

## TERMS OF REFERENCE (TOR)

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### **Professional Services on technical assistance to utilizing and contextualizing a framework to monitor progress on prevention of Violence against Women and Girls in countries in Asia and the Pacific**

*The purpose of this contract is to provide technical assistance and capacity building to UN Women country offices and government partners in selected countries in the region to use and contextualize a monitoring and evaluation framework for violence against women and girls (VAWG) prevention programmes, in order to monitor changes at the programme and national levels, including for the context of COVID-19. The framework, titled '[Making Progress in Prevention Possible – A monitoring framework for the prevention of violence against women and girls in the Asia-Pacific region](#)' was developed by The Equality Institute for UN Women and will contribute to strengthening monitoring and evaluation of violence against women and girls prevention and social norms change initiatives. The work under this assignment will contribute to a DFAT-funded project to address root causes and risk factors of VAWG through prevention.*

*In addition, the selected contractor will provide technical advisory for a research project on women migrant workers.*

### **ABOUT UN WOMEN**

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 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.

UN Women has a universal mandate that encompasses a normative, an operational/programmatic as well as a coordination role, all of which are closely linked with its unique structure. At the core of its mandate, UN women plays a leading role in supporting governments in delivering on their gender equality and empowerment of women (GEEW) commitments in the SDGs. UN Women is mandated to stimulate and coordinate improved action on gender equality across the whole UN system.

### **ASSIGNMENT BACKGROUND**

Violence against women and girls (VAWG) is one of the most widespread violation of human rights worldwide, globally affecting around one in three women in her lifetime. Regional evidence suggests that

a similar ratio applies in the Asia-Pacific region. Forms of VAWG may vary, and there are variations across sites, however, current available data indicates that in 2018, 19% of women in South Asia, 9% in Southeast Asia and between 19% and 30% in the Pacific experienced physical and/or sexual intimate partner violence in the past 12 months.<sup>1</sup> Lifetime prevalence of intimate partner violence is as high as 52% in Fiji<sup>2</sup> and 50% in the Solomon Islands<sup>3</sup> and Bangladesh<sup>4</sup>, 19% in Cambodia,<sup>5</sup> 38% in Timor-Leste,<sup>6</sup> Violence against women is firmly rooted in gender inequality, discrimination and harmful cultural and social norms. It is grounded in unequal power relations between women and men and reinforced by discriminatory and gender-biased attitudes, norms and practices. Violence against women and girls occurs at home, in workplaces, in public spaces and online, and can culminate in femicide, the murder of women and girls. Violence against women and sexual harassment are expressions of power and control of men over women. Harmful notions of masculinity, the sense of sexual entitlement that many men have over women and their bodies, and the widespread cultural acceptance of violence drive violence against women and allow it to continue unchallenged.

During public health emergencies, such as the COVID-19 pandemic, women and girls are at an increased risk of VAWG: as the past year has shown, cases of VAWG worldwide have increased significantly since the onset of the pandemic and lockdowns – confining millions of women with their abusers, including in the Asia Pacific region. While violence increases, these circumstances contribute to the impunity of perpetrators. Taking immediate measures to mitigate the increased risks during COVID-19 while addressing the root causes through medium-to-longer term strategies is critical to stem prevalence rates and buffer rollbacks to hard earned gains.<sup>7</sup> As such, prevention remains critical to UN Women’s immediate and recovery responses to COVID-19. Continued prevention efforts are required to change the social norms, structures and systems that reinforce gender inequalities which underpin violence against women and girls. Prevention activities will be integral, not only during the crisis to mitigate the immediate risks that are exacerbated by COVID, but also following the crisis, to address the continued fallout (especially those relating to economic stability) and harmful norms that may be perpetuated by the crisis.

A growing body of prevention practice and evidence demonstrate that it is possible to prevent VAWG before it happens. The past decade has seen significant investment in frameworks, approaches, interventions and infrastructure to support the prevention of violence against women and girls globally and in the Asia-Pacific region. Frameworks such as RESPECT Women: Preventing violence against women (WHO and UN Women) emphasize the need for monitoring prevention progress at a whole-of-population level. Prevention monitoring enables rigorous tracking of change toward the long-term goal of reducing violence against women and girls, using quality data to ensure that prevention and response

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<sup>1</sup> WHO. <https://www.who.int/publications/i/item/9789240022256>, p. XIII.

