

## TERMS OF REFERENCE

Objective of the contract	Develop a guide, a training module, training materials and a virtual training process to guide the implementation of the Women's Empowerment Principles in cooperatives
Thematic area	Economic empowerment
Specific theme	Win-Win Programme: Gender equality means good business
Required languages	Spanish
Type of contract	Special Services Agreement - SSA
Estimated start date	March 15 <sup>th</sup> 2021
Contract period	3 months
Location	Remote, home-based

### I. Organizational context

The United Nations entity for Gender Equality and the Empowerment of women, UN Women, building on the vision of equality enshrined in the United Nations Charter, works to eliminate the discrimination against women and girls; for the empowerment of women, and to achieve equality between women and men as partners and beneficiaries of development, for human rights, in humanitarian actions, in peace and security.

By putting women's rights at the centre of its work, UN Women leads and coordinates the efforts of the United Nations System to ensure that the commitments of Gender equality and mainstreaming translate into actions around the world. At the same time, it exercises a substantive and consistent leadership to support Member States' priorities and efforts, building effective partnership with government, civil society, as well as other relevant actors.

The six priority areas are:

- Expand women's voices, leadership, and participation.
- Eliminate violence against women and girls.
- Strengthen the implementation of the women's peace and security agenda.
- Increase the economic autonomy of women.
- Make gender equality priorities essential in plans, budgets and national, local, and sectorial statistics.
- Implement global norms, policies and parameters on gender equality and empowerment of women, laying the groundwork for action by governments and others interested at all levels.

Two international agreements form the basis of the work of UN Women: the Beijing Platform for Action, resulting from the Fourth World Conference on Women held in 1995, and the Convention on the Elimination of All Forms of Discrimination Against Women, considered as the Fundamental Declaration of the Rights of Women. The spirit of these agreements was reaffirmed in the Millennium Declaration and in the eight Millennium Development Goals established for 2015 and subsequently in the 17 Sustainable Development Goals. Security Council resolution 1325 (2000) on women, peace and security, and 1820 (2008) on sexual violence in conflict, are also fundamental references UN Women's work in support of women in situations conflict and post-conflict.

### II. Background

UN Women, in partnership with the International Labor Organization (ILO) and the European Union, implements the "Win-Win: Gender equality means good business" programme to contribute to the economic empowerment of

women, recognizing them as beneficiaries and drivers of growth and development, by increasing the commitment of private companies to gender equality and the empowerment of women and strengthening the capacities of companies to implement these commitments. The programme will ultimately contribute to the achievement of gender equality by enabling women's participation in the workforce, entrepreneurship, economic empowerment, and thus their full and equal participation in society.

Aimed at companies led by women, networks and companies with an active commitment to the promotion of gender equality and the empowerment of women and girls, the Programme promotes business connections, joint ventures and innovation between women in the European Union and Latin America, while supporting dialogue and interregional exchange of good practices to increase the capacity of companies in the implementation of business initiatives with gender equality.

The Programme is implemented in 6 countries in Latin America and the Caribbean (Argentina, Brazil, Chile, Costa Rica, Jamaica and Uruguay) and has a regional component coordinated by UN Women Brazil.

The guiding platform is the Women's Empowerment Principles (WEPs), a set of Principles for companies that provide guidance on how to promote gender equality and the empowerment of women in the workplace, in the market and in the community. Promoted by UN Women in partnership with the United Nations Global Compact, the Principles were developed based on real-life business practices in a broad consultative process.

The Women's Empowerment Principles and its main tools were developed based on good practices of private companies, mainly large and transnational companies. The Win-Win Programme is developing tools to support the implementation of WEPs in small and medium-sized companies and is interested in promoting their implementation in cooperatives, for which the hiring of this consultancy is key.

