

TERMS OF REFERENCE

Gender Analysis of Violent Extremism and the Impact of COVID-19 on Peace and Security in ASEAN: Evidence-based Research for Policy Response

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. Placing women's rights at the centre of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

Under the ASEAN-UN Comprehensive Partnership, UN Women has been a strong partner of ASEAN in advancing Women, Peace and Security (WPS) since 2017. In close collaboration with Malaysia, ASEAN Secretariat, the United Nations Department of Political Affairs (DPPA), and UNDP, UN Women supported the ASEAN-UN Regional Dialogue on WPS with a focus on the critical role of women in preventing violent extremism (PVE) in December 2017.¹ This ground-breaking track 1.5 Regional Dialogue brought together representatives from ASEAN sectoral bodies and institutions, governments, regional think tanks, and civil society highlighting the importance of a whole-of-society approach to PVE in the region. More specifically, it marked a shift in the way that ASEAN has traditionally viewed PVE to incorporate a gender-sensitive approach subsequently in the ASEAN Plan of Action to Prevent Radicalization and Violent Extremism (PRCVE) adopted in 2018.² Simultaneously, UN Women has continued to promote women's empowerment in building peaceful and resilient communities at the country level, particularly in Indonesia, Philippines and to some extent in Thailand. It has also built evidence in some selected ASEAN countries to address the impact of gender identities, norms and relations on violent extremism.

Building on the established collaboration between ASEAN and the UN, the new **ASEAN-UN Plan of Action (POA) 2021-2025** includes multiple areas in which technical expertise from the UN, particularly UN Women and partners can be mobilized in support of ASEAN's efforts to advance WPS agenda. The new POA provides the opportunity for ASEAN to mainstream gender into conflict prevention, including PVE. Many of these initiatives are vital to advance multilateral efforts to operationalize the WPS agenda. It also builds on existing close cooperation to strengthen the broader role of women in governance and participation. Taking into consideration the priorities of the ASEAN-UN POA 2021-2025 as well as the **Work Plan of the ASEAN Plan of Action on PRCVE 2019-2025**, there is a clear priority focus on developing a knowledge hub and/or community of practices for regional exchange of knowledge, including research and evidence for empowering women and promotion of women's leadership and participation in PVE in the ASEAN region.³

The disproportionate impact of COVID-19 on women and the environments has changed the landscape of counter-terrorism and PVE in multiple ways. Emergency environments are also known to exacerbate gender inequalities, racism, xenophobia, and an us-versus-them mentality. Likewise, hate speech, fake news, discrimination, and stigma are already rampant as a result of the virus's quick spread. Thus, there is a risk

¹ <https://asean-aipr.org/resources/remarks-of-executive-director-of-asean-ipr-at-aured-iv/>

² Adopted in October 2018, the Work Plan of ASEAN Plan of Action on PRCVE is also known as the Bali Work Plan, see, <https://asean.org/storage/2012/05/Adopted-ASEAN-PoA-to-Prevent-and-Counter-PCVE.pdf>

³ <https://asean.org/storage/2012/05/Bali-Work-Plan-Narrative-and-Matrix-adopted-27November2019.pdf>

that COVID-19 and certain measures to control its spread can become drivers of conflict, which has a disproportionate impact on women and girls. A growing sense of social exclusion and insecurity caused by the COVID-19 crisis could potentially fuel local conflicts, distrust and misinformation within socially diverse communities, for instance, in Indonesia, the COVID-19 outbreak has put tremendous pressure on persistent issues of disparities, inequalities and discrimination given the context of rising radicalisation and violent extremism.

In connection to the above, it will be important to support ASEAN and its Member States to examine the changing gender dynamics in violent extremism in the region, particularly in the context of COVID-19 pandemic in order to support a development and implementation of gender-responsive policies and strategies for PVE in the region. UN Women thus seeks to engage a service provider (e.g.: company, organization, or research institutions) to conduct policy research analysis in the regional context of ASEAN with some specific case studies at the country level.

