

## Terms of Reference (TOR)

### **Provision of institutional services to support policy work and organize various related engagements to promote sustainability reporting aligned to the Women's Empowerment Principles reporting framework.**

#### **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.

In 2015, on 25 September, the United Nations General Assembly adopted unanimously the Resolution 70/1 Transforming our World: the 2030 Agenda for Sustainable Development and Sustainable Development Goals (SDGs). Gender equality and women's empowerment is at the heart of the agenda, as numerous goals and targets address structural barriers to achieve equal rights and opportunities between women and men, girls and boys.

One of the key areas of concern is the economic empowerment of women. It is expressed in targets and indicators of SDG 5 (Achieve gender equality and empower all women and girls) and SDG 8 (Promote inclusive and sustainable development, decent work and employment for all). Progress toward it depends not only on the adoption of a set of public policies by governments, but also on the existence of an enabling environment and active engagement of the corporate sector. This is also relevant to the achievement of SDG 1 (Poverty Reduction), SDG 10 (Reduced inequalities) and SDG 17 (Revitalize the global partnership for sustainable development).

About 90 per cent of jobs in the world are in the private sector. This represents a huge potential to implement transformative actions in the world of work and social responsibility in favour of women, benefiting the whole society. There is an increasing consciousness, interest and commitment of private and public sector companies on the value and benefits of gender equality and the economic empowerment of women and its role to achieve it.

UN Women - in partnership with the European Commission is working together on a regional programme "Promoting Economic Empowerment of Women at Work in Asia – WeEmpower Asia" to contribute to the economic empowerment of women, recognizing them as beneficiaries and partners of growth and development, by increasing commitment of private companies to gender equality and women's empowerment and strengthening companies' capacities to implement these commitments.

The programme will ultimately contribute to the achievement of gender equality through enabling women's labour force participation, entrepreneurship, economic empowerment and thus their full and equal participation in society.

The guiding platform will be the Women's Empowerment Principles. The WEPs are a set of Principles for business offering guidance on how to empower women in the workplace, marketplace and community. Coordinated by UN Women and the UN Global Compact, the Principles emphasize the business case for corporate action to promote gender equality and women's empowerment and are informed by real-life business practices and inputs gathered from across the globe.

Targeting women led enterprises and networks, multi-national companies, and relevant stakeholders in selected Asia countries, the project will promote business opportunities for women entrepreneurs and women-owned enterprises in Asia and their business relations with Europe, while supporting inter-regional dialogue and exchange of good practices to increase the capacity of the private sector more broadly in the implementation of gender-sensitive business culture and practices. The programme will cover seven countries: India, Indonesia, China, Philippines, Malaysia, Thailand, and Viet Nam. It will also have a regional component under the responsibility of UN Women Region Office for Asia and the Pacific (ROAP).

In the Philippines, given dynamic engagements and commitment of various women’s organizations, pro-active national machinery on women’s empowerment and gender equality and key government agencies - women’s economic empowerment is a new thematic and programmatic area for the UN Women particularly in the space of private sector and business community engagement. Through the WeEmpowerAsia programme - it will enable meaningful interaction, active participation and harness contributions from key stakeholders to put forward women’s empowerment, gender equality and ensure their full participation in society towards an inclusive and sustainable economic development.

## II. Objective

The overall objective of the **WeEmpower Asia** programme is that ***more women lead, participate and have access to enhanced business opportunities and leadership within the private sector to advance sustainable and inclusive growth***. The programme will achieve this through three complementary areas to be implemented in seven selected middle-income countries in Asia:

- Women’s networks, public institutions, and the private sector will collaborate and share expertise and knowledge to build an enabling business environment for women’s economic empowerment in the workplace and in the marketplace
- The capacity of women-owned businesses and women entrepreneurs will be developed to enable them to engage with government and private sector corporations in policy development and dialogues for advancing women’s economic empowerment, and
- The private sector will be supported to implement gender-sensitive practices and culture within their businesses through the take-up of the Women Empowerment Principles (the WEPs – a set of guiding principles to achieve gender equality within companies).

