

TERMS OF REFERENCE (TOR)

Provision of Institutional Services to Support Piloting for Gender Equality and Women's Empowerment Reporting Framework of Private Sectors in Indonesia

A. UN Women Background

Grounded in the vision of equality enshrined in the Charter of the United Nations (UN), UN Women 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 the efforts of the UN system to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. UN Women provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

B. Program Background

[WeEmpowerAsia \(WEA\)](#) is a collaborative effort between UN Women and the European Union (EU), which is funding the action under its Partnership Instrument. The overall objective of WeEmpowerAsia 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 is implemented in seven selected middle-income countries in the Asia-Pacific, namely China, India, Indonesia, Malaysia, Philippines, Thailand, and Vietnam, and seeks to achieve its objective through three complementary outcome areas:

- **Creating an Enabling Environment** in which women's networks, public institutions, and the private sector collaborate and share expertise and knowledge to promote women's economic empowerment in the workplace and in the marketplace.
- **Promoting Gender-Inclusive Entrepreneurship** by developing the capacity of women-owned businesses and women entrepreneurs and promoting gender-inclusive policies and practices for men-owned businesses and men entrepreneurs.
- **Private sector engagement** to encourage companies to implement gender-sensitive practices and culture within their businesses through the take-up of the Women's Empowerment Principles.

At the core of WeEmpowerAsia's private sector area of focus is mobilizing companies to commit to and implement the [Women's Empowerment Principles \(WEPs\)](#), which were formulated and

launched by UN Women and the UN Global Compact in 2010. The WEPs are a set of 7 principles that support companies to take a gender-sensitive approach throughout their value chain starting with corporate **leadership** and looking across the wider value chain from **workplace, marketplace** and **community**.

The Principles

- **Principle 1:** Establish high-level corporate leadership for gender equality.
- **Principle 2:** Treat all women and men fairly at work – respect and support human rights and non-discrimination.
- **Principle 3:** Ensure the health, safety and well-being of all women and men workers.
- **Principle 4:** Promote education, training and professional development for women.
- **Principle 5:** Implement enterprise development, supply chain and marketing practices that empower women.
- **Principle 6:** Promote equality through community initiatives and advocacy.
- **Principles 7:** Measure and publicly report on progress to achieve gender equality.

WeEmpowerAsia works with companies in Asia and in the EU to translate these seven principles into concrete actions within the businesses, while encouraging them to work together and share their 'WEPs journey' across countries and regions. To date, more than 3,000 companies have signed the WEPs globally, with over 750 companies in Asia-Pacific and 73 companies have committed in Indonesia.

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, 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.

Given the 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 WeEmpower Asia 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 inclusive and sustainable economic development.

C. 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).

UN Women, with WeEmpower Asia Project, 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 (WEPs) as a framework to enable private sector to promote women’s leadership, participation and enhancing business opportunities of women in their activities. These efforts aim at getting private sectors to come up with policy and actions around gender equality and women’s empowerment in the workplace, marketplace and community and drive positive outcomes for society and business. Beyond pledging their commitments and taking actions, it is deemed equally important for companies to measure the progress and be transparent by integrating gender equality into companies’ reporting.

A growing number of stakeholders, including employees, consumers, investors, and civil society, are calling on companies to disclose more information on their efforts towards gender equality. At the same time, the evidence base for why business should promote gender equality continues to expand. Companies with greater progress on gender equality and with policies and practices in place to empower women are more resilient and see stronger growth.

The integration of gender statistics and sex disaggregated data in corporate reporting practices gives companies purpose and helps them set and socialize their top priorities. It is key to enabling employees, consumers, communities and investors to better understand how the organization contributes to gender equality and women’s empowerment in the workplace, marketplace and community.

With the Sustainability Reporting guidelines issued by the Indonesian Financial Services Authority through its Regulation No. 51 of 2017, there is good opportunity to work and align the mandatory reporting that can facilitate and promote gender equality through key components to be reflected on the, Environmental Social and Governance (ESG) aspects of their sustainability reports.

In light of the above mentioned considerations, UN Women needs a supplier with expertise and experience in assisting private sector to report their commitment on and progress towards gender equality in the company reports. Under this consultancy the supplier is expected to strengthen and gain private sectors' interest and to ensure that they are ready to implement more cohesive reporting framework on gender equality. More specifically, UN Women is looking for a Supplier that has convening role among private sectors on the issue of gender equality and have expertise in conducting consultative discussion with various stakeholders to create buy in for the implementation of the reporting framework pilot.

