

# Terms of ReferencE

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| Project | OEEF TJK |
| Position | Disaster Risk Reduction Consultant on capacity building of stakeholders for reducing vulnerability to disasters and increasing the capacity of local communities, taking into account gender issues and vulnerable groups (Gender and DRR Consultant) |
| Type of the contract | National Consultant (SSA) |
| Duty Station | Dushanbe, Tajikistan |
| Deadline for applications: | 19 August 2024 |
| Duration: | 26 August – 31 October 2024 |
| Start date: | 26 August 2024 |
| Supervision: | Country Programme Manager/Head of UN Women Office in Tajikistan |

1. **Background and Context**

UN Women, the UN Entity for Gender Equality and the Empowerment of Women (UN Women) has been created to accelerate up the process of meeting the needs of women and girls across the world. Since 2014, UN Women Tajikistan, in partnership with the Committee on Emergency Situations and Civil Defense under the Government of Tajikistan (CoES) and UN agencies and partners, has been actively involved in humanitarian work, in particular, disaster risk reduction and management.

In previous years UN Women has supported CoES in gender mainstreaming of its Action Plan on implementation of the **Medium-term State Program for the Protection of the Population and Territories from Emergency Situations for 2023–2028**. It continued rendering technical support of CoES and stakeholders on the introduction of gender approaches, namely, taking into account such areas as the involvement of women and girls in the work to improve the effectiveness of humanitarian activities, recovery and development after disasters; reducing vulnerability and managing risks to protect women and girls; meeting their needs and protecting their rights in relation to various vulnerabilities and real opportunities. UN Women pays attention to engagement of the specialized groups of population, like people with disabilities, elderly and others, and calls the partners to take disability & inclusion systematically into account in their planning and implementation of activities, including their presence in the decision-making structures.

Currently CoES and development partners jointly implement the **Early Warning for All (EW4All) initiative in Tajikistan**, and the Medium-term State Programme for the Protection of Population and Territories from Emergency Situations for 2023–2028.

In this regard, UN Women intends to hire a national consultant to provide technical support in the implementation of gender-sensitive activities of the Action Plan for 2023–2025 of the Medium-Term State Program for the Protection of Population and Territories from Emergency Situations for 2023–2028, including conducting a gender analysis of the personnel of specialized government agencies for DRR, measures to

increase the capacity of local communities for individual and group work with women, the elderly and disabled people, etc. **(GENDER and DRR CONSULTANT).**

1. Objective

The consultancy’s objectives are:

* At least 50 leaders of target local communities of the 2 regions demonstrate improved knowledge on how to conduct individual work with women, vulnerable groups and people with disabilities on reducing vulnerability to disasters and increasing the capacity of local communities;
* Decision makers, CoES and development partners have comparative data for better planning interventions highlighting women’s roles in organizational decision making, particularly in disaster risk management, and have better plan policies for adequate women’s representation in disaster risk reduction leadership because they received analyzed information on public service workforce in DRR related agencies.

1. **Scope of Work and Responsibilities**

The National Consultant, in close cooperation with the expert group of the National Platform for disaster risk reduction and in consultation with UN women, will:

1. **Develop** a module for two 2-day training sessions applying peer-to-peer principle “Reducing vulnerability to disasters and increasing the capacity of local communities, taking into account gender issues and vulnerable groups.”
2. **Provide** instructional session to UN Women’s DRR trainers and staff suggested by CoES on how to work with the training module (online or hybrid options are considered).
3. **Participate** in two-day training sessions for 50 community leaders in Soghd and Khatlon provinces of Tajikistan **as a resource specialist** for both trainers and the audience and make an analytical training report.
4. **Conduct** a gender analysis of the personnel composition of government agencies involved in DRR management activities at national and local levels, including jamoats.
5. Participation in the development of new forms of statistical reporting in the field of emergency situations (Form 1/ChS) with the disaggregation of data by gender, age and disability in partnership with government agencies and development
6. **Prepare** a comprehensive report summarizing the findings and recommendations.

