

Terms of Reference

Consultancy: Technical Adviser to the Coalition of Parliamentarians to End Gender-based Violence in Papua New Guinea IC/PNG/042-2021 (Framework or Long Term Agreement)

Location:	Port Moresby
Type of Contract:	Individual Contract (IC)
Project:	EU-UN Spotlight Initiative and the Women Make the Change project
Languages Required:	English
Starting Date:	Immediate
Duration of Initial Contract:	4 months (September 2021 – January 2022)

Background

1. UNDP works in 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN's development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals.
2. The UNDP Papua New Guinea Country Office has a growing Governance portfolio covering a wide range of work and services to its partners and clients in line with the key priorities of the PNG Government and UNDP Country Programme Document. These include policy and advisory support on democratic governance and development issues, finance management, parliamentary strengthening, political party reforms, peacebuilding and conflict prevention, electoral support, private sector engagement and promotion of human rights and gender equality.
3. The Coalition of Parliamentarians to End Gender Based Violence (Coalition) is a bipartisan collective of 20 Parliamentarians from across Papua New Guinea who convened August 24th, 2020 and subsequently organized the first ever national summit on gender-based violence in November 2020, and are now leading the Special Parliamentary Committee on GBV. The Coalition is committed to take substantial strategic steps to address key policy failings and use their collective voice to demand change.
4. The Coalition is Co-Chaired by Hon. Powes Parkop, MP/Governor NCD and Hon. Allan Bird, MP/Governor ESP. The Special Parliamentary Committee on GBV is Chaired by the Hon. Charles Able, MP Alotau and aims to work on addressing GBV and women's political participation.
5. To respond to the high prevalence of gender-based violence in Papua New Guinea and the need for support to the GBV response and prevention efforts, UNDP is support the Coalition of Parliamentarians to End Gender-based Violence through the EU-UN Spotlight Initiative and the Women Make the Change project. The overall vision of the Spotlight Initiative in PNG is that women and girls enjoy their



right to a life free of violence, within an inclusive and gender equitable PNG. This contributes to implementation of PNG's National Strategy to Prevent and Respond to Gender Based Violence (2016-2025), with attention to holistic prevention and responses to violence against women.

6. In regard to women's political representation and leadership roles in Papua New Guinea, women's participation has remained consistently low. With female representation in parliamentary decision-making decreasing from 2.7% to zero in the 2017 elections, a women's leadership vacuum now exists at the national level. To support women's leadership roles, UNDP is partnering with UN Women to implement the Women Make the Change Project.
7. In 2021, UNDP has also supported the Co-Chairs to host four meetings of Coalition Members, to grow their understanding of key GBV issues and garner their increased support. As a direct result of this work half of the Coalition members have increased their funding for GBV actions in their provinces and districts, and become vocal advocates of not only ending GBV but also promoting gender equality, most vocally through their public support for reserved seats for women. Notably, meetings were also used to advocate Coalition members' attendance of Special Parliamentary Committee on GBV (namely, Hons Abel, Parkop, Bird) to use their parliamentary powers to run a GBV inquiry, including public hearings.
8. To support and continue this work, an experienced consultant is sought to support the Coalition and UNDP on the key deliverables listed below.

Objectives:

9. To support UNDP's investments in Papua New Guinea on gender equality by successfully delivering results for the Coalition on their objectives to address GBV and increase women's political participation.

Supervision and Reporting:

10. The Consultant will be supervised by the UNDP Assistant Resident Representative (ARR) and will provide weekly updates and other reporting as required.

Key deliverables, payments and approval

11. Technical assistance to the Coalition of Parliamentarians to End GBV.
12. Organise the 2021 National Gender-Based Violence Summit in coordination with national and development partners
13. Coordination and communication for impact and results.
14. Reporting

Key milestones	Deliverables Due on payment	Percentage	Review and Approvals
Mobilisation - Up to 5 days from contract signing	1. Agreed detailed work plan outlining key tasks and deliverables and deadlines.	10%	ARR
Technical assistance to the Coalition of Parliamentarians to End GBV	2. Organise 1 Coalition meeting in advance of the GBV Summit to strategise Coalition MPs engagement + share an update on the GBV Committee + share an update on provincial GBV activities 3. Organise 1 Coalition meeting after the GBV Summit to debrief on the outcomes + receive a briefing from the GBV Committee on their public hearings + develop the 2022 Coalition action plan. 4. Produce Minutes from Coalition meetings. 5. Produce Press Releases from Coalition meetings. 6. Organise Press Conference after each Coalition meeting	10%	ARR
	7. Develop 14 provincial GBV summary pages for provinces covered by Coalition MPs incl. info on: local GBV data; GBV services (incl contacts); provincial GBV strategy; any other useful information (to be used for National GBV Secretariat website)	10%	