II. Objective of the assignment

The overall objective of this assignment is to build knowledge and evidence as part of the ASEAN knowledge hub and/or community of practice to inform the implementation of the gender-responsive PVE strategies and ongoing regional efforts and collaboration in ASEAN, especially in the context of COVID-19, which requires Member States to collaborate effectively in addressing these cross-border challenges from pandemic response to rising intolerance and extremism.

This is to ensure relevance and effectiveness of the strategies and support for regional and national initiatives to empower women as agents of peace. The findings and recommendations of the regional study aim to support the ongoing efforts of ASEAN governments, civil society and key relevant stakeholders in the region to advance gender-responsive approach to countering terrorism and PVE in the implementation of the Work Plan of the ASEAN Plan of Action on PRCVE adopted in November 2019.

III. Scope of Work

Under the overall supervision of the UN Women Gender and Governance Specialist and the WPS Lead for ASEAN and Indonesia, the service provider will be working closely with Project Coordination Specialist, WPS and ASEAN and the Policy Advisor, Governance Peace Security to conduct this research and focus on the following tasks:

- Develop a workplan, including timelines, survey tools and a research methodology.
- Desk review of the current relevant ASEAN regional policy framework, including Declaration, Plan of Action and Work Plans related to PVE, WPS and Violence Against Women as well as relevant national initiatives in the region.
- Organize an online inception workshop with relevant ASEAN stakeholders to validate the research methodology.
- Conduct research assessment and analysis of the situation to address the **following questions**:
 - What have been key changing trends and dynamics of the violent extremism in the context of COVID-19, including recruitment, propaganda, and/or spread of misinformation and disinformation to fuel misogynist and hostile beliefs (both online and offline) to justify and legitimize violence against women in the ASEAN region?
 - To what degree do offline spaces reinforce hostile beliefs and misogyny towards women, potentially in turn further fueling violent extremism?

- What are the points of contestation amongst women and men in communities affected by violent extremist groups in the ASEAN region? How are women and men coping or pushing back differently? what are the gender dynamics and what are the consequences?
- What can we learn from the regional and national efforts in promoting and implementing CT/PVE in the ASEAN member states? What have been key achievements and challenges?
- What are the key policy recommendations and considerations for CT/PVE and security sector? How the gender perspective can be incorporated into policy and practices, including risk assessment, as well as the role of civil society and women organisations in strengthening PVE strategies in ASEAN?
- Conduct survey, Focus Group Discussion (FGD) and Key Informant Interviews (face-to-face and/or virtually as appropriate) to gather information on impact of COVID-19 and identify emerging trends, challenges, and opportunities to promote gender-responsive PVE strategies in the pandemic context of ASEAN.
- Conduct a meeting (online/offline as appropriate) to engage key relevant ASEAN stakeholders to validate the research findings.

IV. Expected Outputs / Deliverables

Based on the above tasks, the selected service provider is expected to develop/ prepare and deliver the following:

Deliverables	Contents	Timeline
DELIVERABLE 1 Work plan and research methodology	Overall research and time plan for the production of the study, including preliminary analysis from the literature review, proposed methodology to be adapted as suitable for the specific context of ASEAN and human subjects' ethics application and approval	30 July 2021
DELIVERABLE 2 Annotated outline	Annotated outline of the research, and incorporating feedback from the inception workshop; preparation of presentation for the inception workshop	3 Sep 2021
DELIVERABLE 3 First draft policy research	First draft policy research that consolidate preliminary results, findings and recommendations, including the implication of COVID-19 pandemic to the ongoing work to advance gender-responsive counter-terrorism and prevention of violent extremism in the context of ASEAN	30 Nov 2021
DELIVERABLE 4 Final policy research and presentation	Final policy research incorporating comments from UN Women as well as feedback from the validation workshop engaging key ASEAN stakeholders; and preparation of presentation for the launch event (planned tentatively in early 2022).	17 Dec 2021

V. Timeframe

Tentatively from July to December 2021

VI. Qualifications of the Service Provider

The **Service Provider** hired must fulfil the following requirements:

