

Consultancy Call No. 2018-SSA-12-0015_1

(Re-Advertisement)

TERMS OF REFERENCE

Consultant – To support Child Protection Assessment for the Markets for Change / M4C Project

Duty Station / Location:	<u>Home based with travel to Fiji, Solomon Islands and Vanuatu</u>
Programme / Category:	<u>Markets for Change / M4C</u>
Type of Contract:	<u>Special Service Agreement (SSA) / Individual Consultant (IC)</u>
Post Level:	<u>International and/or National Consultant</u>
Language Required:	<u>English</u>
Application Deadline:	<u>Tuesday 19th March 2019</u>
Tentative Start Date:	<u>First quarter of 2019 – preferably by March 2019</u>
Completion Date	<u>July 2019</u>
Expected Duration of Consultancy Assignment:	<u>March – July 2019 (approximately 38 working days over a period of 5 months)</u>

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. The UN Women Pacific sub-region has four main thematic areas:

- Ending Violence against Women (EVAW);
- Women’s Economic Empowerment (WEE) which includes the Markets for Change project (M4C);
- Gender and Protection in Humanitarian Action; and
- Women’s Political Empowerment and Leadership.

UN Women’s Markets for Change (M4C) Project is a six-year initiative that focuses on three Melanesian countries of the Pacific - Fiji, Solomon Islands and Vanuatu. Given that between 60-80% of market vendors are women, with many more women reliant on market produce, the project’s goal is to ensure

that marketplaces in rural and urban areas are safe, inclusive and non-discriminatory, promoting the gender, social and economic empowerment of market vendors, with specific attention to the needs and aspirations of women market vendors.

The overarching goal of the M4C project is to: *ensure that marketplaces in rural and urban areas of Fiji, Solomon Islands and Vanuatu are safe, inclusive and non-discriminatory, promoting gender equality and women's empowerment.*

The project is based on a Theory of Change (ToC), which states that market vendors can be empowered within the market environment through a combination of implementation strategies. The M4C project incorporates: the creation and strengthening of representative marketplace groups, which in turn strengthen women market vendors' roles and influence; interventions focusing on financial literacy, access to financial services and increased participation in value chains; strengthening the accountability and capacity of market management, municipal and provincial governments to enable them to employ gender-responsive policies, procedures and decision-making processes that are receptive to the needs of market vendors as well as the design and construction of gender-responsive infrastructure and on-site services. The ToC guiding the M4C Project is that gender-equitable economic and socio-cultural empowerment of women market vendors within the market environment of the three countries can be attained through the following **four outcomes**:

- 1) accessible, inclusive and representative governance structures within marketplaces are put into place that will enable markets to grow, and will specifically strengthen the role and influence of women market vendors;
- 2) actions that improve governance and social and economic security will facilitate market vendors to achieve economic, social and financial advancement, with specific outcomes related to improved gender-equality and the advancement of women;
- 3) actions that improve governance among market management and local governments will enable decision-making processes to be more gender-responsive, transparent, accountable and receptive to the needs of vendors;
- 4) improved infrastructure and on-site services that are developed in a gender-responsive manner will significantly improve social and economic security for women market vendors.

UN Women implements outcomes areas 1, 3 and 4, and the UN Development Program (UNDP) is responsible for implementing outcome area 2.

M4C has three project teams, one in each country (Fiji, Solomon Islands and Vanuatu), each having a Project Manager at the country level. Teams are supported by a regional Women's Economic Empowerment Specialist and overseen by a regional Technical Specialist based in the UN Women Fiji MCO office. The consultant would be expected to liaise with the country teams to gather reports, information and data, and directly assist to coordinate stakeholders for the assessment, as required.

II. Purpose and Context

The purpose of this consultancy is to guide the UN Women Markets for Change project in ensuring that project actions are compliant with international child safeguarding and child protection standards. The consultancy will result in clear and practical recommendations for UN Women relating to their work through the M4C project, and also recommendations for best practice in child safeguarding and child

protection standards¹ that can be supported and implemented by project stakeholders including government partners and market vendor associations.

In the Pacific, market places are dominated by women. Between 75% and 90% of all market vendors in the Pacific are women; hours are long, profits are often low and working conditions difficult. Earnings make up a significant portion of the incomes of many poor households. Despite this, women are often excluded from market governance and decision-making. Moreover, the region is particularly vulnerable to the increasing frequency and intensity of extreme weather events, as well as other aspects of climate change, making food security a growing concern.

