

TERMS OF REFERENCE

Contract objective	International Consultant for Course on Women’s Leadership
Subject Area	Women’s Economic Empowerment
Specific topic	Partnership Program Brazil/UN Women for the Promotion of South-South Cooperation for Equality between Men and Women
Required languages	English (mandatory) and Portuguese (desirable)
Contract type	Special Service Agreement (SSA) – Regular
Start date	Upon signing the contract
Contract duration	4 months
Location	<input checked="" type="checkbox"/> Remote <input type="checkbox"/> Presential City – Part-time
Type of Contract	<input checked="" type="checkbox"/> International <input type="checkbox"/> Local

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 global 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

On 05 December 2018, UN Women and the Brazilian Cooperation Agency (ABC) established the Partnership Programme for the Promotion of South-South Cooperation in the Area of Equality between Men and Women with the objective of consolidating institutional capacities for the promotion of women's rights in Brazil and partner countries, as well as supporting ABC to incorporate the transversal perspective of equality between men and women in its programmes and projects. For the implementation of the Partnership Programme, a Work Plan for the period 2021-2022 was negotiated between the parties in 2020, defining the activities and tasks that will contribute to the implementation of the Programme in Latin America and the Caribbean and Africa.

It is important to note that South-South cooperation projects (SSC) are highly relevant to Brazilian Foreign Policy and are understood as a model of strategic partnership between countries of the political South based on diplomatic solidarity, horizontality, joint implementation of actions, non-

conditionality, and action on demand for the development of capacities of partner countries, also focusing on mutual benefits. Furthermore, the Brazilian Government has committed itself internationally to collaborate in order to achieve the Sustainable Development Goals (SDGs). The South-South cooperation developed by Brazil has several modalities, among which we highlight: i) bilateral, which provides for the strengthening of capacities and the exchange of experiences between Brazil and a partner country; and ii) trilateral with international agencies whose efforts are added to an international agency, which supports with its technical knowledge in the area of its mandate, through the participation of its experts and logistical and operational support in the partner country or through the mobilization of additional resources with various partners.

Considering the centrality of promoting women's rights for the achievement of the Sustainable Development Goals, strengthening the incorporation of this dimension, in a transversal manner, in South-South cooperation projects, reveals itself as a strategic component for the effectiveness of its actions. A fundamental aspect for the strengthening of women's rights concerns the consolidation of institutional capacities to incorporate the equality between men and women dimension in a transversal way in government programs, projects and actions. In Brazil, UN-Women has been working to strengthen institutional capacities to incorporate the equality between men and women dimension in the design, implementation, evaluation and monitoring of public policies, through actions in different areas, such as

- technical assistance to government agencies at national and subnational levels;
- generation and dissemination of knowledge, tools, and methodologies;
- creation of spaces for dialogue between government, civil society, and the private sector.

In this sense, UN-Women has sought to contribute to raising technical capacity and strengthening an intersectoral agenda for the empowerment of women and the promotion of their rights.

Considering the above, the Partnership Programme will operate along two main axes: i) internal, which consists of contributing to institutional changes in ABC, supporting the adoption of practices, contents and tools that promote women's rights in South-South technical cooperation projects; and ii) external, which concerns the sharing and exchange of experiences between partner countries on the subject.

III. Consultancy objective

The objective of the consultancy is to conduct a mini course on women's leadership for ABC women employees as part of a Professional Training Plan for women who work in the Agency. The course will be offered online. Considering the number of forecasted participants, the course may be offered up to three times to a public up to 50 people in each session.

IV. Scope

Under the overall guidance of the National Programme Officer and direct supervision by the Project Manager, and in coordination with the technical team of ABC, the International Consultant will implement the following tasks/activities:

1. Elaborate and implement a training and professional development plan for women who work at ABC:
 - Develop a proposal and a methodology or adapt a recognized methodology for an online mini course on female leadership for ABC women employees.
 - Develop an outline of the course of areas, topics and training sessions with a summary of theoretical and practical exercises
 - Conduct up to three sessions of an online mini course about women's leadership. Each session to a public up to 50 people

- Prepare a report about the realization of the online mini course about women’s leadership, containing course outline, summary of the discussions held, brief evaluation about the results of the discussions and the participants' evaluation.

Deliverable products:

Deliverables	Percentage of total amount	Deadline
1. Outline and methodology for an online mini course on women’s leadership developed and submitted	20%	10 days after the start of the contract
2. All sessions of mini course delivered.	50%	Upon delivering the last class, in the date agreed with UN Women and ABC
3. Report on online mini course about women’s leadership, containing course outline, summary of the discussions held, brief evaluation about the results of the discussions, and participants' evaluation submitted	30%	2 months after the start of the contract

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

UN Women will review and provide feedback and approval within 20 working days.

V. Contract execution arrangements

Payments for the services will be made after the delivery of each product established in the table above upon certification of a satisfactory performance by UN Women in accordance with the established schedule.

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 post, proof of medical coverage should be presented within the first two months of the contract.

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.

If **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.

*UN Women Duty Travel Policy: 4.1.5.: **Consultants (SSA holders)** are not UN Women staff members. Therefore, if travel is required in their Terms of Reference their remuneration shall also cover their

travel costs. The consultancy agreement should spell out clearly and in detail the responsibilities of the parties and how the travel should be compensated, arranged, and facilitated.