- Officially registered legal entity with a valid registration
- Minimum five (5) years of working experience on gender equality and women's empowerment, violence against women and women, peace and security
- Experiences working on gender and prevention of violent extremism or related discipline are essential
- At least three (3) years-experience in Indonesia or Southeast Asia. Specific experiences working in the context of Southeast Asia is preferable
- Strong track record on programme development and/or evaluation as well as applied research to inform policy and programme analysis
- Experiences in coordinating with various stakeholders, including conducting field research and ability to synthesize complex inputs into coherent support is required
- Demonstrated experience of research linking peace, humanitarian and development is highly desirable
- Previous experience in working with UN agencies or other international organisations is an advantage

Composition of the team:

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

The **Team Leader** should have the following qualifications:

- Master's degree (or equivalent) in International Development Studies, Social Sciences, Politics, Law, Human Rights, Gender, Women Studies, Economics, Monitoring and Evaluation or related field
- Minimum of 10 years relevant experience conducting research including substantive studies of sensitive issues such as violence against women, gender-based violence, gender equality and terrorism/violent extremism, women, peace and security
- Strong track record in conducting evidence-based policy research/analysis with a strong gender focus is preferred
- Proven experience in producing coherent, clear analytic reports and knowledge products.

The Team Leader will be assessed on the following:

- Technical expertise on gender and conflict prevention, including PVE as well as
- Experiences in conducting evidence-based policy research
- International working experience with a focus on Southeast Asia
- Country specific research experiences in Southeast Asia highly desirable
- Professional Experience in the area of specialization as required by the ToR

The team composition should also include additional team member(s). The team member(s) should have the following qualifications:

- Minimum Bachelor's degree
- Minimum 1-3 years of relevant experience in gender, peace and security
- Strong experience working academia, NGOs, and/or research institution
- Proven experience on undertaking similar projects is preferred, especially projects that are gender sensitive or focus on women's empowerment

- Excellent communication and written skills in English
- Working knowledge of any of the Southeast Asia languages highly desirable

Team members will be assessed on the following:

- General qualification
- Knowledge of Southeast Asia
- Technical expertise on gender, peace and security
- International Working Experience, with a focus on Southeast Asia
- Professional Experience in the area of specialization as required by the ToR
- Language qualifications

VII. Role and Responsibilities of the Parties

Under the overall technical guidance of UN Women, the service provider is expected to perform the following roles and responsibilities:

- Performing and delivering the tasks required in the TOR
- Providing technical expertise and leadership in evidence-based policy research including recommendations for strategic entry points;
- Coordinating with key stakeholders and key relevant partners for consultations, FGD and key informant interviews; and
- Organizing administrative and logistic arrangements for stakeholder consultations/validations, data collection, interviews, and stakeholder engagement, and related activities.

The service provider will bear all the related costs and work independently to successfully achieve the end findings. will be responsible for the following and associated costs:

- The professional fee must be quoted in the lump sum amount per deliverable. The lump-sum amount must be detailed on how the professional fee of each team member is calculated.
- Indirect costs such as printing, stationeries, communications concerning 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. If there are changes in travel plans that may lead to amendments of travel costs (including tickets, lodging, and terminal expenses), the contractor should notify UN Women before the travel date. Based on approval provided by UN Women, the relevant contract amendment shall apply.
- 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.

VIII. Submission of Application

- Expression of interest;
- Organization registration;
- Updated CVs for the Team Leader and Team Members;
- Organization profile;
- The Technical Proposal;

- The Financial Proposal shall specify a lump sum amount breaking down the professional fee for each deliverable. Management fee (if any), tax, travel costs for technical team members and indirect costs such as printing, designing, stationeries, communications (i.e. internet quota) in relation to the scope of work of services must be included in each deliverable. If there is any meeting or training, the logistics, such as the fee for resource person, moderator, must be also included in each deliverable;
- 3 Reference Checks; and
- Sample of similar work previously undertaken.

EVALUATION METHODOLOGY AND CRITERIA

1. Preliminary Evaluation

The preliminary evaluation is done to determine whether the offers meet the administrative requirements and Eligibility Criteria of the RFP. The standard eligibility criteria for suppliers wishing to engage in a contract are laid out below. Further information on doing business with UN Women/ how to become UN Women vendor can be found on [UN Women's website](#).

Legal Capacity: Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women).

Conflict of Interest: Bidders must disclose any actual or potential conflict of interest and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UN Women. Conflict of interest is present when:

- A Bidder has a close business or family relationship with a UN Women personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UN Women to provide consulting services for the preparation of the design, specifications, Terms of Reference, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further by UN Women.

Ineligibility Lists: A Bidder shall not be eligible to submit an offer if and when at the time of proposal submission, the Bidder:

- is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by Agencies, Funds or Programs of the UN System;
- is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- is included in any other Ineligibility List from a UN Women partner and if so listed in the RFP Instructions;
- is currently suspended from doing business with UN Women and removed from its vendor database(s).

Code of Conduct: All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), reflecting the core values of the Charter of the United Nations. UN Women also expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#) and recommends signing up to the [Women's Empowerment Principles](#).

2. Cumulative Analysis Methodology:

A proposal is selected based on *cumulative analysis* where the total score is obtained upon a combination of the weighted technical and financial attributes.

A two-stage procedure will be utilised in evaluating the proposals; the technical proposal will be evaluated with a minimum pass requirement of [70%] of the obtainable [700] points assigned for the technical proposal. 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 prior to any price proposal being opened and compared. The financial proposal will be opened only for those entities whose technical proposal achieved the minimum technical threshold of [70%] of the obtainable score of [700] points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

The total number of points that a firm/institution may obtain for its proposal is as follows:

Technical proposal: [700 points]

Financial proposal: [300 points]

Total number of points: [1000 points]

Evaluation of financial proposal:

In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest-priced proposal. All other price proposals receive points in inverse proportion.

The formula is as follows:

$$p = y (\mu/z)$$

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest-priced proposal

z = price of the proposal being evaluated

The contract shall be awarded to the proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal.

Evaluation of technical proposal:

An Evaluation Committee will be constituted by the MNRE UN Women to evaluate the proposals. The technical proposal is evaluated and examined to determine its responsiveness and compliance with the requirements specified in this solicitation documents. The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria and the associated weighting (total possible value of [700] points):

1. Expertise and Capability of Proposer (Expertise of organization submitting proposal)		Points obtainable
1.1	Organisational Architecture	10
1.2	<p>Adverse judgments or awards:</p> <ul style="list-style-type: none"> 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. The proposer has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future. 	10
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organisation the strength of management support)	10
1.4	The extent to which any work would be subcontracted (subcontracting carries additional risks which may affect delivery, but properly done it offers a chance to access specialized skills.)	10
1.5	Quality assurance procedures, warranty	10
1.6	<p>Demonstrated relevant knowledge and experience:</p> <ul style="list-style-type: none"> Officially registered legal entity with a valid registration Minimum five (5) years of working experience on gender equality and women's empowerment, violence against women and women, peace and security Experiences working on gender and prevention of violent extremism or related discipline are essential At least three (3) years-experience in Indonesia or Southeast Asia. Specific experiences working in the context of Southeast Asia is preferable Strong track record on programme development and/or evaluation as well as applied research to inform policy and programme analysis Experiences in coordinating with various stakeholders, including conducting field research and ability to synthesize complex inputs into coherent support is required Demonstrated experience of research linking peace, humanitarian and development is highly desirable Previous experience in working with UN agencies or other international organisations is an advantage Familiarity with the UN system is an advantage. 	100
Total Points for Criteria 1. Expertise and Capability of Proposer		150
2. Proposed Work Plan and Approach (Proposed methodology)		Points obtainable
2.1	Analysis Approach, Methodology- including Proposer's understanding of UN Women's work, adherence to procurement principles and TOR.	350