<sup>2</sup> Ibid., p. 70.

<sup>3</sup> Ibid, p. XIV, 73.

<sup>4</sup> Ibid., 68.

<sup>5</sup> Ibid., p. 69.

<sup>6</sup> Ibid., p. 73.

<sup>7</sup> For more information, see: UN Women (2020). Prevention – Violence against Women and girls & COVID-19. Available from: <https://www.unwomen.org/en/digital-library/publications/2020/05/brief-prevention-violence-against-women-and-girls-and-covid-19>



## Making Progress in Prevention Possible – A Monitoring Framework

The Framework 'Making Progress in Prevention Possible'<sup>8</sup> has been prepared by the Equality Institute for the UN Women Regional Office for Asia and the Pacific. Adapted to the Asia Pacific region from Our Watch's 'Counting on Change: A Guide to Prevention Monitoring',<sup>9</sup> this document responds to the need for a prevention monitoring framework contextualized to the Asia-Pacific region using an intersectional and whole-of-population approach. The framework supports national level prevention measurement for national prevention strategies, linking with existing SDG indicators and gender equality. The purpose of this monitoring framework is to guide policymakers and practitioners through the key components for building a prevention framework that is contextually relevant to countries in the Asia-Pacific region, and to illustrate how to measure change in the short, medium and long term.

The framework offers guidance to build consistency in monitoring of VAWG prevention, promote comparability of data, and support both shared learning and capacity building across the Asia-Pacific region. The Framework outlines root causes and risk factors of VAWG and the expected progress of change, and presents the key principles, considerations, and options for countries and civil society organisations to consider when undertaking programming, data collection and policy monitoring related to VAWG prevention.



## Safe and Fair research project

"Safe and Fair: Realizing women migrant workers' rights and opportunities in the ASEAN region (2018-2022)" is a regional programme that is part of the Spotlight Initiative to Eliminate Violence against Women and Girls, a global, multi-year initiative between the European Union (EU) and the United Nations (UN). The programme is implemented through a partnership between the ILO and UN Women (in collaboration with UNODC) with the overriding objective of ensuring that labour migration is safe and fair for all women in the ASEAN region.

As part of the project, UN Women seeks to contract a firm to collect quantitative and qualitative data on labour migration journeys to increase knowledge on women migrant workers' specific experiences of migration, including risk factors, vulnerabilities to violence and trafficking, empowering or disempowering factors and coping strategies in response to violence. By focusing on both positive and negative migration experiences, the study will increase our understanding of what works and what does not work in ensuring safe migration, particularly the successful rights protective factors identified by women throughout the migration cycle. The study will analyse the specific experiences of women

<sup>8</sup> Available from: <https://asiapacific.unwomen.org/en/digital-library/publications/2021/07/making-progress-in-prevention-possible#view>

<sup>9</sup> <https://www.ourwatch.org.au/resource/counting-on-change-a-guide-to-prevention-monitoring/>

migrant workers who have migrated to Thailand from Myanmar, Cambodia, and Lao PDR to work in different occupational sectors.

### Purpose

**The purpose of this assignment** is firstly, to support UN Women country offices and partners to contextualize and utilize the *'Making Progress in Prevention Possible'* Monitoring Framework in selected countries in the Asia-Pacific region by providing technical assistance to operate the framework. This will enable UN Women and its partners – including government agencies – in operationalizing the available tool and to better understand what works to prevent VAWG. Technical assistance to utilizing and contextualizing the framework will build the capacity of partner agencies, particularly statistical offices and government entities, VAWG professionals and researchers, including UN Women staff, of the Asia-Pacific region on how to measure social norm change related to the prevention of VAWG using the publication and other relevant tools, including the first inter-agency Framework to Underpin Action to Prevent Violence against Women (2015) and the updated RESPECT Women: Preventing Violence against Women Framework (2019).<sup>10</sup>

Secondly, the selected contractor will provide technical advisory on the Safe and fair research project outlined above.