Women market vendors spend long hours at the market place. In the project countries, there are no systems of formal child support and as a result many women take their infants and children to the market place with them. Market places in the Pacific are public places which are owned and managed by municipal and local government authorities². There are numerous hazards in markets including issues around water and sanitation, theft and security, waste management and health and hygiene, lighting and ventilation, harassment of women, hazards around roads, transport and movement of goods to name a few. Another feature of markets in Fiji, Solomon Islands and Vanuatu is that women travel into the markets from remote rural locations, some traveling by boat and road for many hours. These rural women normally sleep at the market with their children. Some of the market places in Fiji have rural women's accommodation centres (Suva, Labasa, Lautoka and Nadi) with more rural women accommodation centres being built in Nausori, Namaka and RakiRaki. Other countries are also considering building these centres where rural women can sleep. Currently, in those markets where rural women are coming for longer stays, the women and children often sleep in the market place, or close by; often on top or under their market tables. This creates obvious risks for women and children. In addition, there is potential of issues around child labor, children being exposed to hygiene/health issues, missing school, neglect, violence, etc.

In 2016 and 2017, UN Women conducted two assessments in all market locations. The first assessment was a climate and vulnerability assessment³ and the second one was a safety and discrimination assessment. The climate and vulnerability assessments demonstrated how vulnerable markets are to climate affected natural disasters and these assessments resulted in market level disaster preparedness and action plans. Child protection and safeguarding were not specifically included in those plans. The second assessment looked at women's overall perception of safety and discrimination in the market spaces. The protection and safeguarding of children was one of several key issues raised by market vendors and market management as a result of that assessment. These assessments will be provided to the successful consultant.

III. Objectives of the assignment

The objectives of the assignment include the following:

- a) To undertake an assessment of the child safeguarding and child protection issues in the markets which the Markets for Change project works with;

¹ Child safeguarding involves the development of systems (usually a policy or practice) which keep children safe and promote their well-being. Child protection means protecting all children from all forms of violence, neglect, abuse and exploitation.

² Samoa is the exception to this. In Samoa, markets are privately owned and managed.

³ see <http://asiapacific.unwomen.org/en/digital-library/publications/2017/01/building-market-resilience-to-climate-change-fiji>

- b) To make clear and practical recommendations towards improving child safeguarding and child protection in the markets specifically for the three stakeholder groups involved in the project: UN Women, local government authorities which manage the markets, and the market vendor associations.
- c) To provide recommendations including any potential activities that UN Women should consider in improving child safeguarding and child protection within the project in the design of its extension phase.

IV. Scope of Work/Duties and Responsibilities

Under the overall guidance of the UN Women Deputy Representative and the M4C Regional Technical Specialist working in collaboration with the country project managers, the consultant will undertake the following tasks as outlined in the deliverable table in Section VI.

The Consultant will be technically supervised and supported by a joint steering committee consisting of representatives from UN Women, UNICEF, and government representatives.

V. Duration of the assignment

The duration of this assignment will be approximately 38 working days over five months in 2019 as per suggested schedule of deliverables below. The scope of work, will cover all M4C project countries: Fiji, Solomon Islands and Vanuatu.

VI. Expected Deliverables

The following deliverables are expected from the Consultant(s) to deliver within the approximate timelines. The payment for each deliverable will be made upon the approval of UN Women of a FINAL version of the respective deliverable.

No.	Deliverables	Approx. No. of Days	Timeframe and location
1.	<p>Initial reading and collection of all research, reports and information provided.</p> <p>In particular, assessment reports, project documents and the foundational documents of the project.</p> <p>Development of work plan, including mission travel with timetable of key deliverables.</p> <p>Development of assessment research methodology and tools, including for example, guidelines for focus group discussions (FGD), questionnaires for semi-structured interviews with key stakeholders, questionnaires for individual survey, market audits.</p>	10	<p>Week 1-2</p> <ul style="list-style-type: none"> • Home-based • Suva-based (to finalise tools)
	<p>Approved Work Plan and Schedule</p> <ul style="list-style-type: none"> • Payment 1st Tranche 20% of total contractual amount 		

2.	Visit three Markets for Change project countries, visiting a minimum of 5 markets in Fiji, 3 in Vanuatu and 3 in Solomon Islands.	15	Week 3-5 • Travel in 3 countries
3.	Development of the first draft of 1 regional report with 3 country sections (or 3 country assessment reports), including initial recommendations for project stakeholders.	7	Week 6-9
	Draft Report • Payment 2nd Tranche 50% of total contractual amount		
4.	Circulate report to UN Women who will circulate to stakeholders for feedback (stakeholder consultations to be held per country) Incorporate / respond to stakeholder feedback.	3	Weeks 10-11 • Homebased
5.	Revise draft and submit final document to UN Women.	3	Weeks 10-11 • Homebased
	Final Report – approved • Final payment i.e. 4th Tranche – 30% of total amount		

All the documents, including the interview tools, and transcripts, all scoping materials including images materials and reports should be submitted in written English language.