Additionally, to promote gender equality in the cooperative sector, the Win-Win Programme has developed a working alliance with Cooperatives of the Americas, Region of the International Cooperative Alliance (CoopAmericas). CoopAmericas points out in its 2020-2023 Strategic Plan the need to identify and establish regional strategic alliances to promote the participation and integration of women and men in conditions of equity; and through its Regional Committee for Gender Equality, it aims to raise awareness in the cooperatives affiliated with the International Cooperative Alliance to create a space for discussion, analysis and exchange, to support and be a permanent reference in gender equality issues in cooperatives.

Within the Win-Win countries, Uruguay has ventured into these issues in the cooperative movement, through analyzes and diagnoses that may be shared in a timely manner with the selected consultant.

### **III. Objective**

The main objective of this consultancy is to develop a guide, a training module, training materials and a virtual training process to guide the implementation of the Women's Empowerment Principles within cooperatives.

The specific objectives are:

- Develop a manual to guide the implementation of the Women's Empowerment Principles (WEPs) in cooperatives.
- Develop a training module and the necessary materials to develop the training, including presentations, exercises, dynamic activities, among others.
- Implement a virtual training process to validate the training module and the materials, which includes potential replicators ("training of trainers") and representatives of cooperatives from Argentina, Brazil, Chile,

Costa Rica and Uruguay. The training may be carried out in ZOOM, Teams or the platform determined by the person hired.

The result of the consultancy will contribute to the development of training tools and materials that will allow UN Women, CoopAmericas and the cooperative movement in general to more effectively promote gender equality in this sector. It is also expected that these tools will serve to guide cooperatives in the implementation of the Women's Empowerment Principles so that they incorporate gender equality in their practices and can contribute to the empowerment of women in this sector.

#### IV. Scope of the objectives

It is expected that the consultant carry out the responsibilities and activities necessary for the delivery of the products described below in order to achieve the objective/s of this consultancy.

These responsibilities will include:

1. Development of a manual to guide the implementation of the Women's Empowerment Principles (WEPS) in cooperatives. This manual should provide guidance on the processes of adherence, implementation and accountability of WEPS and contain an adaptation of the Principles for the cooperative sector, considering the forms of organization, integration and decision-making process of cooperatives. It should include practical actions that cooperatives can implement to close gender gaps and advance each Principle, incorporating examples of good practices currently implemented by cooperatives.
2. Development of a training module based on the manual and materials necessary to develop the training, including presentations, exercises, dynamics, among others.
3. Mapping of potential replicators (cooperative development organizations and others) and cooperatives from Argentina, Brazil, Chile, Costa Rica and Uruguay that can participate in the virtual training process and organize a call for the virtual training process, in coordination with CoopAmericas and UN Women.
4. Implementation of a virtual training process to validate the training module and associated materials, including potential replicators ("training of trainers") and representatives of cooperatives from Argentina, Brazil, Chile, Costa Rica and Uruguay, documentation of the results and incorporation of the necessary improvements in the tools. The consultant must manage the entire process of the training: organize the call for participants, invitation, confirmation of participants, organization of the virtual training on the platform they prefer (zoom, teams, other), to conduct the training.
5. Development of periodic meetings with the UN Women and CoopAmericas team to coordinate the development of activities, discuss progress and review products.

Activity	Product/ Deliverable	Due date
1. Development of a manual to guide the implementation of the Women's Empowerment Principles (WEPS) in cooperatives. This manual should provide guidance on the	Product No. 1 Manual to guide the implementation of the Women's Empowerment Principles (WEPS) in	3 weeks after signing the contract

