

## TERMS OF REFERENCE

<b>Contract objective</b>	INTERNATIONAL CONSULTANT TO SUPPORT THE IMPLEMENTATION OF THE 2021 EDITION OF THE REGIONAL TRAINING FOR ENTREPRENEURS IN LATIN AMERICA AND THE CARIBBEAN, 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>	Digital training on economic empowerment of women
<b>Required languages</b>	English, Spanish, and Portuguese
<b>Contract type</b>	SSA Regular
<b>Start date</b>	January 30 <sup>th</sup> , 2021
<b>Contract duration</b>	5 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 first objective of the Programme, UN Women Argentina started in October 2019 a Training Program for Trainers with the purpose of strengthening the capacities of businesswomen and entrepreneurs, including associations, organizations, and networks of entrepreneur women. 270 people enrolled in the 2019 edition.

In 2020, the Training Program acquired a regional character, expanding its proposal, given the constant relevance of the needs made by the associations, networks and organizations of women entrepreneurs from different countries. This regional dimension has fostered cooperation between women-led companies and opportunities and access to markets. The second edition of the Regional Training Programme was held from UN Women Brazil. 332 women participated in the 2020 edition.

Overall, the training consists of three modules –below described- (carried out in 8 weeks), offered through an interactive online learning platform. The methodology alternates theory, videos from experts and practice, is self-paced and has a flexible design. Following each module, participants must undertake a test.

The modules included in the training are as follows:

#### MODULE 1

Lesson # 1 - Gender-sensitive leadership

Lesson # 2 - Challenges and opportunities for women led businesses

Lesson # 3 - Women Led businesses networking

#### MODULE 2

Lesson # 4 - Economic empowerment and financial education: tools for the expansion of opportunities and access to markets

Lesson # 5 – Economic and patrimonial gender-based violence

#### MODULE 3

Lesson # 6 – Gender Sensitive procurement: benefits and corporate strategies to diversify value chains, adding women led businesses.

Lesson # 7 – how to access global markets

In this regard, UN Women Brazil seeks to hire a Consultant to support the implementation of the third edition of the Regional Training Programme, which will take place in the first semester of 2021 with an approximate number of 350 students. No modifications on the training’s content is foreseen.

In addition to this, the Programme will develop, together with an external partner, a second phase of trainings of the before mentioned regional training called “Acelera” which will be aimed at accelerating approximately 100 women-led businesses across the 6 countries of Win-Win.

Specifically, Acelera will be a training consisting of 6 modules/videos (with a total dedication of 12 hours approximately) that will target women-led businesses that already have an MVP (minimum viable product) which will take place on March and April. Both the content and the design of the videos will be made by the Programme’s partner. Thus, the consultant appointed “TO SUPPORT THE IMPLEMENTATION OF THE 2021 EDITION OF THE REGIONAL TRAINING FOR ENTREPRENEURS IN LATIN AMERICA AND THE CARIBBEAN, WITHIN THE FRAMEWORK OF THE PROGRAMME “WIN-WIN: GENDER EQUALITY MEANS GOOD BUSINESS” AND RELATED TRAININGS AND WORKSHOPS” will have to lead the coordination of this training of approximately 100 targeted women-led businesses (chosen by Win-Win’s team). This means a similar coordination as for the Win-Win virtual school but considering that the contents will be developed by a third party. The consultant will have to closely coordinate the implementation of the training with the National Private Sector Specialists in each Win-Win country.

Acelera’s contents will be on businesses digitalization, virtual client relationships, banking, formalization and overall canvas managing tools for women-led digital businesses.

Finally, the Consultant will also have to lead the development or support to the:

- i. Implementation of related trainings and virtual exchanges, specifically on gender-sensitive purchases,
- ii. Design and put in practice a virtual exchange between the Argentinian participants of the 2019 and 2020 Regional training editions, and,
- iii. Coordinate the participation of more women in the Latin American women networks and federal public-private roundtables led by Win-Win Argentina for enhancing women led businesses opportunities.

### III. Consultancy objective

This consultancy's main objective is to support the implementation of the 2021 edition of Win-Win's Regional Training for entrepreneurs in LAC and other related trainings.

The result of the consultancy will contribute to the achievement of Outcome 1 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: Support the implementation of the third edition of the Regional Training Programme for Entrepreneurs in Latin America and the Caribbean**

1.1. Put in place the necessary arrangements for the third edition of the regional online Virtual School, taking in consideration that all the materials and contents from the past editions are available. The arrangements include coordination with the online platform, communication with candidates and administration of the contents.

1.2. If necessary, assist in little adjustments that the already prepared materials may need for the third edition of the Regional Training Program providing inputs for the content, contacting invited speakers, and coordinating the upload of the material in the platform with supplier.

1.3. Support the interaction and engagement between the company that provides the virtual training platform, the participants, and UN Women – Win-Win National Private Sector Specialists.

#### **Task 2: Coordinate the development, launch and implementation of ACELERA together with external partners and in close coordination with Win-Win's National Private Sector Specialists.**

2.1. Prepare and submit the Work Plan for the launch of Acelera.

2.2. Coordinate the work of external partners and Win-Win's team – ensuring necessary Win-Win's coordination and approvals of contents.