Note that all materials, including images will remain property of UN Women and cannot be used without UN Women’s permission.

VII. Inputs

- UN Women will provide the consultant with background materials for the project. Specifically, project documents and access to reports, research and data collected from the Markets for Change project.
- UN Women will also cover the costs of daily subsistence allowance (DSA) for Fiji, Solomon Islands and Vanuatu as per standard UN rate, as well as the costs of in-country travel (including traveling internally to the provinces as required).
- The consultant is expected to work remotely using their own equipment and computers, but may access the UN Women office for printing of relevant documents or should they be required to work on-site at any point during the assignment.
- UN Women will also cover the costs for translation of printed materials as required throughout the duration of the assignment. Costs of translation and interpretation during fieldwork should be included in the consultant’s submission.
- Any additional likely costs related to the consultant including required equipment and resourcing should be included in their quote.

VIII. Performance evaluation

- Contractor’s performance will be evaluated based on: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

IX. Travel

- The Consultant selected for this assignment will be responsible for all administrative and travel expenses associated with undertaking this assignment.
- All travels shall be coordinated with UN Women Fiji MCO and shall be included in the total contract amount of the contractor.
- In the case of unforeseeable travel, payment of travel costs should be agreed upon, between UN Women and the consultant, prior to travel and will be reimbursed.

X. Financial Arrangement

- Payment will be disbursed upon submission and approval of deliverables and certification by the project managers that the services have been satisfactorily performed as per the delivery table above.

XI. Required qualifications, experience and competencies

The Consultant should fulfill the following requirements:

Education

- Advanced Degree in relevant discipline and experience in gender studies, economics, political science, sociology, anthropology, international relations /development studies would be an asset.

Experience and skills

- At least 7-10 years of practical experience in child safeguarding and child protection, preferably with experience in the Pacific;
- Past documented experience conducting child safeguarding and child protection assessments in public spaces required;
- Strong writing skills - with clear and concise writing style;
- Knowledge of the social, cultural, economic and political context of the Pacific;
- Knowledge and experience of gender equality and child rights required;
- Skilled writer, researcher, with experience writing materials for UN agencies, donors and partners;
- United Nations experience an asset; and
- Pacific experience in related fields essential.

Language and other skills

- Excellent written and spoken English.
- Language skills such as Hindi, i-Taukei language, Solomon Islands Pidgin or Bislama an asset.
- Computer literacy and ability to effectively use office technology equipment, IT tools, ability to use Internet and email.

XII. Submission of application

To enable you with your application submission, the requirements for the position can be accessed on the following site: <http://asiapacific.unwomen.org/about-us/jobs>

Interested candidates are requested to submit fully completed application electronically to:

- https://jobs.undp.org/cj_view_jobs.cfm?cur_catg_id=9

Submission package:

1. Cover letter explaining the suitability of the consultant: applicants are encouraged to address experience and qualifications listed in the 'criteria for technical evaluation'.
2. Curriculum Vitae (CV) of Consultant including references.
3. Personal History Form (P-11 Form).

<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-p11-personal-history-form.doc?la=en&vs=2740>

4. Copies of certified academic certifications.
5. Financial proposal with total lump sum quotation based on professional daily fees. Payment will be made upon certification by the designated official that stated deliverables have been achieved.

Applications without a complete financial proposal will be treated as incomplete and will not be considered for further assessment. UN Women reserves the right to accept or reject any bid.

The procurement process will be governed by the rules and regulations of the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women).

Deadline of all submissions: no later than **Tuesday 19th March 2019 (close of business)**.