<p>processes of adherence, implementation and accountability of WEPS and contain an adaptation of the Principles for the cooperative sector, considering the forms of organization, integration and decision-making process of cooperatives. It should include practical actions that cooperatives can implement to close gender gaps and advance each Principle, incorporating examples of good practices currently implemented by cooperatives.</p>	<p>cooperatives in a Word document format in Spanish.</p>	
<p>2. Development of a training module based on the manual and materials necessary to develop the training, including presentations, exercises, dynamics, among others.</p>	<p>Product No. 2 Training module in Word format that explains, step by step, the contents to be developed during the training, including an explanation of the materials, exercises and dynamic activities to be used; a presentation in PowerPoint format with the contents to be presented to the group, including the explanation of exercises and dynamic activities; and any other material that is necessary for the development of the training.</p>	<p>6 weeks after signing the contract</p>
<p>3. Mapping of potential replicators (cooperative development organizations and others) and cooperatives from Argentina, Brazil, Chile, Costa Rica and Uruguay that can participate in the virtual training process and organize a call for the virtual training process, in coordination with CoopAmericas and UN Women.</p>	<p>Product No. 3 Mapping of potential replicators (cooperative development organizations and others) and cooperatives in Argentina, Brazil, Chile, Costa Rica and Uruguay, containing a list of names and contact details of potential replicators and a report detailing the reasons for the selection of those potential replicators and the suggested steps on how to summon them.</p>	<p>8 weeks after signing the contract</p>
<p>4. Implementation of a virtual training process to validate the training module and associated materials, including potential replicators (“training of trainers”)</p>	<p>Product No. 4 Report that documents the results of the training process and incorporation of the necessary improvements in the tools, and</p>	<p>Specific date 12 weeks after signing the contract</p>

<p>and representatives of cooperatives from Argentina, Brazil, Chile, Costa Rica and Uruguay, documentation of the results and incorporation of the necessary improvements in the tools. The consultant must manage the entire process of the training: organize the call for participants, invitation, confirmation of participants, organization of the virtual training on the platform they prefer (zoom, teams, other), to conduct the training.</p>	<p>revised version of the manual, module and training materials.</p>	
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## V. Payment

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

When processing the last payment, it must be accompanied by the performance evaluation of the consultant along with the certificate of payment (COP) to process the final payment.

Payment	Product/ Deliverable	Payment condition
1	Product No. 1	20% of the total contract
2	Product No. 2	20% of the total contract
3	Product No. 3	20% of the total contract
4	Product No. 4	40% of the total contract

The SSA contract determines the inclusion of all costs (all inclusive); The Organization will not assume costs or additional benefits to the fees for services. Therefore, it is the consultant's responsibility to have medical insurance for the contract period and it is recommended that they include medical coverage for sickness related to COVID-19.

Medical coverage must be international in cases where the contract requires international missions or assignments. If selected for this vacancy, proof of medical coverage will be required within the first two months of the contract.

## VI. Performance monitoring and evaluation

The consultancy will be managed by UN Women Brazil. The supervision of this consultancy will be carried out by the Regional Coordinator of the Win-Win Programme of UN Women. The Consultant is not a United Nations official and will carry out the activities related to their consultancy virtually, from their own workspace in accordance with what is agreed in the work plan.

Three months after the start of the consultancy, an evaluation of the performance of the selected person and the products produced will be carried out, and if it is not favourable, the contract will be terminated by common agreement within the following 30 days.

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

The consultant will maintain permanent coordination with the supervisor for an effective execution and development of the products requested from this consultancy. They will also provide information as requested within the framework of the terms of reference.

**Travel is not contemplated for the development of the consultancy; however, if travel and/or transfers are required, UN Women will cover the costs, in accordance with the current rates of the Organization for such purposes.**

**In the current context of the COVID-19 crisis, travel is not foreseen for this consultancy, only remote and virtual work. This may change after the current situation of crisis.**

## **VII. Performance indicators**

- Products/deliverables presented in a timely manner according to the TORs
- Quality of work
- Compliance with expected results
- Compliance with the aforementioned competencies (Ref. Profile of the consultant)

## **VIII. Intellectual Rights, Patents and Other Property Rights**

The right to equipment and supplies that may be provided by UN Women to the consultant for the performance of any obligation under this contract shall remain with UN Women and such equipment shall be returned to UN Women upon termination of this contract, or when it is no longer necessary for the consultant. Said equipment, when returned to UN Women, must be in the same condition as when it was delivered to the consultant, subject to normal deterioration. The consultant will be responsible for compensating UN Women for damaged or damaged equipment regardless of normal deterioration.

