



## Terms of Reference

### **Development of a framework to measure progress and impact of women's leadership and meaningful participation in disaster risk reduction (DRR)**

#### **UN Women Background**

Grounded in the vision of equality enshrined in the Charter of the United Nations, UN Women works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality for women, men, and persons of diverse gender identities as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

#### **Project Background**

UN Women's goal in its disaster risk reduction (DRR) and resilience work is to ensure the lives and livelihoods of women and girls are resilient to disasters and threats (including climate change and COVID-19); contributing to sustainable, secure, and thriving communities. UN Women works to put women at the center of DRR, by giving them a voice, empowering them as DRR leaders and actors, and by building their resilience. Recent research however, by UN Women and UNICEF highlights disproportionate disaster impacts on women and girls. Due to the gendered dimensions of disaster risk and underlying inequalities, women and girls face greater vulnerability and exposure to disasters, yet women remain largely ignored and their capacities unleveraged in conventional DRR and resilience building processes.

One of the guiding principles of the implementation of the [Sendai Framework for Disaster Risk Reduction \(2015-2030\)](#), which provides global guidance on DRR, states that '*a gender, age disability and cultural perspective should be integrated in all policies and practices*' and that '*women and their participation are critical to effectively managing disaster risk and designing, resourcing and implementing gender-sensitive DRR policies, plans and programmes and adequate capacity building measures need to be taken to empower women for preparedness as well as build their capacity for alternate livelihood means in post-disaster situations*'. Under Sendai Framework Priority 4, it further elaborates that '*empowering women and persons with disabilities to publicly lead and promote gender equitable and universally accessible response, recovery, rehabilitation and reconstruction approaches is key*' for disaster preparedness for effective response.

In recent work to operationalize and measure progress against the Sendai Framework and IASC commitments including in Asia and the Pacific, UN Women and the Humanitarian Advisory Group developed a ["Framework and Tools for Measuring Women's Leadership and Meaningful Participation in COVID-19 Responses"](#) with the aim to measure women's rights organisations and women-led organisations' leadership in COVID-19 responses. This can be adapted for use in measuring leadership in other parts of the disaster risk management cycle. As such, UN Women Regional Office for Asia and the Pacific (ROAP) working closely with the DRR team in Geneva, is seeking a firm to adapt the existing framework for DRR context. The tool will be included on the Women's Resilience to Disasters (WRD) Knowledge Hub and will be relevant for different users and uses, including to capture baseline data on women's leadership in DRR at the start of the WRD programme roll-out in the Pacific.

## Objectives of the assignment

The objective of this research is to develop a framework to measure progress against, and the impact of, diverse women's leadership and meaningful participation in DRR.

## Scope of work

The scope of work includes the following.

- a) Based on the [“Framework and Tools for Measuring Women's Leadership and Meaningful Participation in COVID-19 Responses”](#), conduct a desk review of existing research and tools to measure localization and women's leadership in DRR systems, with an emphasis on methodologies developed by, or targeted to, national NGOs and CSOs in the Asia and Pacific region.
- b) Based on the document and desk review, adapt the framework “measuring women's leadership and meaningful participation in COVID-19 responses” for application in DRR processes, including prevention, preparedness and early warning, and recovery.
  - i) The framework may incorporate the guiding principles for the implementation of the [Sendai Framework for Disaster Risk Reduction 2015-2030](#) and its priorities for actions the [Ha Noi Recommendations for Action on Gender-Responsive and Disaster Risk Reduction](#);
  - ii) The framework will provide a brief summary of why leadership is important in DRR, how the tool can help, how the tool can be used (e.g. establish a baseline, map progress, enable change, establish good practice, identify behavioural changes needed), who can use it, and at what level.
  - iii) The framework should include, at minimum, key standards, indicators, and means of verification for indicators; tools for data collection (e.g. surveys, self-assessments); and guidance for the use of tools to measure progress against the framework.

## Key deliverables

1. *Agreement between the UN Women hiring unit and the service provider on the detailed scope of the assignment.*
  - 1.1 Submission of final inception report with high level methodology and scoping
2. *Based on the document and desk review, adapt the framework to measure progress against and impact of women's leadership and meaningful engagement in disaster risk reduction.*
  - 2.1 Submission of draft framework
  - 2.2 Revised framework contextualized to the DRR context, incorporating feedback from UN Women

## Deliverables and payment

The total duration of the engagement is tentatively from 1 June to 30 June 2021

Activities	Deliverables	Deadline	Payment (USD)
1. <u>Agreement</u> between the UN Women hiring unit and the service provider on the detailed scope of the assignment.	<ul style="list-style-type: none"><li>Submission of final inception report with high level methodology and scoping</li></ul>	14 June 2021	35 %
2. Based on the document and desk review, adapt the	<ul style="list-style-type: none"><li>Submission of draft framework</li></ul>	30 June 2021	65%

framework to measure the progress against and impact of women's leadership and meaningful engagement in disaster risk reduction	<ul style="list-style-type: none"> <li>Revised framework contextualized to the DRR context, incorporating feedback from UN Women</li> </ul>		
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## Minimum requirements

### **Qualifications of the organization**

The service provider engaged to undertake the assignment must fulfil the following requirements;

- Must be a legally registered entity;
- Applying entity must not be politically affiliated;
- Registered for profit or not-for-profit entities are eligible to submit proposals;
- At least 5 years previous experience in conducting surveys, research and studies at the local, national, and/or international level, with research experience in DRR will be strongly preferred;
- Applying entity with previous experience in conducting research on issues related to gender equality is a requirement; experience conducting research on humanitarian action, public health emergencies, and DRR will be considered an asset.

### **Qualifications of key personnel**

The overall team Leader should have:

- Master's degree(s) in gender studies, public health, disaster risk management, humanitarian action, development, international relations or related fields;
  - A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the Master's university degree.
- Minimum of 5 years relevant experience in the area of policy and/ or programming in gender equality, public health emergencies, disaster risk reduction, and/or humanitarian action.
- Demonstrated experience designing and conducting research on gender equality and women's empowerment, with a track record of successfully leading teams of researchers an asset.
- Excellent communication and writing skills in English.

Any team members should have:

- At least secondary education;
- Demonstrated experience in research on gender equality and/or humanitarian crises.

### **Roles and responsibilities of the parties**

UN Women will provide technical guidance where possible. The service provider shall be required to bear all the related costs 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, including the travel costs for delivery of the printed material.

- 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.

#### **UN Women will be responsible for the following costs**

- Layout and design of the research study in line with UN Women guidelines;
- Costs relating to the launch and dissemination of the research.

#### **Communication and reporting obligations**

The supplier will report to the UN Women Regional Advisor on Humanitarian Action and DRR, UN Women ROAP and will work closely with the UN Women Humanitarian Action and DRR Programme, along with the UN Women Humanitarian Action and Crisis Response Programme.

#### **Submission packages**

- Updated CVs for the team members
- Company profile
- Company registration
- Technical Proposal, including how the service provider will approach the development of the framework.
- Financial Proposal/ Quotation with breakdown of budget lines as per required deliverables. The quotation shall specify a lump sum amount breaking down the professional fee for each deliverable, travel and other related cost.
- Names of three former clients for reference checks
- Sample of previous work undertaken