



UN VOLUNTEERS

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10 November 2016

Job title: *Individual Consultant*

Duty station (city, country): *Home-based, with visit to UNV headquarters in Bonn, Germany*

Job Globally advertised: *International recruitment*

Practice area: *Gender Equality and Women's Empowerment*

Brand: *UNV*

Type of Contract: *Individual Contract*

Category: *External*

Post type: *International consultant*

Languages required: *Excellent command of professional oral and written English is required. knowledge of other UN Languages, specifically Spanish and/or French is an asset.*

Expected Starting date: *15 January 2017*

Application Deadline: *15 December 2016*

Duration of initial contract: *20 days*

Expected duration of the assignment: *20 days*

Project name: *Review of UNV Gender Equality and Women's Empowerment (GEWE) for organizational and programming effectiveness.*

1. BACKGROUND AND CONTEXT

The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide. Volunteerism is a powerful means of engaging people in tackling development challenges, and it can transform the pace and nature of development. Volunteerism

benefits both society at large and the individual volunteer by strengthening trust, solidarity and reciprocity among citizens, and by purposefully creating opportunities for participation. UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UNV volunteers, throughout the world. UNV embraces volunteerism as universal and inclusive, and recognizes volunteerism in its diversity as well as the values that sustain it: free will, commitment, engagement and solidarity.

Under the new Strategic Framework 2014-2017, UNV has created five global programmes, each with the aim to provide strategic seed funds and targeted technical expertise for integrating volunteerism in select substantive areas. The five areas are: (1) access to basic social services; (2) community resilience for environment and disaster risk reduction; (3) peacebuilding; (4) youth; and (5) national capacity development through volunteer schemes.

In turn, in early 2015, the Programme Coordination Section (PCS) was officially established with four key pillars: global programmes, regional offices, Fully-Funded volunteer scheme, and partnerships with UN entities.

The UNV Peace and Development Programming Sections oversee and implement UNV's country programmes and operations. They advocate for the integration of volunteerism in peace and development at global, regional and national levels, targeting specific focus areas in which the role of volunteerism adds significant value.

Both Peace and Development Programming Sections work through Portfolio Teams. Each Portfolio Team is responsible for the implementation of the UNV programme strategy, including volunteer and programme management, at global, regional and local levels.

Along with the UNV Strategic Framework 2014-2017, UN General Assembly resolution A/67/138 and the accompanying report *Integrating Volunteering in the Next Decade*, specifically address the role of volunteerism in promoting inclusion, specifically the empowerment of women. To this end UNV has attempted to mainstream GEWE within both its programmatic work and its institutional management.

In line with the 2014-2017 United Nations Volunteer Programme Strategic Framework and its Integrated Resource and Results Matrix (IRRM), UNV will conduct a thematic review to assess the overall performance of UNV in promoting Gender Equality and Women's Empowerment (GEWE). The strategic framework clearly states:

"Cross-cutting considerations will focus on the sustainability of UNV-supported development efforts through a human rights based approach to programming. Specific focus will be on i) ensuring commitment to gender equality, ii) recognizing the role of women as a driving force for peace and development efforts, and iii) promoting societal transformation across all areas of programme delivery".... "UNV will also strive to specifically ensure gender balance in all its operational engagements, especially among UN Volunteers deployed. UNV is making efforts to ensure gender mainstreaming and women's empowerment initiatives at all levels of its programmes and operations. UNV programming will ensure commitment to gender equitable outcomes, and will review institutional processes to ensure that opportunities for volunteering, and in all its work, are open to both women and men equally."

Over the past few years, the UNV has implemented several initiatives to increase the effectiveness and impact of contribution to GEWE including the establishment of a UNV Gender Action Team and a policy of 15% resource allocation to gender responsive programming under the 5 global programmes (Peacebuilding, Basic Social Services, Community Resilience for Disaster Risk Reduction and Volunteer Infrastructure). In order to further advance its commitment and strengthen the gender dimension, UNV has decided to conduct a review to take stock of progress and shortfalls in gender mainstreaming from an institutional and programmatic points of view. This consultancy is expected to identify achievements and successes as well as gaps and challenges for improvement and examples of good practice. The final report will highlight clear recommendations for addressing gaps and suggestions for new and more effective approaches to strengthen GEWE for organizational and programming effectiveness.

The review is being commissioned by the Results Management Support Section (RMSS) in close collaboration with the Programme Coordination Section and the Gender Action Team (GAT) of the UNV. RMSS will coordinate the review as well as provide quality assurance for deliverables. PCS and GAT will provide commentary and feedback to the inception report as well as draft review report.