Given the newly developed Women's Empowerment Principles reporting framework, the Supplier is expected to study and identify areas where the issued government regulations and the WEPs reporting framework can be aligned. The supplier is also expected to have a breadth of knowledge on other accountability reporting frameworks that can be seen as alternatives and opportunities to highlight private sectors' commitment on gender equality. Knowledge on strategic decision making in the private sectors and good understanding about the dynamics of impact measurement and management ecosystem will be an added value. The consultancy will also include knowledge and learning sharing among various stakeholders, including CSOs, Government/Regulators, in addition to convening role of private sectors and businesses.

D. Scope of work

The Supplier is expected to deliver the following specific tasks:

- 1) Organize consultative dialogue to obtain substantial input regarding gender indicator reporting from various stakeholders, including policymakers, regulators, publicly listed companies, private sector groups, as well as SMEs.
- 2) Develop practical capacity development tools to support companies in measuring, monitoring, and reporting their commitment in GEWE and the implementation of WEPs in their Sustainability Reporting as well as other mandatory or voluntary reporting framework.
- 3) Organize workshop and discussion series to raise more awareness and highlight discussions on WEPs, gender indicator reporting and key policy proposals that impacts on women's economic empowerment and develop the reporting guidelines as well as training materials to increase companies' ability in integrating gender equality into their reports.

- 4) Provide mentoring and support for piloted private sectors to implement their reporting framework.

The Supplier 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.

E. Deliverables and Timeframe

To assist companies to further translate their commitment in GEWE and to measure their achievement in implementing the WEPs into a gender reporting, the supplier is expected to undertake the following:

- Concept note and reporting guideline for gender indicator reporting
- Training module for transparency and reporting for private sectors
- Report on analysis of the data, as well as technical assistance from 20 companies for piloting
- Documentation of process and report of best practices to be proposed to G20/B20

Deliverables	Activities/ Tasks	Target Dates	Payment
<p>Deliverable 1:</p> <ul style="list-style-type: none"> • Approved concepts note for the project that includes objectives, method, activity and engagement plans • Indicative timeline and proposed activities • Initial list of companies to be involved/engaged (20 companies for piloting) • Finalized gender reporting guidelines that include the Essential Reporting Indicators and Complementary Indicators in WEPs Transparency and Accountability Framework 	<ul style="list-style-type: none"> • Develop overall concept note and engagement plan • Policy mapping on the gender report in a global and local context or contextualizing/assisting the policy mapping process being conducted by UN Women’s consultant • Develop gender reporting guideline • Concept note for key activities to be rolled out • Publicity and promotion of sessions • Launch/kick off engagement activity with the leadership team from the companies engaged in the piloting 	<p>30 Sep 2022</p>	<p>30%</p>

<ul style="list-style-type: none"> • Submission of draft engagement plan (with 20 companies for piloting) 	<ul style="list-style-type: none"> • Target date and venue 		
<p>Deliverable 2:</p> <ul style="list-style-type: none"> • Submission of training module for gender reporting guideline (with 20 companies for piloting) • Submission of the report and analysis of the data from the companies (20 companies for piloting) • Recommended gender reporting guideline to the policymakers, regulators, publicly listed companies, private sector groups, as well as SMEs • Documentation of process and report of best practices to be proposed to G20/B20 	<ul style="list-style-type: none"> • Concept note for key activities to be rolled out. • Publicity and promotion of sessions • Technical training for the PIC from the companies engaged in the piloting. • Target date and venue • Data analysis from the companies that take up the gender reporting guideline. • Develop aggregate report from the companies' data. • Multi-stakeholder discussion with policymakers, regulators, publicly listed companies, private sector groups, as well as SMEs 	<p>31 Jan 2022</p>	<p>35%</p>
<p>Deliverable 3:</p> <ul style="list-style-type: none"> • Submission of draft engagement plan (socialization to publicly listed companies, private sector groups, as well as SMEs) • Submission of technical assistance report for the implementation of gender reporting guideline (in 20 companies for piloting) 	<ul style="list-style-type: none"> • Concept note for key activities to be rolled out • Publicity and promotion of sessions • Launch/kick off engagement activity with policymakers, regulators, publicly listed companies, private sector groups, as well as SMEs • Target date and venue • Technical assistance and recommendation for the implementation of gender 	<p>15 Mar 2022</p>	<p>35%</p>

<ul style="list-style-type: none"> Overall accomplishment and narrative, documentation, and financial report 	<p>reporting guideline in publicly listed companies, private sector groups, as well as SMEs in their sustainability report or annual report (in 20 companies for piloting)</p> <ul style="list-style-type: none"> Team debrief with UN Women and open discussion about achievement, challenges, and opportunities Submission of final and approved report 		
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Timeline:

The total duration of the engagement is for period **8 months** from **28 July 2021 to 31 March 2022**.