XIII. Evaluation

Applications will be evaluated based on the **cumulative analysis**:

- Technical Qualification (100 points) weight; [70%]
- Financial Proposal (100 points) weight; [30%]

A two-stage procedure is utilised in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared. Only the price proposal of the candidates who passed the minimum technical score of 70% of the obtainable score of 100 points in the technical qualification evaluation will be evaluated.

a) Technical qualification evaluation criteria:

The total number of points allocated for the technical qualification component is 100. The technical qualification of the individual is evaluated based on following technical qualification evaluation criteria:

Technical Evaluation Criteria	Obtainable Score / Points Awarding Criteria
Education	20 points
Experience and Skills	60 points
Language and other Skills (Pacific Experience)	20 points
Total Obtainable Score	100 points

Only the candidates who have attained a minimum of 70% of total points will be considered as technically-qualified candidate.

b) Financial/Price Proposal evaluation:

Annex A and B is shared herewith, below, to set the guidance to submission/s of financial proposals.

- i. Only the financial proposal of candidates who have attained a minimum of 70% score in the technical evaluation will be considered and evaluated.
- ii. The total number of points allocated for the price component is 100 (30%).
- iii. The maximum number of points will be allotted to the lowest price proposal that is opened/evaluated and compared among those technical qualified candidates who have attained a minimum of 70% score in the technical evaluation.
- iv. All other price proposals will receive points in inverse proportion to the lowest price.
- v. The prospective Individual Consultant should take the following explanations into account during submission of his/her price proposal:
 - *The consultant's daily rate estimated to complete deliverables. Please note that UN Women solely pays upon submission of deliverables.*
 - *The daily price proposal should indicate a "lump sum amount" which is "all-inclusive"; All costs (professional fees, communications, etc.) that could possibly be incurred by the Contractor needs to be factored into the proposed price. Airfare, daily subsistence allowance and terminal payments for travel outside of Honiara will be paid directly by UN Women and are not required to be included in the lump sum amount.*
 - *UN Women will not withhold any amount of the payments for tax and/or social security related payments. UN Women shall have no liability for taxes, duties or other similar charges payable by the Individual Contractor in respect of any amounts paid to the Individual Contractor under this Contract, and the Contractor acknowledges that UN Women will not issue any statements of earnings to the Individual contractor in respect of any such payments.*
 - *Currency of the price proposal. The applicants are requested to submit their price proposals in USD. In case of proposals in other currency, these shall be converted into USD using the official UN exchange rate for currency conversion to USD at the date of applications' submission deadline.*

Price Proposal Guideline and Template

The prospective Individual Consultant should take the following explanations into account during submission of his/her price proposal.

1. **Daily fee**

The daily price proposal should indicate a "lump sum amount" which is "all-inclusive". All costs (professional fees, communications, consumables during field related missions, etc.) that could possibly be incurred by the Contractor needs to be factored into the proposed price.

UN Women will not withhold any amount of the payments for tax and/or social security related payments. UN Women shall have no liability for taxes, duties or other similar charges payable by the Individual Contractor in respect of any amounts paid to the Individual Contractor under this Contract, and the Contractor acknowledges that UN Women will not issue any statements of earnings to the Individual contractor in respect of any such payments.

2. **Travel costs**

The Consultant need to factor in international travel costs and those within country of mission.

3. **Daily Subsistence Allowance**

The Consultant may include in the financial proposal DSA applicable for mission days.

4. **Currency of the price proposal**

The applicants are requested to submit their price proposals in USD. In case of proposals in other currency, these shall be converted into USD using the official UN exchange rate for currency conversion to USD at the date of applications' submission deadline.

Price Proposal Submission Form
[Mandatory document for the Consultant to complete and submit]

To: United Nations Entity for Gender Equality and the Empowerment of Women

Ref: _____

[name of consultancy position]

Dear Sir / Madam,

I, the undersigned, offer to provide professional consulting services to UN Women within the scope of the referred Assignment. Having examined, understood and agreed to the Terms of Reference and its annexes, the receipt of which are hereby duly acknowledged, I, the undersigned, offer to deliver professional services, in conformity with the Terms of Reference.

My maximum total price proposal for the assignment is given below:

Estimated Costs (in USD)

		Unit	Cost per unit	# Units	Total USD
Fees	X working days @ USD XXX				\$
Travel	Air tickets and Terminal expenses for round trip residence – Suva Fiji				\$
Equipment required	Any related equipment costs – batteries etc				
Miscellaneous	Any other expense based on reimbursement				\$
Total USD					\$

I confirm that my financial proposal will remain unchanged. I also confirm that the price that I quote is **gross**, and is inclusive of all legal expenses, including but not limited to social security, income tax, pension, etc., which shall be required applicable laws. I agree that my proposal shall remain binding upon me for the duration of the contract timeline i.e. _____ days / weeks / months / year.

I understand that you are not bound to accept any proposal you may receive.

[Signature]
Date:
Name:
Address:
Telephone / Fax:
Email: