

Dear Sir/Madam,

1. The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) plans to procure services of the national organization/company to hold gender and human rights policy analysis in the context of decentralization reform as described in this Request for Proposal and its related annexes. UN Women now invites sealed proposals from qualified proposers for providing the requirements as defined in these documents.

2. To prepare a responsive proposal, you must carefully review, and understand the contents of the following documents:

- a. This letter
- b. Terms of Reference (TOR)
- c. Evaluation Methodology and Criteria
- d. Format of Technical Proposal
- e. Format of Financial Proposal
- f. Statement of Confirmation
- g. Proposed Model Form of Contract

3. The proposer will be selected based on the Evaluation Methodology and Criteria indicated in the questionnaire.

4. This letter is not to be construed in any way as an offer to contract with your organization.

Yours sincerely,



Dominika Stojanoska,

Head of UN Women in Ukraine a.i.

Basic Information

Procurement Title	Request for Proposal (RFP) to hold gender and human rights policy analysis of the implication of the decentralization reform on women and men
Commodity Type	Services
Proposal Validity Period	90
Item Category (<i>UNSPSC codes, if available</i>)	94130000 - Civic organizations and associations and movements 86132102 - Training planning and development consultancy service
Preliminary Evaluation	<input checked="" type="checkbox"/> Offers are signed by an authorized party, including Power of Attorney if stipulated <input checked="" type="checkbox"/> The offer is submitted as per the instructions to proposers <input checked="" type="checkbox"/> The offer is valid <input checked="" type="checkbox"/> The offer is complete and eligible
Method of Evaluation	Cumulative Analysis
Technical Proposal (<i>points</i>)	700
Financial Proposal (<i>points</i>) - <i>for cumulative analysis method only</i>	300
Financial Weighting (%) – <i>for cumulative analysis method only</i>	30%
Pass Score	70%

Evaluation of Technical Proposal

1.0 Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	<u>Organizational Architecture</u> - Officially registered legal entity in Ukraine eligible of the assignment (Organization Charter, license and other supporting documents need to be attached to the proposal) - The organization has a well-developed framework through which to deliver its vision and strategy and ensure effective business processes	15
1.2	<u>Financial capacity and adverse judgments or awards:</u> - The organization demonstrates strong financial capacity and reliability to deliver the activities described in the TOR - The proposer is in sound financial condition based on the financial documentation and information furnished in their proposal which should not show any financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment history.	25
1.3	<u>General organizational capability</u> General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	15
1.4	<u>Quality assurance procedures and mitigation measures</u>	15
1.5	<u>Relevance of Specialized Knowledge:</u> <ul style="list-style-type: none"> • Experience in conducting similar works/projects relevant to the scope and size of the current project; • Previous experience in conducting gender/human rights researches and analysis. Previous experience in conducting analysis with respect to decentralisation reform, as well as experience of work with different vulnerable groups would be an asset. • Reference letters on at least two relevant projects implemented in the past three years. 	60
1.6	<u>Experience of working with international and donor organizations</u>	20
Total		150
2.0 Proposed Work Plan and Approach		Points obtainable
Proposed methodology		
2.1	Analysis approach, methodology- including Proposer's understanding of UN Women's work, adherence to procurement principles and TOR. The task is well understood, properly addressed and correspond to this RFP requirements (especially ToR Annex II), aspects of the task in question are addressed in sufficient details	200
2.2	Efficient and realistic work plan corresponding to the needs/specifics and actions stipulated in the ToR (sequence of activities is realistic and will ensure effective implementation of the work plan in compliance with the ToR time frame)	200
Total		400
3.0 Resource Plan, Key Personnel		Points obtainable
Qualification and competencies of proposed personnel		

