel and/or transfers are required, the costs will be covered by UN Women, following the Organization's current rates for such purposes.

In the current crisis due to COVID-19, no travel is foreseen for this consultancy, but rather remote and virtual work. This may change after the present situation.

## **VII. Performance monitoring and evaluation**

The consultancy will be managed by Brazil Country Office of UN Women. Win-Win Regional Coordination Managers will carry out the supervision of this consultancy. The consultant is not a United Nations staff member and will carry out the activities related to his/her consultancy in a virtual way, from his/her workspace under the work plan.

Three months after the beginning of the consultancy, an evaluation of the selected person's performance and the products produced will be carried out. In case of not being favorable, the contract will be terminated by mutual agreement within 30 days.

For the consultancy's good development, the supervisor will provide the consultant with the existing documents and information that UN Women has related to the consultancy's topics. It is the consultant's responsibility to obtain primary and secondary data from other sources, if necessary.

The consultant will maintain permanent coordination with her/his supervisor to execute and develop the products requested by this consultancy effectively. He/she will also provide information as requested within the framework of the terms of reference.

## **VIII. Performance indicators**

- Products / deliverables timely presented according to the TORs
- Work quality
- Compliance with expected results.
- Compliance with the aforementioned competencies (Ref. Profile of the consultant)

## **IX. Intellectual rights, patents, and other property rights**

The right to equipment and supplies provided by UN Women to the consultant for the performance of any obligation under this contract shall remain with UN Women. Such equipment shall be returned to UN Women at the end of this contract or when the consultant no longer needs it. When returned to UN Women, such equipment shall be in the same condition as when it was given to the consultant, subject to normal wear and tear. The consultant shall be responsible for compensating UN Women for damaged or broken equipment regardless of normal wear and tear.

UN Women shall be entitled to all intellectual property and other proprietary rights including but not limited to: patents, copyrights, and trademarks, concerning products, processes, inventions, ideas, know-how, documents and other materials that the consultant has prepared or collected in consequence of or during the execution of this consultancy, and the consultant acknowledges and agrees that such products, documents and other materials constitute work carried out under the engagement of UN Women. However, if such intellectual property or other property rights consist of any intellectual property or property rights of the consultant (i) that existed before the consultant's performance of his or her obligations under this contract, or (ii) that the consultant may develop or acquire, or may have developed or acquired, independently of the performance of his or her obligations under this contract, UN Women shall not and shall not claim any ownership interest therein, and the consultant shall grant UN Women a perpetual license to use such intellectual property or other property rights solely for the purpose and the requirements of this contract.

## X. Requirements

For the selection process, the evaluation committee will carry out a technical evaluation of resumes based on established requirements and criteria. According to the results will be selected the most qualified person for the position.

For the selection process, the evaluation committee will first carry out a technical evaluation of resumes based on following requirements and criteria:

### Minimum requirements

Requirement	%
University degree in business, social sciences, communication or related areas.	20
At least 3 years of experience working in women's economic empowerment projects in the private sector.	20
At least 3 years of experience in coordinating trainings and / or training programs for companies and business leaders in the private sector	40
Working knowledge of English, Spanish and Portuguese	20
<b>Total Obtainable Score</b>	<b>100</b>

Once these minimum requirements have been met, the following skills and experience will be positively valued:

- Previous work experience with agencies of the United Nations system and/or international cooperation agencies and/or feminist organizations or civil society organizations working on gender issues.

### Functional competencies:

- Excellent analytical and communication capabilities.

- Good teamwork skills.
- Understanding of the gender equality agenda

#### **Management:**

- Ability to perform a variety of specialized tasks related to results management, including support to program design, planning and implementation, data management and reporting.
- Distinctive competence in consulting and communication skills, as well as the ability to work independently and with virtual teams.

#### **Organizational competencies:**

- Responsibility.
- Creative problem-solving.
- Inclusive collaboration.
- Commitment with counterparts.

#### **Organizational Values and Principles**

- Integrity: Demonstrate consistency in upholding and promoting UN Women's values in actions and decisions, following the United Nations Code of Conduct.
- Professionalism: Demonstrate professional competence and experience in the knowledge of their substantive areas of work.
- Cultural sensitivity and diversity: Demonstrate recognition of the organization's multicultural nature and its staff's variety. Demonstrates international perspective, appreciation of difference in values and learning from cultural diversity.

### **XI. Recruitment Process**

The evaluation committee will perform a technical evaluation of resumes based on these requirements and criteria for the selection process.

#### **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:** interview (optional)

The evaluation committee will perform a technical evaluation of resumes based on these requirements and criteria for the selection process.

The pre-selected candidates might be called for an interview on the level of knowledge of the thematic area and on the specific topic of this consultancy.

In case of not mentioning the essential requirements in your application, your application will not be considered for evaluation and, therefore, will be discarded to continue the process.

Compliance with these requirements must be demonstrated through the submission of

- UN Women Personal History Form (P11), which can be found at the link.

- All applicants must complete the online Application Form <https://forms.office.com/Pages/ResponsePage.aspx?id=RAfNKxiefUiFw8mjJSIL6IKTPamB7TpMiFnGCzd2X-1URDZLS1dJUKqyNFo0UTBZWVJHRDZKVOcwRS4u>

Interested candidates are requested to apply no later than 11:59 pm 23/02/2021 by submitting applications to: [unwomenbra.hr@unwomen.org](mailto:unwomenbra.hr@unwomen.org) with the subject ***“International Consultant – WEPs Allies Win-Win”***.

#### IMPORTANT NOTES.

- Making the application, only one (1) file must be uploaded in PDF format. A guide is attached for you to perform this step. <https://www.wikihow.com/Merge-PDF-Files>.
- UN Women assumes no responsibility and only describes one of the many ways to compress documents related to the application. You may use whichever one you deem appropriate.
- Applications received incomplete or after the closing date will not be considered.
- Only those applications that fit on the shortlist will be contacted for an interview (if applicable).
- Consultants who have an employment relationship with public institutions can only be hired if they present proof of a work permit (license) without expiration and a letter of no objection to the consultancy's performance, issued by the employing institution. If the candidates are linked to a research institution, academic center, or university, presenting a letter of no objection issued by the employing institution is sufficient.
- The selected consultants must have medical coverage and present proof of their coverage within two months of signing their contract.
- If the consultant needs to travel, medical coverage, required vaccines according to the destination, and travel insurance must be confirmed.

**UN Women is committed to achieving workplace diversity in terms of gender, nationality, and culture.**

People from minority groups, indigenous groups and people with disabilities are equally encouraged to apply.

All applications will be treated in the strictest confidence.