In line with promoting women’s leadership, participation and enhancing access to work and business opportunities that enable women’s access to decent work, well-being and economic empowerment, UN Women WeEmpowerAsia has been conducting learning and education sessions to raise awareness among various stakeholders promoting commitment signing, adaption and implementation of the Women’s Empowerment Principles as a framework to pursue this. With the Sustainability Reporting guidelines issued by the Securities and Exchange Commission through its Memorandum Order No. 4 of 2019, there is good opportunity to work and align the mandatory reporting that can facilitate and promote gender inclusion and equality through key components to be reflected on the economic, environmental and social governance aspects of their sustainability reports.

To ensure that this is effectively rolled out, UN Women needs a service provider with expertise and experience in policy advocacy work specifically – consultation, engagements and events organizing/coordination, position paper crafting and submission, as well as media and public relations. The service provider will also work and engage with different stakeholders such civil society organizations and networks, government agencies and regulators and more importantly the publicly

listed companies and private sector groups to push for substantial gender indicator reporting in their respective sustainability reports.

Given the newly developed Women’s Empowerment Principles reporting framework, the service provider is expected to study and identify areas where the issued SEC guidelines and the WEPs reporting framework can be reviewed to see alignments and address gaps to ensure that time and resources to be invested in putting together the reports are well utilized and will provide clear indicators with regards to women’s situation and how it can improve across time. This hopes to promote and advocate for gender inclusive & responsive companies, raise awareness and spark meaningful engagement among CSOs, government agencies, advocacy groups/networks, publicly listed companies, private sector groups, businesses and enterprises to achieve women’s economic empowerment and deliver on SDG5, gender equality .

The Service Provider is expected to deliver on the following:

1. Mobilize stakeholders to discuss and engage with policymakers and regulators to ensure substantial gender indicator reporting among publicly listed companies, private sector groups as well as SMEs
2. Participate and ensure representation in key consultations, discussions and policy hearings linked to gender indicator reporting as well as those related to women’s economic empowerment in the workplace and businesses submitting clear and concise positions informed by the WEPs
3. Organize discussion series to raise more awareness and highlight discussions on WEPs, gender indicator reporting and key policy proposals that impacts women’s economic empowerment
4. Convene and support networks and stakeholders that forwards WEPs adaption and advocacy work.

The service provider is expected to leverage on expertise, utilize strategic networks and platforms to deliver on the above and promote women’s economic empowerment and the WEPs while adding to it the resources and groups already identified and working with the UN Women.

### III. Specific Tasks, Expected Deliverables and Timeframe

To promote and facilitate women’s leadership, participation and enhance access to work, business and livelihood opportunities that enable women’s access to decent work, well-being and economic empowerment, the service provider is expected to undertake the following:

- Develop, pilot and finalize training module for gender indicator reporting as mandated by the Securities and Exchange Commission
- Roll out the training sessions and explore institutional partnerships to ensure training content is incorporated in present and future reporting requirements of companies

Deliverables	Activities	Target Date of completion	Payment
<ul style="list-style-type: none"> <li>• Approved concept note for the project that includes activity and engagement plans</li> <li>• Indicative timeline and proposed activities</li> </ul>	<ul style="list-style-type: none"> <li>• Develop overall concept note and engagement plan</li> </ul>	15 March 2021	20%

<ul style="list-style-type: none"> <li>Initial list of companies, individuals and groups to be involved/engaged</li> </ul>			
<ul style="list-style-type: none"> <li>Submission of draft engagement plan</li> </ul>	<p>Concept note for key activities to be rolled out</p> <p>Publicity and promotion of sessions</p> <p>Launch/kick off engagement activity</p> <p>Target Date and Venue: 3<sup>rd</sup> or 4<sup>th</sup> Week of March , within Metro Manila or virtual</p> <p>Target Participants: 30</p> <p>Target Companies/Organizations: 10-15</p>	30 April 2021	10%
<ul style="list-style-type: none"> <li>Debrief and feedback</li> </ul>	<p>Team debrief with UN Women Evaluation report April 2021</p>		
<ul style="list-style-type: none"> <li>Submission activity plan for 2<sup>nd</sup> half of 2021</li> </ul>	<p>Concept notes for key activities and engagements</p> <p>Publicity and promotion of sessions</p>	30 May 2021	20%
<ul style="list-style-type: none"> <li>Debrief and feedback</li> </ul>	<p>Team debrief with UN Women Evaluation report</p>	30 October 2021	10%
<ul style="list-style-type: none"> <li>Final activity plan for 2022</li> </ul>	<p>Prepare Final Schedule of events/sessions</p> <p>Publicity and promotion of sessions</p> <p>Target Date of implementation: Jan – Mar 2022</p> <p>Target participants per event: 25-30</p> <p>Activity report, documentation and feedback</p>	31 January 2022	30%