2. MAIN OBJECTIVES, RESPONSABILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK.

a) Project Objective

The primary objectives of the review are to assess UNV's contributions to gender equality and women's empowerment as outlined in the UNV Strategic Framework 2014-2017; assess the extent to which the UN SF and subsequent initiatives, including the GAT and the resource allocation plan were successful in guiding UNV GEWE work; and finally to provide actionable, evidence based recommendations and lessons learned to inform future GEWE work of UNV. The review should articulate any results or achievements in mainstreaming GEWE in the work of UNV. In addition, it is expected that the review will identify gaps and challenges for improvement and examples of good practice as well as highlight clear recommendations for addressing gaps and suggestions for new and more effective approaches to strengthen Gender Equality and Women's Empowerment (GEWE) for organizational and programming effectiveness as well as development of the new Strategic Framework 2018-2021.

b) Project Scope and Description of Responsibilities

The scope of the review is aligned with the period of the current UNV Strategic Framework 2014-17 and all work related to GEWE within this framework. This includes both programmatic work as well as organizational and institutional work. UNV is currently undertaking an independent evaluation of the UNV Strategic Framework (SF) 2014-17 during the same time frame as the GEWE review. It is expected that the consultant for the GEWE review will collaborate with the UNV SF evaluation team with the two final products being complementary.

The UNV response to the UN System Wide Action Plan on Gender Equality and Empowerment of Women (UN-SWAP) will be a significant source of data for the review and should be included in the scope. In addition, the scope of work for the review should include the following

- A review UNV's compliance with inter-agency gender SWAP indicators with a special focus on areas where UNV is falling behind

- A review of the degree of substantive mainstreaming of gender cross-cutting issues in UNV programmes through projects at global, regional and country level and any emerging good practices and lessons learnt;
- An assessment of gender issues and dimensions in UNV staffing, human resources and volunteer management and identify areas for action;
- Consideration of possibilities for UNV to make use of UNDP's gender seal exercise;
- Final recommendations regarding gender at UNV covering programming and organizational effectiveness, identifying areas for improvement and concrete ways and next steps to strengthen the promotion of gender and women's empowerment across the organization.

c) Project Approach

The review will analyze whether and how programmatic and institutional results have delivered against the stated intent, outcomes and results of the UNV SF and accompanying initiatives. The review should investigate the logic model/theory of change for how these initiatives were expected to achieve the identified results and whether this theory of change has been relevant and effective in contributing to GEWE within the work of UNV.

The review should be independent, transparent, inclusive, participatory and utilization-focused. The review will seek broad engagement from relevant stakeholders during all stages. This will allow for the full range of information and experience to be captured and will also help to ensure the relevance and utilization of findings and recommendations. To support a participatory approach, the review will include, as part of the inception phase, a stakeholder analysis as well as a plan to involve relevant stakeholders in the evaluation. While the resources available for the review are limited, the review should attempt to the extent possible to consult all relevant stakeholders. For the purposes of this evaluation, stakeholders are defined as those individuals, groups, or entities which are directly involved in carrying out the GEWE work of UNV and/or support UNV to carry out this work. In addition, relevant stakeholders also include those individuals, groups or entities which benefit from the GEWE work of UNV and therefore have a stake in the success of UNV in carrying out and achieving the results. Following the identification, the consultant will determine to what extent these stakeholder should and will be consulted within the available constraints of the review.

The specific methodology will be determined by the consultant with full consultation of relevant stakeholders during the inception phase; specifically RMSS, PCS and GAT. However, given the complexity of the review it is expected that the consultant will use a variety of complementary methodologies, data collection and analysis processes.

3. Project Deliverables and Description

<i>No</i>	<i>Deliverable Description</i>	<i>Estimated Working Days and Travel</i>	<i>Due date</i>

1	<p><i>Inception report, including stakeholder analysis, plan for stakeholder consultation and draft data collection tools delivered</i></p> <ul style="list-style-type: none"> <i>The inception report should be developed following a thorough desk review and in consultation with identified stakeholders.</i> <i>The inception report should allow for coverage of the full spectrum of UNV work in GEWE.</i> <i>The inception report should include a variety of data collection methods.</i> <i>Complementary data collection tools (interview guides, surveys, focus group protocols, etc.) should be developed to support the methodologies identified and included as part of the inception report.</i> <i>The inception report should consider areas of collaboration /complementarity with the UNV SF Evaluation.</i> 	5 days	1 February 2017
2	<p><i>Data Collection and Analysis</i></p> <ul style="list-style-type: none"> <i>At least one visit to UNV HQ Bonn for interviews and data collection</i> <i>Data collection and initial analysis undertaken including both qualitative and quantitative methods</i> <i>Desk review of materials as well as field visits to regional offices and field unit case study countries</i> <i>Following the initial data collection phases, a debriefing should be held to discuss the findings as well as any potential recommendations resulting from the findings. The debriefings may be conducted via video conference.</i> <p>Collaboration with the UNV Strategic Framework Evaluation team is expected during this period. This review and the SF Evaluation should be complementary in their work. Findings and recommendations should include inputs to the external evaluation of the UNV Strategic Framework 2014-2017.</p>	6 days (with at least 2 days in Bonn)	28 February 2017
3	<p><i>A draft comprehensive report including introduction (objectives and scope; methodology; constraints and limitations); key findings; and recommendations provided.</i></p> <ul style="list-style-type: none"> <i>The draft report should be circulated to relevant stakeholders for feedback and comment. Stakeholders should have a minimum of ten days to comment.</i> 	5 days (does not include stakeholder comment period)	15 March 2017

4	<p>Final evaluation report delivered</p> <ul style="list-style-type: none"> • The final evaluation report should include an issue log identifying how stakeholder feedback was addressed <p>All recommendations included in the final evaluation should be actionable and relevant to future strategic planning of UNV.</p>	4 days	15 April. 2017
---	--	--------	----------------

4. Competencies

Corporate Competencies:

- Demonstrates commitment to human development principles and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Shares knowledge and experience;
- Provides helpful feedback and advice;
- Generates innovative, practical solutions to challenging situations;
- Demonstrates openness to change and ability to manage complexities;
- Responds positively to critical feedback and differing points of view.