### Scope of Work

The contractor should provide technical assistance and capacity building to UN Women country offices staff (particularly EAW and data/statistics teams) and partners, particularly government agencies, in selected countries to utilize and contextualize the *'Making Progress in Prevention Possible'* Monitoring Framework in the Asia-Pacific region and support the documentation of knowledge generated and lessons learned. The contractor shall identify and support selected countries in the Asia Pacific region to utilize and adapt to national contexts elements of the Monitoring Framework, with UN Women. Following initial introductions between the contractor and UN Women country offices, the contractor should lead organization and taking forward of the deliverables in this assignment, in coordination with UN Women.

### Key tasks include:

#### Baseline Assessment

- Undertake a rapid assessment of 4-5 countries in the Asia Pacific region (depending on interest and capacity), their National Action Plans (specifically prevention and social norms change components) and data collection methods, including through consultations with UN Women country offices, to identify selected countries in which to utilize and contextualize the

<sup>10</sup> Available from: <https://www.unwomen.org/en/digital-library/publications/2019/05/respect-women-preventing-violence-against-women>

framework, and needs for technical assistance. Gather relevant data about the countries to complement the rapid assessment and inform the further work, including from official data bases where indicators relate to these, such as the SDG database, databases of UN agencies, or using DHS microdata.

Knowledge creation, management and sharing for UN Women Offices and Partners in selected countries

- Introducing the Monitoring framework and facilitating knowledge sharing with country offices in the Asia Pacific region and engage donors, governments and other partners in the region with the framework;
- Capture learning from utilizing and contextualizing the Framework, drawing upon experiences of selected countries in advancing national level prevention measurement throughout this assignment. This should include lessons learned and reflections on which indicators work well, and which may need further refining going forward.

In-depth support to utilizing and contextualizing the Framework

- Facilitate technical conversations and direct technical assistance in up to 3 selected countries in the Asia-Pacific region on operationalizing and measuring progress on prevention components of NAPs, and the Monitoring Framework (with a focus on measurable national indicators that go beyond process indicators);

Provision of technical advisory for a research project on women migrant workers

- Advice provided for the research project: “Experiences of violence among women migrant workers migrating from Lao PDR, Myanmar and Cambodia to Thailand”, conducted as part of the Safe and Fair Programme between August 2021 - March 2022.

Key Tasks	Deliverables	Target Date
Baseline Assessment		
1.Undertake a rapid assessment of 4-5 countries in the Asia Pacific region (depending on interest and capacity), their National Action Plans (specifically prevention and social norms change components) and data collection methods, including through consultations with UN Women country offices, to identify selected countries in which to utilize and contextualize the framework and needs for technical	1.1 – Short baseline report which recommends selected countries and targeted support to each of these.	Deliverable 1.1: 28 February 2022
	1.2 – Annex to the baseline report with relevant data and analysis on the implications of this data for the assignment and selection of countries to support.	Deliverable 1.2: 28 February 2022

<p>assistance. Gather relevant data about the countries to complement the rapid assessment and inform the further work, including from official databases where indicators relate to these, such as the SDG database, databases of UN agencies, or using DHS microdata.</p>		
<p><b>Knowledge creation, management and sharing</b></p>		
<p>2. Introducing the Monitoring framework and facilitating knowledge sharing with country offices in the Asia Pacific region, and engage donors, governments and other partners in the region with the framework.</p>	<p>2.1 – Documentation of facilitation of an interactive webinar to introduce/refresh the Monitoring Framework to UN Women country offices and partners in the Asia-Pacific region (including donors) (e.g. webinar recording, concept note/agenda, list of participants, etc.).</p>	<p>Deliverable 2.1: 15 March 2022</p>
<p>3. Capture learning from utilizing and contextualizing the Framework, drawing upon experiences of selected countries in advancing national level prevention measurement throughout this assignment. This should include lessons learned and reflections on which indicators work well, and which may need further refining going forward.</p>	<p>3.1 – Final and approved lessons learned report (ca. 20 pages)</p> <p>3.2 – Documentation of organized and facilitated learning and reflection session with country offices, partners and donors (e.g. coordination emails, webinar recording, concept note/agenda, list of participants, etc.).</p>	<p>Deliverable 3.1: 15 May 2022</p> <p>Deliverable 3.2: 15 May 2022.</p>
<p><b>In-depth support to utilizing and contextualizing the Framework</b></p>		
<p>6. Facilitate technical conversations and direct technical assistance in up to 3 selected countries in the Asia-Pacific region on operationalizing and measuring progress on prevention components of NAPs, and the Monitoring Framework (with a focus on measurable national indicators that go beyond process indicators).</p>	<p>6.1 – Documentation of organization and facilitation of in-depth seminar/workshop with UN Women staff and government partners in up to 3 selected countries on National Action Plans, prevention and monitoring/measuring national-level progress on prevention of VAWG by utilizing the Monitoring Framework (e.g. webinar recordings, coordination emails, concept note/agenda, list of participants, PPTs, etc.).</p> <p>6.2 – In-depth support/accompaniment to up to 3 countries on how to contextualize,</p>	<p>Deliverable 6.1: 30 April 2022</p> <p>Deliverable 6.2: 30 May 2022</p>