3.1	Team leader/ Expert on policy analysis	
3.1.1	At least an MA degree in social science, management, economics, political science, public administration, law or relevant fields	5
3.1.2	Minimum 5 years of professional experience of managing similar assignments	30
3.1.3	At least 3 years' experience of conducting policy analysis and research	20
3.1.4	Fluency in English and Ukrainian language.	5
	Total	60
3.2	Expert on gender equality	
3.2.1.	At least an MA degree in social science, management, economics, political science, public administration, law or relevant fields	5
3.2.2.	At least 5 years of specific professional experience in gender expertise, including experience in advocacy for gender equality and women's empowerment	20
3.2.3.	Fluency in Ukrainian language. Knowledge of English would be an asset.	5
	Total	30
3.3.	Expert on human rights and legal analysis	
3.3.1.	At least an MA degree in law, public administration or relevant fields	5
3.3.2.	At least 5 years of specific professional experience in provision of legal and policy analysis, preferably in the area of gender equality and human rights based approach; strong experience with implementing human rights projects and initiatives	20
3.3.3	Fluency in Ukrainian language. Knowledge of English would be an asset.	5
	Total	30
3.4.	Expert on decentralization	
3.4.1	At least an MA degree in social science, management, economics, political science, public administration, law or relevant fields	5
3.4.2.	At least 5 years of specific professional experience in decentralization and/or administrative reform	20
3.4.3.	Fluency in Ukrainian language. Knowledge of English would be an asset.	5
	Total	30
	Total for key personnel	150
	TOTAL FOR TECHNICAL PROPOSAL	700
	[70%] of [700] pts = [490] pts needed to pass technical	

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 70% of the obtainable score of 700 points for the technical proposal.

Section 1.0: Expertise and Capability of Proposer

1.1 Organizational Architecture

- Provide supporting documents on official registration of the organization eligible of the assignment (Organization Charter, license etc.)
- Background: Provide a brief description of the organization submitting the proposal, including if relevant the year and country of incorporation, types of activities undertaken, and approximate annual revenue.

1.2 Financial capacity and adverse judgments or awards

- Financial capacity: The Proposer shall demonstrate its financial capacity and reliability with regard to the requirements of the Terms of Reference, which can be established by supporting documentation including for example the most recent Audited Financial Statements duly certified by a public accountant.
- Include reference to any adverse judgment or award.

1.3 General Organizational Capability

- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).
- Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.
- Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously.

1.4 Quality assurance procedures, risk and mitigation measures

- Describe the potential risks for the performance of the TOR that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

1.5 Relevance of Specialized Knowledge

- Describe previous experience in conducting similar works/projects relevant to the scope and size of the current project; previous experience in conducting gender/human rights researches and analysis. Previous experience in conducting analysis with respect to decentralisation reform, as well as experience of work with different vulnerable groups would be an asset.
- Detail any specialized knowledge that may be applied to performance of the TOR.
- Provide references of at least two relevant projects implemented in the past three years.

Project	Client	Contract Value	Period of performance (from/to)	Role in relation to the undertaken to goods/services/works	Reference Contact Details (Name, Phone, Email)
1					
2					

1.6 Experience of working with international and donor organizations

- Describe experience with international and donor organizations;
- Experience with other UN organizations/ major multilateral / bilateral programmes is highly desirable.

Section 2.0: Proposed Work Plan and Approach

2.1 Analysis approach, methodology

- Provide a point-by-point description of the organization's approach, methodology, and timeline for how the organization will implement the TOR.
- Explain the organization's understanding of UN Women's needs for the goods/services/works.
- Describe how your organization will adhere to UN Women's procurement principles in acquiring services on behalf of UN Women. UN Women's general procurement principles:
 - a) Best Value for money
 - b) Fairness, integrity and transparency
 - c) Effective competition
 - d) The best interests of UN Women

2.2 Management - timeline, deliverables and reporting

- Provide a detailed description of how the management for the requested goods/services/works will be implemented in regard to the TOR

Section 3.0: Resource Plan, Key Personnel

3.1 Composition of the team proposed to perform TOR, and the work tasks (including supervisory)

Describe the availability of resources in terms of personnel and facilities required for the TOR. Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each. An organigram illustrating the office location (city and country), reporting lines, together with a description of such organization of the team structure, should be submitted.