Functional Competencies:

- **Professionalism:** Is an advisor of long standing in the subject matter;
- **Leadership:** Demonstrates ability to lead and guide in the area of expertise during the assignment;
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals;
- **Planning and Organization:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently;

5. Qualifications

Education:

Advanced degree in a field related to international development, gender equality, gender studies, civic engagement or other relevant social sciences.

Experience:

- Review and/or evaluation experience in the area of promotion of gender equality and gender mainstreaming, including experience and knowledge of participatory approaches and methods, preferably within United Nations Agencies
- Understanding of UN mandates related to Human Rights and Gender Equality

- Previous experience with internationally accepted standards for review and/or evaluation of gender equality (i.e. UNEG guidance on Integrating Human Rights and Gender Equality in Evaluation);
- Specific demonstrable expertise in gender equality, gender mainstreaming, and volunteerism including progressively responsible experience in the areas of gender mapping and analyses;
- Familiarity with the UN System Wide Action Plan on Gender Equality and Empowerment of Women (UN-SWAP);
- Proven analytical and strategic thinking skills; excellent writing, editing, reporting skills.

Language requirement:

Excellent command of professional level oral and written English. Working knowledge of other UN languages, specifically French and/or Spanish is an asset.

Criteria for Selection of the Best offer:

The selection of the best offer will be based on the combined scoring method – where the qualifications and methodology will be weighted – 70% , and combined with the price offer which will be weighted 30%.

Key selection criteria are:

- Review and/or evaluation experience in the area of promotion of gender equality and gender mainstreaming, including experience and knowledge of participatory approaches and methods, preferably within United Nations Agencies (20%);
- Specific demonstrable expertise in gender equality, gender mainstreaming, and volunteerism including progressively responsible experience in the areas of gender mapping and analyses (20%);
- Previous experience with internationally accepted standards for review and/or evaluation of gender equality (i.e. UNEG guidance on Integrating Human Rights and Gender Equality in Evaluation), including UN SWAP (15%);
- Proven analytical and strategic thinking skills; excellent writing, editing, reporting skills (15%)

6. Application procedure:

Applicants have to provide a technical and financial proposal.

Qualified candidates must apply online via the UNDP e-tendering website. Interested candidates are advised to carefully review this ToR and ensure that they meet the requirements and qualifications described above. Applications should contain:

- A brief cover letter, indicating your motivation for applying and a short summary of relevant qualifications and a technical proposal.
- A technical proposal; The technical proposal shall describe the methodology and the approach how to fulfill the required deliverables as well as outline the major components of its implementation.

- A work sample. Proof of any previous relevant work carried out, ideally please provide links to past reviews conducted if publicly available. If not publicly available, but not restricted or confidential, please provide at least one final report.
- A financial proposal. The financial proposal shall consist of all-inclusive lump sum for the whole duration of the contract period, which shall include the consultancy fee, costs of living, costs for insurance, and cost of travel to and from the duty station. The financial proposal shall contain a breakdown of these costs and indicate the number of off-days the consultant wants to take during the contract period (if any). The lump sum/contract price is fixed regardless of subsequent changes in the cost components. Download the Confirmation of Interest (COI) template from the e-tendering event for submitting your financial bid.
- The financial proposal and the technical proposal files **MUST BE COMPLETELY SEPARATE** and uploaded separately in the system and clearly named as either "Technical Proposal" or "Financial Proposal", as appropriate. Each document shall include the Proposers' name and address. The file with the "Financial Proposal" must be encrypted with a password so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNV shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal.
- A current completed and signed P11 form/ UN Personal History Form in English. Blank form can be downloaded from www.sas.undp.org/documents/p11_personal_history_form.doc
- Please also include your CV.
- Contact details for 3 references including e-mail, company name and title and telephone no.

Incomplete applications will not be considered. Please make sure you provide all requested materials. Any queries should be sent in a separate e-mail and addressed to: procurement@unv.org clearly marking **0074163: International Consultant to conduct Review of UNV Gender Equality and Women's Empowerment (GEWE) for organizational and programming effectiveness** in the subject line.

Interested candidates are advised to carefully review this ToR and ensure that they meet the requirements and qualifications described above before applying.

Approved by: *Katherine Aston, OIC RMSS for*
Gelfiya Schienko, Chief, RMSS

Signature 

Date *23 November 2010*