2.2	Management Services – Timeline and deliverables.	100
Total Points for Criteria 2. Proposed Work Plan and Approach		450
3. Resource Plan, Key Personnel (Qualification and competencies of proposed personnel)		Points obtainable
3	<p>Composition of the team:</p> <p>The team composition is expected to include at least an overall team leader.</p> <p>The Team Leader should have the following qualifications:</p> <ul style="list-style-type: none"> • Master’s degree (or equivalent) in International Development Studies, Social Sciences, Politics, Law, Human Rights, Gender, Women Studies, Economics, Monitoring and Evaluation or related field • Minimum of 10 years relevant experience conducting research including substantive studies of sensitive issues such as violence against women, gender-based violence, gender equality and terrorism/violent extremism, women, peace and security • Strong track record in conducting evidence-based policy research/analysis with a strong gender focus is preferred • Proven experience in producing coherent, clear analytic reports and knowledge products. <p>The Team Leader will be assessed on the following:</p> <ul style="list-style-type: none"> • Technical expertise on gender and conflict prevention, including PVE as well as • Experiences in conducting evidence-based policy research • International working experience with a focus on Southeast Asia • Country specific research experiences in Southeast Asia highly desirable • Professional Experience in the area of specialization as required by the ToR <p>The team composition should also include additional team member(s). The team member(s) should have the following qualifications:</p> <ul style="list-style-type: none"> • Minimum Bachelor’s degree • Minimum 1-3 years of relevant experience in gender, peace and security • Strong experience working academia, NGOs, and/or research institution • Proven experience on undertaking similar projects is preferred, especially projects that are gender sensitive or focus on women’s empowerment • Excellent communication and written skills in English • Working knowledge of any of the Southeast Asia languages highly desirable <p>Team members will be assessed on the following:</p> <ul style="list-style-type: none"> • General qualification • Knowledge of Southeast Asia • Technical expertise on gender, peace and security • International Working Experience, with a focus on Southeast Asia • Professional Experience in the area of specialization as required by the ToR • Language qualifications 	
Total Points for Criteria 3. Resource Plan, Key Personnel		100

Grand total points	
70% of 700 points = 490 points needed to pass technical evaluation	700

Section 1.0: Expertise and Capability of Proposer
<p><u>1.1 Organisational Architecture</u></p> <ul style="list-style-type: none"> • 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. • 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. <p><i>[Request for financial capacity of intuition should depend on the nature/complexity of the work, as defined in the TOR]</i></p>
<p><u>1.2 Adverse judgments or awards</u></p> <ul style="list-style-type: none"> • Include reference to any adverse judgment or award.
<p><u>1.3 General Organizational Capability</u></p> <ul style="list-style-type: none"> • Outline General Organizational Capability which is likely to affect performance (i.e. size of the organisation 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 organisations 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.
<p><u>1.4 Subcontracting</u></p> <ul style="list-style-type: none"> • Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of roles, responsibilities, reporting lines and accountability.
<p><u>1.5 Quality assurance procedures, risk and mitigation measures</u></p> <ul style="list-style-type: none"> • 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. Provide certificate (s) for accreditation of processes, policy e.g. ISO etc.

1.6 Relevance of Specialized Knowledge and Experience on Similar Projects

- Detail any specialized knowledge that may be applied to performance of the TOR. Include experiences in the region.
- Describe the experience of the organization performing similar goods/services/works. Experience with another UN organisations major multilateral / or bilateral programmes is highly desirable.
- Provide at least 3 references

Section 2.0: Proposed Work Plan and Approach

2.1 Analysis approach, methodology

- Provide a description of the organisation’s approach, methodology, and timeline for how the organization will achieve the TOR.
- Explain the organisation’s understanding of UN Women’s needs for the goods/services/works.
- Identify any gaps/overlaps in UN Women’s coverage based on the information provided.
- 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

Environment-related approach to the service/work required

Please provide a detailed description of the methodology for how the organization firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

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.

Profile on Gender Equality

- Proposer is strongly encouraged to include information regarding the percentage of women: (1) employed in the Proposer’s organisation (2) in executive and senior positions, and (3) shareholders.