3.2 Profile on Gender Equality

- Internal organizational diversity and inclusion
 - Describe gender, age, disability status, ethnic and linguistic composition of the organization's team (in depersonalized manner, i.e. in absolute numbers and percentages, but without names and/or personal information);
 - Describe and provide internal organizational policies and regulations on internal organizational diversity and inclusion;
 - Describe practical measures undertaken by the organization to ensure the accessibility of its premises and events venues, as well as informational accessibility of its materials and Internet resources (in terms of Ukrainian and minority languages, easy-read versions, navigation accommodations / adaptations for people with disabilities).
- Proposer has to provide information regarding the percentage of women: (1) employed in the Proposer's organization, (2) in executive and senior positions, and (3) shareholders. While this will *not* be a factor of evaluation, UN Women is collecting this data for statistical purposes in support of its mandate to promote gender equality and women's empowerment.
- Proposers are also invited to: (1) become a signatory to the [Women Empowerment Principles](http://weprinciples.org/Site/PrincipleOverview) (if more than 10 employees) <http://weprinciples.org/Site/PrincipleOverview> ; or (2) sign the Voluntary Agreement to Promote Gender Equality and Women's Empowerment (if less than 10 employees). Good practices of gender-responsive companies can be found [here](http://weprinciples.org/Site/CompaniesLeadingTheWay/): <http://weprinciples.org/Site/CompaniesLeadingTheWay/>

Provide Curriculum vitae of the proposed personnel that will be involved either full time or part time. Highlight the relevant academic qualifications, specialized trainings and pertinent work experience.

Substitution of key personnel shall only be permitted in accordance with section 2.4 of the General Conditions of Contract.

Please use the format below, with each CV no more than THREE pages in length.

TERMS OF REFERENCE (TOR)

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 Government of Ukraine is implementing the National Human Rights Strategy¹ through the respective Action Plan (2016-2020)² and has adopted the State Social Programme on Equal Opportunities (2018-2021)³. The national legislative framework includes Laws on Equal Rights and Opportunities for Women and Men (2005)⁴, the Principles of Prevention and Combatting Discrimination in Ukraine (2012)⁵. In December 2017 the Parliament passed the Law on Preventing and Combatting Domestic Violence⁶ and the Law on Amendments to certain laws of Ukraine in connection with the implementation of provisions of the Council of Europe's Convention on Preventing and Combating Violence against Women and Domestic Violence (Istanbul Convention)⁷.

As a crisis response measure, the Government adopted the National Action Plan for Implementation of United Nations Security Council Resolution 1325 for 2016-2020 (NAP 1325)⁸ and has adopted⁹ its revised version based on the mid-term review in 2018. The Government also approved the Action Plan on Implementation of Strategy on Poverty Reduction for 2020¹⁰ and the Action Plan for Implementation of the Convention on the Rights of Persons with Disabilities Concluding Observations for 2016 – 2020.¹¹ Furthermore, since 2013 the Government has been implementing the Strategy of protection and integration into Ukrainian society of Roma national minority till 2020¹² and the respective Action Plan¹³.

In September 2018 the Government adopted its first National Action Plan on implementation of recommendations provided in the Concluding Observations of the UN Committee on the Elimination of Discrimination against Women to the Eighth Periodic Report of Ukraine on the implementation of the CEDAW by 2021¹⁴. The Government launched the SDGs nationalization process by development of the national baseline report in 2016 and endorsement of the matrix of nationalized SDGs indicators, including sex-disaggregated and gender-sensitive indicators. The SDG 5 on gender equality is considered as one of the accelerating goals of the

¹ Decree of the President of Ukraine #501 of 25 August 2015. Available at <https://zakon.rada.gov.ua/laws/show/501/2015>

² Decree of the Cabinet of Ministers of Ukraine of #1393 of 23 November 2015. Available at: <https://zakon.rada.gov.ua/laws/show/1393-2015-%D1%80>

³ Decree of the Cabinet of Ministers of Ukraine #273 of 11 April 2018. Available at <https://zakon.rada.gov.ua/laws/show/273-2018-%D0%BF>

⁴ Law of Ukraine "On ensuring of equal rights and opportunities of women and men" #2866-IV of 8 September 2005. Available at <https://zakon.rada.gov.ua/laws/show/2866-15/card2#Card>

⁵ Law of Ukraine "On principles of prevention and combatting of discrimination in Ukraine" #5207-VI of 6 September 2012. Available at: <https://zakon.rada.gov.ua/laws/show/5207-17>