F. Minimum requirements

Organizations fulfilling the following requirements are invited to apply:

General requirements:

- Officially registered legal entity with a valid registration
- Experience in planning, organizing and hosting thru online/digital platform is a must.
- Experience working with business coalitions, corporations’ multi-national organizations, inter-governmental organizations and the United Nations Agencies in promoting gender equality and women’s empowerment in Indonesia is an advantage.
- The organization must have competent personnel and team members.
- Experience or familiarity with the Women’s Empowerment Principles is an asset.
- Familiarity with the UN system is an asset.

Specific technical competence:

- Minimum 3 years of relevant experience with a demonstrable ability on working with policy makers, private sectors, SMEs and regulators and applied expertise in the areas of gender and women economic empowerment and Women Economic Principles.
- Previous experience on organizing workshop with policy makers, private sectors, SMEs and regulator in the area of gender, women economic empowerment and women economic principles.
- A strong network of partners in related policy makers and busines coalition particularly in the area of women’s economic empowerment.

- At least three years' experience in development of guidelines, modules, planning, conceptualizing, organizing, and rolling out activities that promotes and advocates for women's empowerment and gender equality in workplace, businesses, and enterprises or similar related advocacies
- Experiences on developing training materials related with gender and women empowerment

Qualification of Key Personnel

The team composition is expected to have at **minimum one senior staff leading the assignment** and **min. of 2 persons to support the assignment**. The assignment lead must have strong program management and enterprise development capabilities

Qualifications of Senior Expert/ Team Leader

- Master's degree in, gender issues, economics, business administration, public policy, law, international relations or other related fields.
- Minimum 7 years of relevant experience with a demonstrable ability to undertake research and analytical and policy reviews, and provide technical expertise in the areas of gender, economic empowerment, and multi-sector partnerships.
- Very good multi-stakeholder understanding with a strong focus on governments and the private sector
- Very good understanding of the Indonesian business sector, women's economic empowerment entrepreneurship and the policy landscape
- Excellent English and Bahasa writing skills

Qualifications of team member

- Minimum Bachelor's degree in management or related field
- Minimum 3 years of relevant experience in gender, women's economic empowerment space and working with entrepreneurs and/or business world.
- Knowledge of Financial Inclusion / Gender-smart Investment
- Proven experience in business planning and development and project management
- Strong English and Bahasa Writing Skills

Team members will be assessed on the following:

- General Qualification
- Suitability for the Programme
- Technical expertise in women's economic empowerment and entrepreneurship
- International Working Experience
- Professional Experience in the area of specialization as required by the ToR
- Knowledge of the region
- Language Qualifications

G. 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 Supplier will be responsible for following costs:

- Professional fee must be quoted in lumpsum amount per deliverable. The lumpsum amount must be detailed of how professional fee of each team member is calculated. Management fee (if any), travel costs for technical team members of supplier and indirect costs such as printing, designing, stationeries, communications in relation to the scope of work of services must be included in each deliverable of the financial proposal.
- Travel costs for technical team members of Supplier: all envisaged travel costs such as most direct and most economic international and local travel, living allowance, accommodation, terminal expenses etc. must be included in the financial proposal in each deliverable. 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 prior to the travel date. Based on approval provided by UN Women, the relevant contract amendment procedures shall apply.
- Logistics arrangement for workshops and meetings, selection of workshop/meeting venue, meals, accommodation for participants, list of participants, invitation, collection of attendance sheet, etc must be included in each of deliverable.
- All cost related to survey administration including logistics arrangements for data collection, field visits, interviews, etc must be included in each deliverable
- All costs related to quality assurance, data entry, data cleaning, and data processing must be included in each deliverable.

H. Communication and Reporting Obligations

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

I. Submission Package

Submission packages include :

- Express of interest;
- Updated CVs of the Team Leader and the Team Member;
- Company profile;
- Company registration;
- The technical proposal/initial concept note of the project implementation;

- The financial proposal 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;
- Sample of previous work undertaken; and
- Three Reference Check

J. Evaluation Method and Criteria

Evaluation Method

Proposals will be evaluated based on UN Women Lowest-Price Technically Compliant methodology. The contract will be awarded to the contractor who meet the requirements and provide the lowest price.

Evaluation Criteria

The proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) as per the criteria mentioned under Qualifications section.