UN Women will have the right to all intellectual property and other property rights including but not limited to: patents, copyrights and trademarks, in relation to products, processes, inventions, ideas, technical knowledge, documents and other materials that the consultant has prepared or collected as a consequence or during the execution of this consultancy. The consultant acknowledges and agrees that such products, documents and other materials constitute work carried out as a result of their engagement with UN Women. However, in the event that said intellectual property or other property rights consist of any intellectual property or property rights of the consultant: i) that existed prior to the performance of the consultant's obligations under of this contract, or ii) that the consultant could develop or acquire, or could have developed or acquired, regardless of the performance of its obligations under this contract, UN Women will not claim or should claim any ownership interest over the property, and the consultant will grant UN Women a perpetual license to use such intellectual property or other proprietary right solely for the purpose and for the requirements of this contract.

## **IX. Competencies**

**Core values:**

- Integrity
- Professionalism
- Cultural sensitivity and diversity of values

**Main competencies:**

- Awareness and sensitivity regarding gender issues;
- Responsibility;
- Effective communication;
- Inclusive collaboration;
- Stakeholder participation;

**Functional competencies:**

- Excellent writing skills in Spanish;
- Good team work capacity;
- Excellent communication skills;
- Commitment to the theme;
- Capacity for innovative thinking;
- Correct development of knowledge products;
- Respect for diversity;
- Gender perspective;

**X. Selection procedure**

The selection process will be carried out through a desk review, in which a formal verification is first carried out, ensuring that the applications comply with the necessary documentation and the minimum requirements established for the consultancy. After the technical evaluation of the received applications is carried out, they will be qualified based on the skills and technical requirements established in the following qualification table:

<b>Evaluation criteria</b>	<b>Points</b>
1. BA degree in Gender Studies, Business Administration, Social Sciences, Economics, Law, Human Rights, Development Studies or other related areas.	10
2. Postgraduate studies and/or specializations in indicated areas.	5
3. Command of the Spanish language (oral and written).	5
4. At least 3 years of work in the area of Gender Equality and Empowerment of Women and Girls	20
5. At least 3 years of experience in the design and implementation of training processes, workshops, courses, etc.	20
6. Minimum 2 years of work in the development of actions to promote gender equality in the productive sector	20
7. Demonstrated experience of working with organizations of the cooperative sector	20

Shortlisted candidates may be invited to an interview based on competencies on the level of knowledge of the subject area and on the specific topic of this consultancy.

## **XI. Documents to be presented for the application**

- UN Women Personal History Form (P11), can be found at the following link: <http://www.unwomen.org/es/about-us/employment>
- Personal identification (identity card or passport)
- 2 samples of publications or knowledge products on topics related to the objective of this consultancy
- All applicants must complete the online Application Form <https://forms.office.com/Pages/ResponsePage.aspx?id=RAfNKxiefUiFw8mjSIL6IKTPamB7TpMiFnGCzd2X-1UQzRJU00zWTE5NDZQUkdDRU5DQU1ZQ0pYVS4u>

Interested candidates are requested to apply no later than 11:59 pm 07/03/2021 by submitting applications to: [unwomenbra.hr@unwomen.org](mailto:unwomenbra.hr@unwomen.org) with the subject “**International Consultant – WEPs Cooperatives**”.

### **IMPORTANT NOTES:**

- When applying, only one (1) file must be uploaded in PDF format. A guide is attached for you to do this step: <https://www.wikihow.com/Merge-PDF-Files>.
- UN Women assumes no responsibility and only describes one of the many ways of compressing application documents. You can use the one you consider best.
- Incomplete applications or those received outside the closing date will not be considered.
- Only those candidates that rank on the short list will be contacted for an interview (if applicable).
- Consultants who have a working relationship with public institutions may only be hired if they present proof of a work permit (license) without expiration and a letter of no objection to carrying out the consultancy, issued by the employing institution. In the event that the candidate is linked to a research institution, academic centre or university, the presentation of 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.**
- **In the event that the consultancy requires travel, medical coverage, required vaccinations 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 requests will be treated with the strictest confidentiality.**