⁶ Law of Ukraine "On Prevention and Combating of Domestic Violence", #2229-VIII (2017) of 7 December 2017. Available at <https://zakon.rada.gov.ua/laws/show/2229-19>

⁷ Law of Ukraine "On Amendments to the Criminal and Criminal Procedural Codes of Ukraine in Order to Implement the Provisions of the Council of Europe Convention on the Prevention and Combatting of Violence against Women and Domestic Violence", #2227-VIII (2017) of 6 December 2017. Available at <https://zakon.rada.gov.ua/laws/show/2227-19>

⁸ Decree of the Cabinet of Ministers of Ukraine #113 of 24 February 2016. Available at <https://zakon.rada.gov.ua/laws/show/113-2016-%D1%80>

⁹ Decree of the Cabinet of Ministers of Ukraine #637 of 5 September 2018. Available at <https://zakon.rada.gov.ua/laws/show/637-2018-%D1%80>

¹⁰ Decree of the Cabinet of Ministers of Ukraine #202 of 3 March 2020. Available at <https://zakon.rada.gov.ua/laws/show/202-2020-%D1%80>

¹¹ Decree of the Cabinet of Ministers of Ukraine #1073 of 28 December 2016. Available at <https://zakon.rada.gov.ua/laws/show/1073-2016-%D1%80>

¹² Decree of President of Ukraine #201/2013 of 3 April 2013. Available at <https://zakon.rada.gov.ua/laws/show/201/2013>

¹³ Decree of the Cabinet of Ministers of Ukraine #701 of 11 September 2013. Available at <https://zakon.rada.gov.ua/laws/show/701-2013-%D1%80>

¹⁴ Decree of the Cabinet of Ministers of Ukraine #634-p of 5 September 2018. Available at <https://www.kmu.gov.ua/npas/pro-go-planu-dij-z-vikonannya-rekomo-zhinok-do-vosmoyi-periodichnoyi-dopovidi-ukrayini-pro-vikonannya-konvencyi-pro-likvidaciyu-vsih-form-diskriminaciyi-shchodo-zhinok-na-period-do-2021-roku>

Agenda 2030 and 6 targets were formulated at national level¹⁵. The President's decree №722/2019 was issued on 30 September 2019 to support mainstreaming of the SDGs to national policies and strategies¹⁶.

Moreover, in December 2019 a new Electoral code was adopted by the Parliament of Ukraine, introducing a 40% gender quota for party lists in national and local elections and creating more opportunities for women to participate in regional and local decision-making process.

The Government of Ukraine proclaimed decentralisation as one of the flagship reforms. Following the adoption of the State Strategy of Regional Development in 2014¹⁷, the Concept of Reforming of Local Self-Government and Territorial Structure of Power¹⁸ and the relevant Action Plan on its implementation¹⁹, the reform was launched. The process is being led by the Ministry of Communities and Territories Development of Ukraine (hereinafter, the Ministry, previously, the Ministry of Regional Development, Construction and Housing). To date, the Ministry is developing a new State Strategy on Regional Development 2020-2027, while regional strategies have been already adopted or are being elaborated by the regional state administrations.

The major package of adopted legislation has provided the legal framework of the reform²⁰. It significantly strengthened the motivation for inter-municipal consolidation in the country and created good legal conditions and mechanisms for the establishment of capable territorial communities in villages, towns and cities, bringing together their efforts to resolve the pressing problems. Furthermore, the new model of financial support to local budgets has proved to be effective, as budgets have obtained autonomy to a certain extent and independence from a central budget.