2.3. Coordinate with Win-Win's National Private Sector Specialists of 6 countries for the correct implementation of Acelera.

2.3. Support the interaction and engagement between external partners, the participants, and UN Women – WINWIN National Private Sector Specialists.

#### **Task 3: Design and put in practice a virtual exchange between the Argentinian participants of the 2019 and 2020 Regional training editions.**

**Task 4: Design and undertake (06) virtual workshops on gender-sensitive purchases, aimed at already designed public-private representatives from chambers of commerce and businesswomen and women entrepreneur's networks.** All workshops will include the same content. The audience will change. Audience is Spanish speaking.

#### **Task 5: Coordinate the participation of more women in the Latin American women networks and federal public-private roundtables led by Win-Win Argentina for enhancing women-led businesses opportunities.**

The successful performance of the incumbent will effectively contribute to Outcomes 1 and 2 of Win-Win.

### V. Deliverable products:

Deliverable products	Deadline	% of value of deliverable (of total consultancy's value)
<b>Task 1</b>		
1. Put in place the necessary arrangements for the third edition of the regional online Virtual School, taking in consideration that all the materials and contents from the past editions are available. The arrangements include coordination with the online platform, communication with candidates and administration of the contents.	1 week after contract signature	10%
2. Report of the third edition of the Regional Training for Entrepreneurs and in Latin America and the Caribbean.	30 days after the delivery of certificates to participants.	30%
<b>Task 2</b>		
3. Work Plan with timeframe proposal and activities necessary for the launching of Acelera	2 weeks after signature of contract	N/A
4. Report of the Acelera training, including: Activities undertaken for the interaction and engagement between external partners, the participants, and UN Women – WINWIN National Private Sector Specialists, detail of materials produced, and list of women-led business accelerated per country	31 <sup>st</sup> May, 2021	30%
<b>Task 3</b>		
5. Document containing proposal for the development of the virtual exchange between the Argentinian participants of the 2019 and 2020 Regional training editions (agenda, methodology, and tools for the recompilation of quantitative and qualitative information)	1 week after contract signature	N/A
6. Report of the virtual exchange between the Argentinian participants of the 2019 and 2020 Regional training editions, including quantitative and qualitative information	30 <sup>th</sup> April 2021.	N/A
<b>Task 4</b>		
7. Document containing proposal for the virtual <i>workshops</i> on gender-sensitive purchases, aimed at already designed public-private representatives from chambers of commerce and businesswomen and women-entrepreneurs' networks (agenda, contents, methodology, and tools for the recompilation of quantitative and qualitative information)	28 <sup>th</sup> February 2021.	15%
8. Report of the 06 virtual <i>workshops</i> on gender-sensitive purchases, aimed at already	30 <sup>th</sup> April 2021.	N/A

designed public-private representatives from chambers of commerce and businesswomen and women-entrepreneurs' networks, including quantitative and qualitative information		
<b>Task 5</b>		
9. Document summarizing the execution of the federal public-private roundtables and list of women-led business involved in the Latin American network before and after the period of this consultancy.	30 <sup>th</sup> April 2021.	15%

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

#### **Minimum requirements**

- University degree in social, humanistic, economic sciences or related areas.
- At least 3 years of experience working in women's economic empowerment projects.
- At least 3 years of experience in coordinating trainings and / or training programs for businesswomen/ entrepreneurs.
- At least 3 years of experience in the development of content and delivery of training programs on gender equality.
- Working knowledge of English, Spanish, and Portuguese

#### **Desirable requirements (optional)**

- Previous experience within the UN system.

#### **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**

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 utilized 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
University degree in social, humanistic, economic sciences or related areas.	5
At least 3 years of experience working in women's economic empowerment projects.	15

At least 3 years of experience in coordinating trainings and / or training programs for businesswomen/ entrepreneurs.	15
At least 3 years of experience in the development of content and delivery of training programs on gender equality.	15
Working knowledge of English, Spanish, and Portuguese	10
Previous experience in the UN system	10
<b>Total Obtainable Score</b>	<b>70</b>

### 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).
- Financial proposals should be submitted in US Dollars and according to the template attached.

### 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)

### Recruitment Process

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.
- Financial proposal (sample is provided in Annex I): 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).
- All applicants must complete the online Application Form [LINK](#)

Interested candidates are requested to apply no later than 11:59 pm 08/01/2021 by submitting applications to: [unwomenbra.hr@unwomen.org](mailto:unwomenbra.hr@unwomen.org) with the subject ***“International Consultant – Virtual School 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.

**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\***

	Deliverables	# of days and Percentage of Total Price (Weight for payment)	Price, BRL (Lump Sum, All Inclusive)
1			
2			
3			
4			
	Total	max. # of working days (100%)	BRL.....

\*Basis for payment tranches

Cleared by Michelle Ramos Lobo, Human Resources Focal Point  29/12/2020

Approved by Maria Esther Corral, Regional Programme Coordinator, as OiC  29/12/2020