<ul style="list-style-type: none"> <li>Debrief and feedback</li> </ul>	Team debrief with UN Women Evaluation report		
Overall accomplishment and narrative, documentation, and financial report	<p>Team debrief with UN Women and open discussion about achievements, challenges and opportunities.</p> <p>Submission of final and approved report</p>	31 March 2022	10%

#### Timeline and Location:

The total duration of the engagement is for a period of **14 months** from **1 March 2021 – 31 March 2022**.

Location: Metro Manila, Philippines

#### IV. Qualifications of the organization:

- Registered Organization (provide copy of proof such as business registration, SEC registration, BIR Registration and any other related documents e.g. copy of invoice, official receipt etc.)
- The organization must have at least five (5) years' experience in module development, planning, conceptualizing, organizing and rolling out training session that promotes and advocates for women's empowerment and gender equality in workplace, businesses, and enterprises or similar related advocacies.
- Experience in planning, organizing and hosting thru online/digital platform is a must.
- The organization must have competent personnel and team members

#### V. Team Composition/Qualifications

The team composition is expected to include at least an overall team leader and team members.

The overall **Team Leader** should have:

- Bachelor's degree (or equivalent) in International Development Studies, Social Sciences, Politics, Law, Human Rights, Gender, Women Studies, Economics, Marketing, Business Administration or related field.
- Minimum of 7 years relevant experience in planning and organizing, coordination, and facilitation services for diverse teams & service providers as well as multi-stakeholders consultations/discussions etc.
- Knowledge on women's economic empowerment issues, concerns and programming is desirable
- Previous experience with UN Women and other UN agencies an advantage
- Excellent command of written English and Tagalog, other UN languages an asset.

The **Team Members** should have:

- At least secondary education.
- Minimum of 3 years relevant experience in coordination, event organizing, training design and facilitation, and administrative and logistical preparations
- Experience working with UN or other international development organizations and donor agencies would be an advantage

## **VI. Roles and Responsibilities of the Parties**

UN Women will provide technical guidance where possible. The Supplier is required to bear all the related costs e.g. travel related costs, logistics and administrative costs incurred for each workshop, activities, etc. and work independently to successfully achieve the end results.

The service provider will be responsible for following costs:

- Professional fee must be quoted in lumpsum amount per deliverable. The lumpsum amount must be detailed of how the professional fee of each team member is calculated.
- Indirect costs such as printing, stationeries, communications in relation to the scope of work of services must be included in the financial proposal.
- Travel costs for technical team members of service providers: all envisaged travel costs such as most direct and most economic local travel, living allowance, terminal expenses etc. must be included in the financial proposal. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses shall be agreed upon, between UN Women and Service provider, prior to travel and will be reimbursed upon Contract Amendment.
- Logistics arrangement for workshops and meetings, selection of workshop/meeting venue, meals, accommodation for participants, list of participants, invitation, collection of attendance sheet, etc.
- All costs related to survey administration including logistics arrangements for data collection, field visits, interviews, etc.
- All costs related to quality assurance, data entry, data cleaning and data processing.

## **VII. Communication and Reporting Obligations**

The supplier will work under the direct supervision of the Philippines Programme Manager of UN Women Philippines Office and UN Women WeEmpower Asia Programme who will be responsible for the quality assurance of the deliverables.

## **VIII. Submission of Quotation**

Submission package includes:

- Updated CV for the team leader and team member/s
- Company profile
- Company registration
- Technical Proposal/Initial Concept Note
- Quotation with breakdown of budget lines as per required deliverables.
- Names of three former partners for reference checks