	operationalize or integrate prevention of VAWG components in their National Action Plans, including indicators to measure and monitor prevention as outlined in the Monitoring Framework, as well as data collection tools and modalities (e.g. meeting minutes of capacity building sessions, workshop agenda, inputs provided to strategic documents, etc.).	
Provision of technical advisory for a research project		
9. Advice provided for the research project: "Experiences of violence among women migrant workers migrating from Lao PDR, Myanmar and Cambodia to Thailand", conducted as part of the Safe and Fair Programme between August 2021 August 2022.	9.1 – Act as a member of the peer review committee for the research project and submit 1) report on highlights of the strategic direction provided to the research team during the data collection phase and 2) feedback and comments on the draft research.	Deliverable 9.1: 31 July 2022

#### QUALIFICATIONS OF THE ORGANIZATION:

- Legally constituted organization with a valid registration.
- Minimum 3 years of experience working in the area of prevention of violence against women and girls.

#### QUALIFICATIONS OF KEY PERSONNEL:

##### The team leader should have:

- Master's degree in the field of international development, gender studies, social work or other related area.
- A minimum of 7 years of relevant experience relevant experience in research or project development and implementation related to violence against women and girls.
- Demonstrated experience in developing, supporting, adapting and piloting VAWG prevention, preferably in the Asia-Pacific region.
- Demonstrated experience in monitoring, evaluation and research related to VAWG and prevention.
- Strong research and writing skills, with strong analytical skills.
- Familiarity with the UN Women's Monitoring Framework in Asia and the Pacific is strong advantage.
- Experience working for UN Women is a distinctive advantage.
- Excellent command of English.

**The team member(s) should have:**

- Master’s degree in the field of international development, gender studies, social science, health, education, monitoring and evaluation, or other related area, or equivalent in experience. Alternatively, a Bachelor’s degree with two additional years of qualifying experience with be considered.
- A minimum of 3 years in in developing and implementing EVAWG projects or research on VAWG, preferably on VAWG prevention.
- Demonstrated experience related monitoring and evaluation related to VAWG, preferably on VAWG prevention.
- Knowledge and experience with the UN Women’s Monitoring Framework in Asia and the Pacific is an asset.

**Roles and responsibilities of the parties**

UN Women will provide technical guidance where possible. The contractor 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 the following costs:

- Professional fees must be quoted in the lumpsum amount per deliverable. The lumpsum amount must be detailed on 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.
- Travel costs for technical team members of service provider: 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 the service provider, prior to travel and will be reimbursed upon Contract Amendment.
- Logistics arrangement for operating hotlines, trainings for staff, volunteers and interpreters, etc.
- Ensuring equipment needed by researchers is available to them, such as computers, tablets, software, mobile phones etc. Depending on Covid-19 restrictions, survey enumeration will be conducted via tablet computers that the service provider must provide on electronic forms using freely available Kobo Toolbox and Kobo Collect software (<https://www.kobotoolbox.org/>).
- All costs related to the development of the report including logistics arrangements for data collection, field visits, interviews, etc.
- All costs related to quality assurance, data entry, data cleaning and data processing.

## **Communication and reporting obligations**

The contractor will be supervised by the EAW Regional Programme Manager; will work closely with the UN Women EAW Team of the Regional Office for Asia and the Pacific as well as with UN Women Country Offices and personnel of the Asia-Pacific region.