However, the decentralisation reform and the respective legal framework have not yet been aligned with the international gender equality and women's rights commitments, as well as with the state gender equality goals and targets outlined in the national policy documents and legislation. Decentralisation-related laws have not undergone gender analysis/expertise, and key policy documents include neither gender equality priorities, targets and indicators, nor any measures to address discrimination. The Committee on the Elimination of All Forms of Discrimination against Women expressed concern in the Concluding Observations on the Eighth Periodic Report of Ukraine that the ongoing reform on decentralisation had no reference to gender equality.²¹

According to many analyses, conducted by UN Women²² and other UN and non-UN Agencies, decentralisation reform, in its policy-making, implementation, monitoring, and evaluation, has not yet been prioritized to address

¹⁵ The following SDGs targets were developed as national targets in Ukraine: 5.1 Create conditions to eliminate all forms of discrimination against women and girls; 5.2 Reduce gender-based and domestic violence, ensure effective prevention and timely assistance to victims; 5.3 Promote shared responsibility for the care and upbringing of the child; 5.4 Ensure equal representation at the highest levels of decision-making in political and public life; 5.5 Increase public access to family planning services and reduce adolescent birth rates; 5.6 Enhance women's economic opportunities. Available at <http://sdg.org.ua/ua/pro-hlobalni-tsili/gender-equality/#%D0%BD%D0%B0%D1%86%D1%96%D0%BE%D0%BD%D0%B0%BB%D1%8C%D0%BD%D1%96-%D0%B7%D0%B0%D0%B2%D0%B4%D0%B0%D0%BD%D0%BD%D1%8F>

¹⁶ Decree of President of Ukraine #722/2019 on Sustainable Development Goals till the period of 2030. Available at <https://www.president.gov.ua/documents/7222019-29825>

¹⁷ Decree of the Cabinet of Ministers of Ukraine #385 of 6 August 2014. Available at <https://zakon.rada.gov.ua/laws/show/385-2014-%D0%BF>

¹⁸ Decree of the Cabinet of Ministers of Ukraine #333-p of 1 April 2014. Available at <https://zakon.rada.gov.ua/laws/show/333-2014-%D1%80>

¹⁹ Decree of the Cabinet of Ministers of Ukraine #688-p of 22 September 2016. Available at <https://zakon.rada.gov.ua/laws/show/688-2016-%D1%80>

²⁰ Law of Ukraine "On Amendments to the Budget Code of Ukraine" #2621-VIII of 22 November 2018. Available at <https://zakon.rada.gov.ua/laws/show/2621-19>; Ukraine, Law of Ukraine "On Voluntary Amalgamation of Territorial Communities" #157-VIII of 01 January 2019. Available at <https://zakon.rada.gov.ua/laws/show/157-19>; Law of Ukraine "On Cooperation of Territorial Communities" #1508-VII of 17 June 2014 Available at <https://zakon.rada.gov.ua/laws/show/1508-18>; Law of Ukraine "On Fundamental Principles of the State Regional Policy" #156-VIII of 05 February 2015. Available at <https://zakon.rada.gov.ua/laws/show/156-19>; Law of Ukraine "On Amendments to Some Legislative Acts of Ukraine regarding the Decentralisation of Powers in the Area of Architectural and Construction Supervision and Improvement of Town-Planning Legislation" #320-VIII of 09 April 2015

²¹ Committee on the Elimination of Discrimination against Women, Concluding Observations on the Eighth Periodic Report of Ukraine, 9 March 2017, CEDAW/C/UKR/CO/8, para 22, p 18.

²² UN Women "Analysis of vulnerabilities of women and men in the context of decentralisation in the conflict-affected areas of Ukraine" (2017), Available at <https://eca.unwomen.org/en/digital-library/publications/2017/12/concluding-observations-on-the-eighth-periodic-report-of-ukraine>

the situation of the most marginalized, discriminated and excluded groups, and do not consider any measures to empower them as active agents of development. Individual women, men, girls, and boys, as well as the groups in vulnerable situations they represent, remain at risk of being left behind due to both their vulnerable situations and their distinct entitlements and needs, which are not visible, recognized or prioritized by their communities. It may result in marginalization and social exclusion of such groups.

The human rights-based approach (HRBA) principles, including *universality and inalienability, equality and non-discrimination, transparency, participation and inclusion, accountability and rule of law*, are not fully applied in the decentralization reform in Ukraine. As a result, the stakeholders at oblast and decentralized community levels have limited ownership and control over the development processes at all phases of the reform cycle. While the number of consultative processes, including meetings, workshops, and surveys, over various aspects of the reforms have increased during the last two years, there is little evidence of special, tailor-made measures being taken to reach the most excluded groups of women and men in vulnerable situations. These affects both supply and demand sides of accountability as regards international commitments, national policy, and legal frameworks on gender equality and women's rights.

