

Section II: Schedule of Requirements

eSourcing reference: RFQ/2021/27803

Background	<p>Cities Alliance is a global partnership fighting urban poverty and supporting cities to deliver sustainable development. To manage its activities, the Cities Alliance operates a multi-donor fund with UNOPS as host and trustee.</p> <p>Cities Alliance's "Cities for Women" Global Programme aims at increasing women's engagement in urban development and governance, and it is articulated into three major components:</p> <ol style="list-style-type: none"> 1) Participatory Local Action Research targeting local women organizations, women experts and local stakeholders focusing on analysing and proposing solutions to foster inclusive cities strategies. 2) Global Platform for Knowledge Exchange including events and articles to improve awareness of relevant policies and contribute to global debates on women inclusion in urban development 3) Cross-support and Gender Mainstreaming within Global and Country Programmes, through dedicated training session, project monitoring and technical support (through the provision of gender analysis, gender indicators, action plans and /or the development and implementation of specific gender-focused activities) <p>As part of its third component, the programme is seeking to develop a package of training materials to better support the mainstreaming of gender within Cities Alliance's country and global programmes.</p>
Objective and deliverables	<p>The objective of this ToR is to identify a firm to produce tools (a checklist, a guideline/knowledge product and a power point presentation) for Gender Mainstreaming in City planning and Projects handled by the Cities Alliance. All the materials are expected to be produced in English and in French, and to be designed in an agile and accessible format.</p> <p>The materials would include:</p> <ul style="list-style-type: none"> - Deliverable 1: A Gender Mainstreaming Checklist for Projects (3/4 pages), building on previous Cities for Women's knowledge products (e.g. : "Gender Mainstreaming in Projects": https://www.citiesalliance.org/resources/publications/cities-alliance-knowledge/gender-mainstreaming-projects; "Cities for Women Framework": https://www.citiesalliance.org/resources/publications/publications/cities-women-urban-assessment-framework-through-gender-lens) aimed at informing Cities Alliance's projects. The product needs to be professionally edited and designed. - Deliverable 2: A toolkit (15/20 pages) on Gender-Sensitive Participatory Urban Planning in the Global South, aimed at informing city planning. The material will include relevant case studies, existing tools/approaches, and experiences from Cities Alliance's past work across different geographies. The publication needs to be professionally edited and designed. - Deliverable 3:

	A PowerPoint presentation based on deliverable 2 and the delivery of a presentation internal to Cities Alliance (1h, in English) in the month of January 2022 to showcase the work produced.
Timeline	<p>The main outputs will include two rounds of internal review from Cities Alliance:</p> <p>Milestone 1: <u>By the 15th of November 2021:</u> Deliverable (completed) and an advanced draft of deliverable 2. Deliverable 1 is also expected to be shared in a draft version by the 20th of October 2021.</p> <p>Milestone 2: <u>By the 31st of January 2022:</u> Deliverable 2 (completed) and deliverable 3 (completed). Deliverable 2 is expected to be shared in its final version by the 10th of January, and Deliverable 3 is expected to be completed by January 31st, 2022.</p>
Technical skills required of key personnel	<p>Only legal entities are eligible to apply for this assignment, e.g., research institutes, private companies, think tanks, others.</p> <p>The technical skills of key personnel should include:</p> <ol style="list-style-type: none"> 1. A research coordinator with at least a master's degree in a relevant field, with a minimum of 5 years' experience of research/practical competence; and a high level of substantive knowledge, expertise and experiences in subjects relating to urban research, policy development and gender issue 2. A research analyst with at least 2 years of relevant experience, and ability to identify key research/policy challenges and strategic responses to such issues in their area of expertise 3. A communication specialist with at least 5 years of experience in producing knowledge products, brochures, ppt <p>Proficiency in French and English is also required for all three positions listed above.</p>
Reporting requirements	<p>The consulting firm will work closely with the Cities Alliance Secretariat (UNOPS) through a designated focal point.</p> <p>The consultant(s) might be expected to liaise and work with external stakeholders and members of Cities Alliance to collect relevant case studies.</p>
Inputs received/ required from UNOPS Cities Alliance	<p>Cities Alliance will provide to awarded contractor:</p> <ul style="list-style-type: none"> - Examples of previous presentation - Reports and data from research conducted in focus cities <p>Cities Alliance retains all editorial control over the content of the materials.</p>
Locations (if any)	Remote work
Payment schedule	Payment will be based upon submission of invoice and upon certification of the work completed, on submission of main deliverables according to the following schedule:

	<p>Milestone 1: Date: 15/11/2021 Amount: 50% of the total amount</p> <p>Milestone 2: Date: 31/01/2022 Amount: 50% of the total amount</p>
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