

Terms of Reference for National Consultant

Global Norms consultant

Location:	Brazil, home-based
Application Deadline:	13/11/2020
Type of contract:	Special Service Agreement (SSA)
Post level:	National Consultant
Languages required:	English and Portuguese
Expected starting date:	01 December 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 play a leading role in supporting improvements in global norms and standards that accelerate the realization of gender equality and the empowerment of women as part of its normative support. In this regard, UN Women provides substantive expertise and policy analysis and works to strengthen the knowledge base on gender equality. It engages with Member States through awareness-raising and advocacy and facilitates alliance-building and partnerships. UN Women contributes to the implementation of norms and standards through its country programmes, aligned to national contexts and priorities. In addition, UN Women provides substantive support to the Commission on the Status of Women, the General Assembly, the Economic and Social Council and the Security Council. The Entity also engages with other intergovernmental processes to strengthen the integration of gender equality and the empowerment of women in their outcomes. Key priorities include:

- Support Governments on CEDAW reporting, the preparation of the CSW sessions and the Beijing Platform for Action review processes, as well as to follow-up to its agreed conclusions upon request;
- Mainstream the priorities of left-behind groups, such as indigenous and Afro descendent women into programming, coordination and normative processes at national and regional level;

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”.

In this regard, UN Women Brazil Country Office seeks for hiring a national consultant to support UN Women’s normative mandate, working in close collaboration with a set of multi-stakeholders partners in the three branches of Brazilian state, as well as civil society and private sector companies aiming to promote gender equality and women's empowerment.

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 Normative mandate at country level

Activity 1) Provide technical support and advice to strengthen the normative work on gender equality and empowerment of women at UN Women, UN Brazil, and key stakeholders at national and local level

Activity 2) Provide advice and technical support on possible joint advocacy and programmatic activities in support of the dissemination and implementation of global norms on gender equality and women’s empowerment within UN Women Brazil outcome areas and UN entities

Activity 3) Draft concept notes and other related documents in support to the implementation of agreed joint activities in support of global norms and its alignment to national priorities

Activity 4) Conduct analysis and contribute for the elaboration of knowledge products to inform the normative framework for GEEW

Activity 5) Provide technical support and advice to engage with national partners – civil society, government, and other stakeholders regarding the implementation and dissemination of global norms, aligned to national priorities

Activity 6) Provide technical and analytical inputs to facilitate a coordinated support provided by UN Women to Government, civil society and the UNCT Brazil in reporting and engagement with Human Rights Treaty Bodies, upon request

Activity 7) Provide support for the organization of capacity building activities related to participation Government officials and civil society representatives in key intergovernmental fora and international events, like Commission on the Status of Women, the General Assembly, the Economic and Social

Council, the Security Council, High Level Political Forum, Generation Equality Forum and others, upon request.

Activity 8) Review UN Women Brazil programme and provide advice on how to strengthen the normative mandate as well as reporting to specific global norm in each Impact area, ensuring coherence and coordination

Activity 9) Propose and draft knowledge products to disseminate global norms on gender equality and the empowerment of women

Activity 10) Provide technical support and advice to identify opportunities and organize side events in the scope of CSW and Generation Equality Forum, as well as in celebration of Durban+20 anniversary

Activity 11) Provide technical support for the implementation of gender sensitive activities of the 2030 Agenda for the Sustainable Development and International Decade of People of African Descent.

Activity 12) Any other activity in support of the implementation of UN Women normative mandate, upon request

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 home based during the assignment. 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

Languages and other skills:

- Fluency in Portuguese and English
- Working knowledge of Spanish

Desirable experience:

Experience:

- At least 5 years of academic or professional experience in conducting gender, race and ethnic analysis and assessments
- At least 5 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

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	5
<ul style="list-style-type: none"> Bachelor's degree in Political Science, Economics, Public Policy, Social Science, Development Studies, or other related fields 	5
Criterion B – Language	10
<ul style="list-style-type: none"> Fluency in Portuguese and English 	5
<ul style="list-style-type: none"> Working knowledge of Spanish 	5
Criterion C – Experience with total for all of the following criteria	55 including:
<ul style="list-style-type: none"> At least 5 years of academic or professional experience in conducting gender, race and ethnic analysis and assessments 	15
<ul style="list-style-type: none"> At least 5 years of academic or professional experience in advocating for gender, race and ethnic equality and mainstreaming 	15
<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 	5
<ul style="list-style-type: none"> Working experience in UN system is desirable 	5
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.office.com/Pages/ResponsePage.aspx?id=RAfNKxiefUfW8mjSIL6KB9ubvjWQRGpoyZBm3IJ9UMUxBMjA4V1UxVUdHTVpDNUUpGQ1JFU1hXSi4u>].

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 13/11/2020** by submitting applications to: unwomenbra.hr@unwomen.org with a subject **"National Consultant Global Norms"**.

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.

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.

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