The level of participation of groups in vulnerable situations in decentralization reform is low. Generally insufficient involvement of women and men from these groups in regional and local decision-making process leads to politically prudent decisions that do not take into account their rights, views and needs, leaving excluded from the process of planning and allocation of budgetary and economic resources. This is especially important in the context of forthcoming local elections in Ukraine in autumn 2020. The analysis of participation of groups in vulnerable situations in the regional and local decision-making, electoral campaign, establishment of new power structures and budget process in newly established ATCs will inform the advocacy on engaging of groups in vulnerable situations to local developing processes.

Considering a cross-cutting dimension of the decentralization reform and its close interaction with most sectors, the process of transition of authorities and resources to local self-governments with the subsequent differentiation of service provision is still ongoing, as well as complicated by the pending administrative reform and an upcoming economic crisis. The basic services to be provided by ATCs, as defined by the Concept of decentralization reform²³ and sectoral laws, like the Law of Ukraine "On social services", play an essential role in a daily life of women and men on the ground, and are even more important for groups in vulnerable situations. Thus, integration of human-rights-based programmatic principle and its concept of Availability, Accessibility, Acceptability and Quality of essential local services to the developing legal and policy framework of decentralized services is extremely important and timely. The current situation with COVID-19 pandemic and a heightened risk of exposure to it facing by women, especially from the groups in vulnerable situations, determines additional gender and human rights aspects in the context of decentralization. According to Rapid Gender Analysis of COVID-19 implications in Ukraine conducted by UN Women, the outbreak provides a disproportional impact on women, especially from the groups in vulnerable situations. Women represent the majority of healthcare and social service personnel who are frontline professionals providing response to COVID-19 outbreak and taking respective risks of being infected. Women perform a disproportional share of unpaid domestic work and provision of care to family and community members. Women from the groups in vulnerable situations are at risk of suffering devastating losses due to factors such as their lack of access to effective surveillance and early-warning system and basic services, especially at local level. Women living in small towns and villages face more severe economic challenges during the outbreak which is a serious threat to their social and economic resilience.

²³ Decree of the Cabinet of Ministers of Ukraine #333-p of 1 April 2014. Available at: <https://zakon.rada.gov.ua/laws/show/333-2014-%D1%80>

It is important in this respect to analyse the implications of the present emergency on the most marginalized people at the local level in order to provide tailored public services and support of local administrations.

UN Women project “Advancing Gender Equality and Women’s Empowerment through Decentralization Reform of Ukraine” funded by the Government of Canada supports the consolidated efforts of the national mechanism for gender equality, the Ministry of Communities and Territories Development, the authorities of four pilot oblasts – Chernivtsi, Kherson, Sumy and Volyn and 12 amalgamated territorial communities (ATCs), women’s groups and civil society organizations (CSOs) in the implementation of the national gender equality priorities through decentralization reform. The project contributes to increased responsiveness of the decentralized services to the differentiated needs of women, girls, men, and boys, thus achieving transformative results for gender equality and women’s empowerment in Ukraine.

The project applies HRBA to the annual project planning, implementation, monitoring and evaluation in line with the UN system-wide Common Understanding on HRBA that “emphasizes that all development cooperation programmes, policies and technical assistance should further the realization of human rights as laid down in the Universal Declaration of Human Rights and other international human rights instruments”. In line with the CEDAW and the SDG Leave-No-One-Behind principle, the project makes every effort to engage with and empower the women, particularly those facing multiple forms of discrimination, in policymaking and reform implementation at all levels.

With the aim to support the Parliament of Ukraine, the national gender mechanism, national mechanism on human rights, Ministry of Communities and Territories Development, local authorities and ATCs in implementation of gender equality and human rights commitments, UN Women envisages comprehensive policy research of the implication of the decentralization reform on women and men, including analysis of normative and policy framework on decentralization and human rights, identification of the status of the groups in vulnerable situations, including the implications of COVID-19 outbreak on them, their participation in local development, analysis of existing practices of provision of services in ATCs from HRBA perspective, etc. The research will be conducted in cooperation with the Office of the United Nations High Commissioner for Human Rights/Human Rights Monitoring Mission, Committee on Human Rights, De-occupation and Reintegration of Temporarily Occupied Territories in Donetsk, Luhansk Regions and Autonomous Republic of Crimea, National Minorities and Interethnic Relations of the Verkhovna Rada of Ukraine and the Ombudsperson Office. The results of the policy research will be public and will be presented to all stakeholders to inform the national policy on gender and human-rights-responsive decentralisation in the context of SDGs localization.