VI. Inputs

The Consultant is expected to work remotely during the assignment on an intermittent basis, as required by her/his supervisor. The Consultant is expected to work using her/his own computer remotely and be available for the presential/virtual meetings with UN Women when required.

UN Women will provide the Consultant with background materials related to the assignment, logistical and coordination support for the organization of meetings with key stakeholders and partners, including translation services for the meetings and courses, when needed.

VII. Performance monitoring and evaluation

The work and performance of a consultant or individual subscriber will be evaluated and monitored by the Supervisor on a regular basis to ensure the contractual obligations have been fully met. The consultant will maintain permanent coordination with her/his supervisor to execute and develop the products requested by this consultancy effectively. S/he will also provide information as requested within the framework of the terms of reference.

Performance indicators

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 supervisor which will also be the basis for payment on a delivery-by-delivery basis to the Consultant.

VIII. Values and competencies

Organizational Values and Principles

- Respect for 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.
- 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.

Core competencies

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

Functional competencies

- Excellent analytical and capacity building skills.
- Good teamwork skills.
- Understanding of women's rights agenda.
- Understanding of the Sustainable Development Goals agenda.
- Understanding of the strategies adopted by the Brazilian Government in implementing South-South Cooperation projects would be an asset.
- Understanding of strategies to promote equity and diversity in organizations.
- Excellent knowledge in online training and moderation skills.

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>

IX. Requirements

For the applicant to be considered, applicants must meet the following qualifications and requirements:

Education

- Mandatory Bachelor's degree in law, communications, political science, social science, psychology, or related field.
- Mandatory Master's Degree in Anthropology, Sociology or related fields.

Professional Experience

- Mandatory to have at least 3 years of experience in providing capacity development training on women's leadership and gender equality.
- Mandatory experience working with promoting and researching women's rights, race, and ethnicity issues.
- Experience with South-South Cooperation Projects is an asset.
- Mandatory Solid experience with development and implementation of the online training tools and moderation.

Management

- Ability to work independently and with virtual teams.

Languages and other skills

- Fluency in English is required.
- Working knowledge of Portuguese is an asset.

X. Evaluation of Applicants

For the selection process, the evaluation committee will carry out a technical evaluation of qualifications (70%) and the evaluation of financial proposals (30%) based on established requirements and criteria.

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.

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 (mandatory and desirable):

Technical Evaluation Criteria	Maximum Obtainable Points
Criteria A – Relevant Education	30%
Bachelor’s degree in law, communications, political science, social science, psychology, or related field.	15%
Master’s Degree in Anthropology, Sociology or related fields.	15%
Criteria B - Relevant Professional Experience	20%
Experience in providing capacity development training on women’s leadership and gender equality.	15%
Experience with South-South Cooperation Projects (desirable).	5%
Criteria C - Language and other skills	20%
Experience with online training tools and moderation.	5%
Fluency in English.	10%
Working Knowledge of Portuguese (desirable).	5%
Financial/Price Proposal evaluation	30%
Total Obtainable Score	100%

Evaluation process

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

Phase 2: shortlisting based on desk review of application documents based on evaluation criteria

Phase 3: technical evaluation of the shortlisted candidates

Phase 4 (optional): based on shortlisting - **written test**

Phase 5 (optional): based on shortlisting/results of the written test - **interview**

XI. Recruitment Process

Application and submission package:

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

All applicants must complete the online Application Form: <https://forms.office.com/r/6E8T2EFDS9>

All applications must include in their application:

- 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 in Annex I):** The financial proposal shall specify a **total lump sum** amount with a breakdown per deliverables, travel costs (daily subsistence allowance and other in-country travel costs), if applicable and other related costs (e.g., tele-communication).

Interested candidates are requested to apply no later than **11:59 pm 23/08/2021** by submitting applications to: e-mail unwomenbra.hr@unwomen.org with a subject **“TdR 051 - International Consultant for Course on Women’s Leadership”**.

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

IMPORTANT NOTES

- Making the application, UN Women HR strongly suggests that 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.
- 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) and/or evidence of unpaid leave 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. For national consultants, SUS coverage is also accepted as a proof of medical coverage. Selected candidates must present SUS identification card when required (prior to the contract signature). For more information on how to print SUS identification card, please refer to the following website: <https://conectesus-paciente.saude.gov.br/>
- If travel is required, medical coverage, required vaccines according to the destination, travel insurance and statement of good health must be confirmed.

UN Women is committed to achieving workplace diversity including in terms of gender and race.

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

UN Women applies fair and transparent selection process that would consider the competencies/skills of the applicants, as well as their financial proposals. All applications will be treated in the strictest confidence.

Verified/Cleared by:

Joana Chagas, Gerente de Programas, Escritório da ONU Mulheres no Brasil, UN Women Brazil Country Office _____

Approved by:

TDR ID	051
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Anastasia Divinskaya, Representative, UN Women Brazil Country
Office _____

Annex I - Sample of Financial Proposal

The format shown on the following tables is suggested for use as a guide in preparing the Financial Proposal.

A. Cost Breakdown per Deliverables*

B.

	Deliverables	Percentage of Total Price (Weight for payment)	Price, BRL (Lump Sum, All Inclusive)
1			
2			
3			
4			
5	Travel Costs**		
	Total	(100%)	BRL.....

**Basis for payment tranches*

*** If applicable*