## **Submission of application**

*The Submission package includes:*

- Updated CV of Key Personnel
- Technical proposal
- Financial proposal: the financial proposal shall specify a lump sum amount breaking down the professional fee for each deliverable and travel related cost
- Company Profile
- Company registration
- Name and email address of 3 previous clients for reference checks
- Sample of previous work undertaken

## EVALUATION METHODOLOGY AND CRITERIA

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### 1. Preliminary Evaluation

The preliminary evaluation is done to determine whether the offers meet the administrative requirements of the RFP. The proposals are checked for compliance of the following requirements.

- Submitting companies are not included among United Nations suspended companies;
- Offers are signed by an authorized party, including Power of Attorney if stipulated;
- The offer is valid for 90 days;
- The offer is completed and signed.

**2. Cumulative Analysis Methodology:** A proposal is selected on the basis of *cumulative analysis*; the total score is obtained by combining technical and financial attributes.

A two-stage procedure will be utilized in evaluating the proposals; the technical proposal will be evaluated with a minimum pass requirement of 70% of the obtainable 700 points assigned for 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 ("maximum number of points") which 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 price proposal. All other price proposals receive points in inverse proportion.

A 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

$\mu$  = 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:

The technical proposal is evaluated and examined to determine its responsiveness and compliancy 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):

<b>1.o Expertise and Capability of Proposer</b>		<b>Points obtainable</b>
Expertise of organization submitting proposal		
1.1	Organizational Architecture	10
1.2	Adverse judgments or awards: <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	10
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	20
1.4	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.)	20
1.5	Quality assurance procedures, warranty	10
1.6	Relevance of: <ul style="list-style-type: none"> <li>Specialized Knowledge</li> <li>Experience on Similar Programme / Projects</li> <li>Experience on Projects in the Region</li> </ul> Work for other UN agencies/ major multilateral/ or bilateral programmes	50
Total Points for Criteria 1. Expertise and Capability of Proposer		120
<b>2.o Proposed Work Plan and Approach</b>		<b>Points obtainable</b>
Proposed methodology		

2.1	Analysis Approach, Methodology- including Proposer's understanding of UN Women's work, adherence to procurement principles and TOR.	310
2.2	Management Services – Timeline and deliverables.	160
2.3	Environmental Considerations :  Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g. use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures.	10
Total Points for Criteria 2. Proposed Work Plan and Approach		480
<b>3.0 Resource Plan, Key Personnel</b>		<b>Points obtainable</b>
Qualification and competencies of proposed personnel		
3.1	<p>Composition of the team proposed to provide, and the work tasks (including supervisory)</p> <p>Curriculum vitae of the proposed team that will be involved either full or part time</p> <p>The team leader should have:</p> <ul style="list-style-type: none"> <li>○ Master's degree in the field of international development, gender studies, social work or other related area.</li> <li>○ A minimum of 7 years of relevant experience in research or project development and implementation related to violence against women and girls.</li> <li>○ Demonstrated experience in developing, supporting, adapting and piloting VAWG prevention, preferably in the Asia-Pacific region.</li> <li>○ Demonstrated experience in monitoring, evaluation and research related to VAWG and prevention.</li> <li>○ Strong research and writing skills, with strong analytical skills.</li> <li>○ Familiarity with the UN Women's Monitoring Framework in Asia and the Pacific is strong advantage.</li> <li>○ Experience working for UN Women is a distinctive advantage.</li> <li>○ Excellent command of English.</li> </ul> <p><b>The team member(s) should have:</b></p> <ul style="list-style-type: none"> <li>○ Master's degree in the field of international development, gender studies, social science, health, education, monitoring and evaluation, or other related area, or equivalent in experience. Alternatively, a Bachelor's degree with two additional years of qualifying experience with be considered.</li> <li>○ A minimum of 3 years in in developing and implementing EVAWG projects or research on VAWG, preferably on VAWG prevention.</li> </ul>	100

	<ul style="list-style-type: none"> <li>○ Demonstrated experience related monitoring and evaluation related to VAWG, preferably on VAWG prevention.</li> <li>○ Knowledge and experience with the UN Women’s Monitoring Framework in Asia and the Pacific is an asset.</li> </ul>	
<b>Total Points for Criteria 3. Resource Plan, Key Personnel</b>		100
	<b>70% of 700 pts = 490 points needed to pass technical</b>	<b>Total 700</b>

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 for the technical proposal.