In this regard, UN Women seeks to hire a research organization/company to hold gender and human rights policy research in the context of decentralisation reform.

Scope of Work/Duties and Responsibilities

The overall objective is to conduct gender and human rights policy analysis of the implication of decentralization reform on women and men, particularly from the groups in vulnerable situations, in line with the Outline & Guidance Note (Appendix 1). Based on the review of applicable human rights standards, legal and policy documents, available data on the situation of women and men from the groups in vulnerable situations, as well as the outcomes of the field research in pilot ATCs, the analysis will provide policy recommendations for elaboration of a comprehensive institutionalised response to address the revealed gaps in ensuring of the rights and needs of women and girls from the groups in vulnerable situations in the course of decentralisation reform.

The scope of gender and human rights policy analysis of decentralization reform includes (but not limited to) the following:

- 1) Analysis of the current situation – identification and mapping of gender and human rights concerns regarding decentralization reform, particularly affected groups in vulnerable situations (including but not limited to rural women, women with disabilities, women living with HIV, LGBTIQ women and women belong to Roma and other ethnic minorities, internally displaced women and those representing conflict affected population), including gender aspects of the challenges being faced by women and men from the groups in vulnerable situations in the current situation of COVID-19 pandemic and an upcoming economic crisis.
- 2) Analysis of negative and positive effects of decentralization, including amalgamation (consolidation) of communities, to women and men from the groups in vulnerable situations, covering *inter alia* distribution of powers and resources.
- 3) Analysis of the existing practices of service provision by ATCs to ensure their compliance with human-rights-based programmatic principle and their Availability, Accessibility, Acceptability and Quality.
- 4) Formulation of policy recommendations on potential interventions to avert negative and enhance positive effects of decentralization and strengthen gender and human-rights-responsiveness of decentralized service provision.

Under the overall guidance of the UN Women Representative in Ukraine and a direct day-to-day supervision of the UN Women Programme Specialist, the selected organization/company will work in close collaboration with the International consultant on Human-Rights-Based Approach in decentralization reform, focal points from the Committee on Human Rights, De-occupation and Reintegration of Temporarily Occupied Territories in Donetsk, Luhansk Regions and Autonomous Republic of Crimea, National Minorities and Interethnic Relations of the Verkhovna Rada, Ombudsperson Office, the Ministry of Communities and Territories Development, the national gender mechanism, pilot regional state administrations and ATCs and implement the following set of tasks:

Task 1. Adjustment of the methodology on conducting of gender and human rights policy analysis (Methodology)

- 1.1. Review the Outline & Guidance Note on the Methodology (Appendix 1) and provide the relevant proposals;
- 1.2. Determine the scope of the policy analysis, the list of policy documents to be reviewed and develop a joint calendar plan;
- 1.3. Determine the final list of the groups in vulnerable situations to be targeted by the analysis, based on available international and national, including credible non-governmental, human rights reports and sources (including, but not limited to rural women, women with disabilities, women living with HIV, LGBTIQ women, Roma women, internally displaced women and those representing conflict affected population);
- 1.4. Develop the set of methods of the policy analysis, including questionnaires for conduction of interviews with key stakeholders at national and local levels, focus groups, interviews with underrepresented groups in vulnerable situations, as well as tools for the analysis of the existing practices of service provision by ATCs to ensure their compliance with human-rights-based programmatic principle and their Availability, Accessibility, Acceptability and Quality;
- 1.5. Develop and present the list of key stakeholders to be interviewed at national and local levels: experts on decentralization, experts on gender equality and human rights, NGOs working with the groups in vulnerable situations, representatives of the groups in vulnerable situations, regional administrations, local self-governments, centres for the delivery of administrative services, etc;
- 1.6. Develop facilitation guide for the focus-groups discussions;
- 1.7. Present the draft Methodology, including methods to be applied for the purpose of the policy analysis;

1.8. Address the comments received and submit the final version of the Methodology and a tentative schedule to UN Women for approval.

Task 2. Conduction of gender and human rights policy analysis

- 2.1. Collect and review data on outstanding gender equality and human rights concerns in the context of decentralization reform in Ukraine, including the relevant disparities concerning the targeted groups of women and men in vulnerable situations, as well as root causes limiting their equal participation in local development and access to services at the local level;
- 2.2. Analyse data and evidence of the differentiated gender impact of COVID-19 on the groups in vulnerable situations, including the findings of Rapid Gender Analysis (RGA) of COVID-19 prevention and response measures conducted by UN Women;
- 2.3. Conduct gender and human-rights analysis of policy and framework legal documents on decentralization reform and decentralised service provision at local level;
- 2.4. Conduct analysis of the existing practices of service provision by ATCs to ensure their compliance with human-rights-based programmatic principle and their Availability, Accessibility, Acceptability and Quality;
- 2.5. Collect and analyse data on involvement of women and men from the groups in vulnerable situations in the decision-making process at the regional and local levels, including gender composition of heads of town and village councils, their participation in the consultative-advisory bodies, public hearings and forthcoming local elections (electoral campaign, election results, establishment of new power structures);
- 2.6. Hold interviews with stakeholders based on the approved questionnaire and the list of respondents and verify data received during desk research stage;
- 2.7. Hold focus groups with representatives of the groups in vulnerable situations and/or targeted interviews with scarcely represented groups in vulnerable situations based on the approved questionnaire and facilitation guide;
- 2.8. Develop the report on the gender and human rights policy analysis and submit it to UN Women, Ombudsperson Office and the Parliamentary Committee on Human Rights, De-occupation and Reintegration of Temporarily Occupied Territories in Donetsk, Luhansk Regions and the Autonomous Republic of Crimea, National Minorities and Interethnic Relations;
- 2.9. Address the comments received, finalize the report and conduct its presentation for key stakeholders from responsible state institutions, four pilot oblast state administrations and 12 pilot ATCs (one half-day event at the national level with minimum 50 participants, travel to four pilot oblasts to conduct the presentation);
- 2.10. Submit the final report on policy analysis and a narrative report on activities undertaken, lessons learned and recommendations to UN Women.

II. Assignment Deliverables:

#	Deliverables	Payment amount	Deadline
1.	A calendar plan developed and approved by UN Women	20% of the contract amount	5 working days after signing the contract

2.	<p>A final version of the Methodology on conduction of the policy analysis, as well as research methods and tools submitted and approved by UN Women, including the following:</p> <ul style="list-style-type: none"> - questionnaires for conduction of interviews with key stakeholders at national and local levels, focus groups, as well as interviews with underrepresented groups in vulnerable situations; - the list of key respondents to be interviewed; - methodological tools to analyse the existing practices of provision of services by ATCs to ensure their compliance with HRBA 	30% of the contract amount	20 working days
3.	Analysis of the participation of women and men from the groups in vulnerable situations in the decision-making process at the regional and local levels, including participation in the local elections	30% of the contract amount	40 working days
4.	The first draft of policy research submitted and approved by UN Women. Presentation for stakeholders conducted and the comments addressed.		10 working days
4.	The final report on policy research and narrative report on activities undertaken, lessons learned, and recommendations submitted and approved by UN Women	20% of the contract amount	30 working days, but not later than 30 January 2021

- All the deliverables (reports, summaries, findings, recommendations, etc.) should be provided in English language; (supporting documents, such as training agendas, evaluations, etc. can be submitted in Ukrainian language).

III. Inputs

- UN Women will provide the Contractor with the Outline & Guidance Note on the Methodology of conducting of gender and human-rights analysis of the implication of decentralization reform
- UN Women will share with the Contractor the data and evidence collected in the course of rapid gender analysis (RGA) of COVID-19 prevention and response measures
- UN Women will share with the Contractor the list of selected 12 pilot ATCs, inclusive of all relevant and currently available information.