

Re-advertise with change of recruitment criteria

Terms of Reference

National Consultant to support women, peace and security programme

Duty Station/Location:	Dili, Timor-Leste, with possible official travel within Timor-Leste
Application Deadline:	5 December 2019
Type of Contract:	Special Service Agreement (SSA)
Language required:	English and Tetum
Starting Date:	15 December 2019
Expected duration of the assignment:	4.5 months (15 December 2019 – 30 April 2020)

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. UN Women believes in equal opportunities and respect for diversity.

In Timor-Leste, UN Women supports the national implementation of the Women, Peace and Security (WPS) Agenda, as part of the broader social discourses around state building and peacebuilding. This specifically involves work with the Government to strengthen the legal-policy framework related to women's meaningful decision-making and participation and collaborating with civil society organizations for advocacy, awareness-raising on the WPS Agenda and initiating small scale community interventions for improving women's participation and protection. At the policy level, UN Women is particularly focused on the implementation of the National Action Plan on UN Security Council Resolution 1325 (NAP 1325) and works closely with to support the security sector reform of the country¹. The NAP 1325 will soon enter its final year of implementation, and the Government of Timor-Leste is planning an evaluation in January 2019. This evaluation coincides with the UN Women WPS end-of-project evaluation. The Ministry of Interior, as the coordinator of the NAP 1325 and UN Women TL will work jointly to conduct the final evaluation of the NAP 1325 (2016-2020). The NAP 1325 evaluation will review Government's progress to achieving the results of the NAP and inform the preparatory work for the development of the second phase to the NAP 1325. It will also assess UN Women's contribution to the NAP 1325 implementation.

UN Women is seeking a National Consultant to support the end-of project information collection, as well as assess entry-points for a second phase of the Women, Peace and Security Programme.

¹ <http://www.minterior.gov.tl/national-action-plan-on-united-nations-security-council-resolution-1325-2000-on-women-peace-and-security-2016-2020/?lang=en>

II. Objectives of the assignment

The key objective of the assignment is to provide technical support to UN Women with preparing for the next phase of the support in the area of Women, Peace and Security. More specifically the consultant will support preparation for the evaluation of the National Action Plan on UNSCR 1325 (NAP 1325), reporting on the progress made by the NAP 1325, capturing of lessons learnt and good practices on Women, Peace and Security, as well as provide technical support to UN Women partners, especially the Secretary of State for Civil Protection (SoSCP), the National Police of Timor-Leste (PNTL) and the Defence Forces (F-FDTL) on gender equality and WPS. The consultant will also identify entry points where UN Women could make an impact in existing and new areas of work on WPS.

III. Scope of work and tasks

Under the overall guidance of the Head of Office and direct supervision of the Women, Peace and Security Programme Specialist, the Consultant will be working closely with the National Directorate of Community Conflict Prevention at the SoSCP, the Head of the Gender Cabinet of the PNTL and the gender focal point at the FFDTL. The consultant will be responsible for preparing partners for the NAP 1325 final evaluation and providing technical support related to the WPS agenda as follows:

Task I: Provide technical support to the NAP 1325 Secretariat and the Evaluation Management Group (EMG), especially with preparation and roll out of the evaluation.

- Consolidate the M&E framework, baseline and end line data, highlighting data gaps.
- Support identifying of secondary data and supporting documents for the evaluation, including following up with the members of the NAP 1325 steering committee and working groups.
- Support the EMG and UN Women in the daily management of the evaluation team including linking with the relevant stakeholders, follow up on documentation and any other task to help with facilitating the NAP 1325 implementation.
- Support daily communication with the evaluation team and send consolidated list of desk review documents, provide occasional translation, help with logistic arrangements, and others.

Task II: Strategic support to WPS programme specialist on implementing the WPS agenda for security sector and prepare 20 years anniversary of UNSCR 1325.

- Provide strategic guidance to the PNTL to implement the PNTL Gender Strategy and support M&E framework and reporting on progress.
- Support liaising with FFDTL gender officer on opportunities for the FFDTL related to Peacekeeping and gender, especially the Female Military Course training organized by UN Women and the department of Peace Operations (DPKO).
- Prepare with partners a plan for the 20 years anniversary of UNSCR 1325
- Support PNTL Gender Unit to develop their 2020 workplan and participate in the PNTL Gender Working Group meetings.
- Support capturing of good practices, lessons learnt with the security sector.

Task III: Support identifying UN Women's next programming phase to support implementation of the WPS agenda and the United Nations Strategic Development Cooperation Framework (2021- 2025)

- Based on the evaluation finding and consultation with partners, provide 10-page report on key areas where UN Women could further invest to in innovative ways for implementing the WPS agenda, especially in regards to achieving the leave no one behind agenda and support

implementation of the United Nations Strategic Development Cooperation Framework (2021-2025)

- Develop brief (5 page) stakeholders mapping of key actors involved in DRM, climate change and humanitarian response in Timor-Leste and assess entry-points for UN Women's involvement
- Liaise with UN Women's Regional Disaster Risk Management focal point and support mission of the regional expert on Disaster Risk Management

IV. Duration of the assignment

The total duration of the contract assignment will be 4.5 months from 15 December 2019 to 30 April 2020.