	<ul style="list-style-type: none"> 8. Short Briefing Paper explaining provincial GBV strategies, secretariats and GBVACs and the role of Governors and Open Seat MPs 9. Short Briefing paper explaining GBV crisis response referral pathways and how local MPs can support/oversight different parts of the system 	10%	
Organise the 2021 National Gender-Based Violence Summit in coordination with national and development partners	<ul style="list-style-type: none"> 10. Coordination of Summit organisation with NCDC, UN agencies, provincial partners and NGOs. 11. Development of agreed Summit agenda 12. Securing key speakers to attend. 13. Producing at least 4 press releases & other communication materials in lead up to Summit 14. Liaising with media to interview Coalition MPs before, during and after Summit 15. Delivery of the 2021 GBV Summit 	20%	ARR
	<ul style="list-style-type: none"> 16. Producing 1 minute videos of at least 5 Coalition MPs for sharing on social media (using Zoom or mobile phone recording technology). 17. Summit Report (incl Exec Summary, summarising of each session, incl. key speeches, discussions, issues for action, recommendations) and action-oriented Summit Outcome Statement 	15%	

Coordination and communication for impact and result	<p>Evidence of communications materials produced:</p> <p>18. Become Administrator on Coalition Facebook page and post at least 2 social media posts per week.</p> <p>19. Produce at least 10 social media posts related to the GBV Summit.</p> <p>20. Produce at least 2 social media posts on every Coalition meeting.</p> <p>21. Draft at least 2 Press Releases for the Coalition per month.</p> <p>22. Produce at least 1 Op-Ed per month for the UNDP newsletter and for the Coalition webpage.</p> <p>23. Proactively engage with media to organize radio and TV interviews for Coalition members</p>	15%	ARR
Reporting	<p>24. Monthly reports (October, November and December, January 2022) with timesheet to ARR on progress of tasks and key activities.</p> <p>25. Payment upon acceptance of detailed final report on issues and next steps for the Coalition.</p>	10%	ARR

15. Payment on deliverables

Fixed Daily rate for actual days worked based on a daily timesheet (total 120 days) over 4 months

16. Resources Provided

The Consultant shall provide his/her own working equipment (hardware and software). UNDP will assist with a desk space.

Education and experience

- a) Advanced University degree (Master's degree or higher) in social policy, public policy, politics, economics, development studies or a related area.
- b) A minimum of ten (10) years of progressively responsible professional experience in gender, social sciences, development studies, international relationship or a related field.
- c) A minimum of ten (10) years of experience working with particular focus on working with senior government officials and elected leaders to advance on gender equality programming, in particular Gender-based Violence.
- d) A proven track record in organizing high-level events and coordination with key partners and stakeholders.
- e) Strong communication skills, a proven track record in writing high-quality reports, social media, press releases, briefs for high-level officials and information papers.

Competencies

- a) High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines.
- b) Analytical and problem-solving skills of a high order, including the ability to formulate recommendations and advice senior management on tackling difficult scenarios.
- c) Demonstrates integrity by modelling the UN values and ethical standards.
- d) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- e) Sound judgement and strategic analysis.

Evaluation

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weighting; 70%

* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
Qualification		10%
<ul style="list-style-type: none"> Advanced University degree (Master's degree or higher) in social policy, public policy, politics, economics, development studies or a related area. 	15	
Experience		80%
<ul style="list-style-type: none"> A minimum of ten (10) years of progressively responsible professional experience in gender, social sciences, development studies, international relationship or a related field. 	20	
<ul style="list-style-type: none"> A minimum of ten (10) years of experience working with particular focus on working with senior government officials and elected leaders to advance on gender equality programming, in particular Gender-based Violence. 	20	
<ul style="list-style-type: none"> A proven track record in organizing high-level events and coordination with key partners and stakeholders. 	20	
<ul style="list-style-type: none"> Strong communication skills, a proven track record in writing high-quality reports, social media, press releases, briefs for high-level officials and information papers. 	20	
Competencies		10%
<ul style="list-style-type: none"> High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines. 	1	
<ul style="list-style-type: none"> Analytical and problem-solving skills of a high order, including the ability to formulate recommendations and advice senior management on tackling difficult scenarios. 	1	
<ul style="list-style-type: none"> Demonstrates integrity by modelling the UN values and ethical standards. 	1	
<ul style="list-style-type: none"> Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. 	1	
<ul style="list-style-type: none"> Sound judgement and strategic analysis. 	1	
Technical Criteria	100	70%
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria – Lowest Price		30%

Total		100%
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Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- Signed P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services but may be omitted for support services.
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. **The financial proposal must be submitted separately from other documents. The P11 form and Template for confirming availability and interest are available under the procurement section of UNDP PNG website (www.pg.undp.org).**

Lump-sum contracts

The financial proposal shall specify a total lump-sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e., whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e., upon delivery of the services specified in the TOR. To assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, living expenses, and number of anticipated working days).

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket; should the IC wish to travel on a higher class, they should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Submission Instructions

Completed proposals should be submitted to procurement.png@undp.org with mandatory email subject: **Technical Adviser to the Coalition of Parliamentarians to End Gender-based Violence in Papua**



New Guinea no later than **Friday 24 September 2021**. For any clarification regarding this assignment please write to procurement.pg@undp.org

Please be guided by the instructions provided in this document above while preparing your submission. Incomplete proposals and failure to comply with proposal submission instruction will not be considered or will result in disqualification of proposal. UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Approved by:

Name: Julie Bukikun

Title: Assistant Resident Representative

Date: 7th September 2021