V. Expected Deliverables

The National Consultant will produce the following deliverables:

#	Deliverables	Deadline
1	Consolidated NAP 1325 M&E framework, with updated baseline and annual data; minutes of meeting with Evaluation Management Group; inputs to the inception report of the evaluation; list of documents sent to evaluation team.	By 31 January 2020
2	5-page report on the support provided to the PNTL and FFDTL (with supporting documents: 2020 workplan of the PNTL, plan for 20 years celebration of UNSCR 1325; 2-page report on lessons learnt and good practices of UN Women's support; minutes of meetings with PNTL and FFDTL).	By 28 February 2020
3	10-page report on innovative ways for implementing the WPS agenda in Timor-Leste, linked to SDG leave no one behind (especially youth, persons with disability and rural women) and United Nations Strategic Development Cooperation Framework (and supporting documents: including 5 page mapping of stakeholders involved in DRM, climate change and humanitarian response in Timor-Leste and assess entry-points for UN Women's involvement)	By 20 April 2020

All the deliverables, including events materials, notes and reports should be submitted in written in English language, or with English summary.

Upon receipt of the deliverables and prior to the payment of the installment the deliverables related reports and documents will be reviewed and approved by UN Women. The period of the review is one week after receipt.

VI. Inputs

- The consultant is expected to use her/his own computer.
- UN Women will provide the consultant with office space, access to internet and a printer in Dili.
- UN Women team will support resource materials, and reference documents as relevant;

- UN Women will provide logistical support to any organized dialogues or events, such as venues, equipment and stationery;
- UN Women will cover costs of travel to the districts as needed, related to the assignment, as well as daily subsistence allowance (DSA) as per standard UN rate. UN Women will also provide vehicle for field visits and in Dili upon availability.
- Cost of mobile phone communication needs to be covered by the consultant.

VII. Performance evaluation:

Consultant's performance will be evaluated based on: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

VIII. Required experience and qualifications

The Consultant should fulfill the following requirements:

a. Education

- Master or Bachelor Degree or equivalent (required education in Law, Political studies, Economics, Social Sciences or related fields).

b. Experience:

- 3 years with Master degree or 5 years with Bachelor degree of professional experience in the area of human rights, research and/or advocacy. Experience in the field of Gender equality and/or women, peace and security will be an advantage;
- Experience in working with Government and civil society organizations, including for facilitation of consultations, trainings.
- Experience in monitoring and evaluation will be an added advantage.

c. Language and other skills:

- d. Proficiency in oral and written in English and Tetum languages, knowledge of Portuguese is an advantage
- e. Computer literacy and ability to effectively use office technology equipment, Internet and email.

IX. Submission of application

Interested candidates are requested to submit electronic application to procurement.timor-leste@unwomen.org no later than **5 December 2019**.

Submission of package

1. Cover letter and copy of the latest academic certificate;
2. CV, including contact information for 3 references;
3. Financial proposal. The financial proposal shall specify a total lump sum amount per each deliverable, including any travel, per diem and administrative fees, based on the template in Annex 1. The lump sum costs must be accompanied by a detailed breakdown of costs calculation.

All applications must include (as an attachment) the CV and the financial proposal. Applications without financial proposal will be treated as incomplete and will not be considered for further processing.

Please note that only short-listed candidates will be invited to the interview.

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Selected candidates will need to submit prior to commencement of work:

1. UN Women P-11 form, available from <http://www.unwomen.org/en/about-us/employment>
2. A statement from a medical doctor of 'good health and fit for travel'
3. The consultant will need to provide proof (certificate) of BSafe training (which can be accessed at undss.trip.org)

X. Evaluation

Applications will be evaluated based on the Cumulative analysis.

- Technical Qualification (100 points) weight; [70%]
- Financial Proposal (100 points) weight; [30%]

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. Only the price proposal of the candidates who passed the minimum technical score of 70% of the obtainable score of 100 points in the technical qualification evaluation will be evaluated.

Technical qualification evaluation criteria:

The total number of points allocated for the technical qualification component is 100. The technical qualification of the individual is evaluated based on following technical qualification evaluation criteria:

Technical Evaluation Criteria	Obtainable Score
Education	20 %
Experience and skills	70 %
Language and other skills	10 %
Total Obtainable Score	100 %

Only the candidates who have attained a minimum of 70% of total points will be considered as technically-qualified candidate.

Financial/Price Proposal evaluation:

- Only the financial proposal of candidates who have attained a minimum of 70% score in the technical evaluation will be considered and evaluated.
- The total number of points allocated for the price component is 100.
- 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 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.

Annex I: Financial Proposal

BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

Breakdown of Cost by Components:

Deliverables		Percent age of Total Price	Fixed price	Due Date
1	Consolidated NAP 1325 M&E framework, with updated baseline and annual data; minutes of meeting with Evaluation Management Group; inputs to the inception report of the evaluation; list of documents sent to evaluation team.			By 31 January 2020
2	5-page report on the support provided to the PNTL and FFDTL (with supporting documents: 2020 workplan of the PNTL, plan for 20 years celebration of UNSCR 1325; 2-page report on lessons learnt and good practices of UN Women's support; minutes of meetings with PNTL and FFDTL).			By 28 February 2020
3	10-page report on innovative ways for implementing the WPS agenda in Timor-Leste, linked to SDG leave no one behind (especially youth, persons with disability and rural women) and United Nations Strategic Development Cooperation Framework (and supporting documents: including 5 page mapping of stakeholders involved in DRM, climate change			By 20 April 2020

The above lump sum costs includes all administration costs and expenses related to the consultancy. All prices/rates quoted must be exclusive of all taxes. The lump sum costs must be accompanied by a detailed breakdown of costs calculation incl. daily professional fee.