*Please, note: UN Women will cover training arrangements, i.e., logistics, (hall rent, meal and handouts), travel costs and accommodation for participants as per local market prices.*

1. **Expected deliverables and payment procedures:**

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| **Tranche**  **#** | **Deliverables** | **Delivery Date** | **Tranche amount** |
| Tranche 1 | 1. Developed module for two 2-day training sessions applying peer-to-peer principle “Reducing vulnerability to disasters and increasing the capacity of local communities, taking into account gender issues and vulnerable groups” for 50 community activists is submitted to UN Women with a short summary on key changes. | 5 September 2024 | 30% of contract amount |
| 1. Briefing on the results of the instructional session (ToT) for the 2 trainers (to be hired by UN Women) and specialists of CoES is submitted to UN Women | 13 September 2024 |
| Tranche 2 | 1. The report on conducted trainings for community leaders is submitted to UN Women | 07 October 2024 | 70% of contract amount |
| 1. The Report on gender and structural analysis of the personnel composition of government agencies involved in DRR management activities is submitted to UN Women.   The report should include diagrams and comparative graphics to visualize data and recommended measures for improvement. | 29 October 2024 |

Earlier submission of deliverables is welcome.

1. **Ownership:**

The developed products belong to the UN Women office solely.

1. **Competencies and Qualifications**

Core Values:

* Respect for Diversity
* Integrity
* Professionalism

Core Competencies:

* Awareness and Sensitivity Regarding Gender Issues
* Accountability
* Creative Problem Solving
* Effective Communication
* Inclusive Collaboration

Please, visit this link for more information on UN Women’s Core Values and Competencies: [http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/UN Women-employment-values-and-competencies-definitions-en.pdf](http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-employment-values-and-competencies-definitions-en.pdf)

Functional Competencies:

* Possesses the ability to work independently, under pressure and meet deadlines;
* Good knowledge of technical area;
* Good organizational skills and ability to pay close attention to detail;
* Experience in providing training for adult audience;
* Experience in analytics, report writing, and communication skills.

**Qualifications**

**Language:** Fluent in written and spoken Russian language; knowledge of Tajiklanguage is an asset.

**Education:** University (diploma) degree in social sciences, ecology, disaster risk management, gender studies, public policy/administration, economy, development studies relevant to this ToR.

**Knowledge and professional experience:**

* 5 years of experience of cooperation with the Committee on Emergency Situations and Civil Defense under the Government of Tajikistan (CoES) or close structures in mainstreaming gender through DRR and/or Climate Change programming;
* 3 years of experience in capacity building of state and non-state partners on gender and inclusion, including *Leave No One Behind* principle;
* 3 years of experience in drafting learning materials and/or in adjusting them for different categories of audience, including grass-root level.

1. **Application procedure:**

The following documents should be submitted as part of the application:

* **Letter of Interest**, signed copy should be submitted;
* **Personal History Form (P11 form)** with experience in similar assignments; can be downloaded at <http://www.unwomen.org/about-us/employment> ; signed copy should be submitted.

Candidate should have the ability to quickly produce degree certificates and medical certification (of good health) should they be short-listed in consideration of the consultancy post.

1. **Payment Schedule**

Payment for the services provided will be made upon achievement of expected results and approval of all the deliverables and acceptance of services by the UN Women (PERF) that the services have been satisfactorily performed. Consultant will be paid by deliverables as per Expected Deliveries (see the table of Section IV) upon submission and the acceptance of each deliverable by the time as specified in 2 tranches:

1. Tranche 1 - payment of 30% of the contract amount upon submission and approval of the deliverables 1,2.
2. Tranche 2 - payment of 70% of the contract amount upon submission and approval of the deliverables 3,4.

The amount will be transferred to the Contractor’s bank in 10 working days on completion of each of the 2 tranches. Bank charges related to any payment will be borne by the expert. No statement of earnings will be issued by UN Women to the expert. The service provider is responsible for any taxes levied on the monies received under this agreement.

1. **Evaluation process**

Consultants will be evaluated taking into consideration the combination of qualifications. Contract will be awarded to the individual consultant whose application has been evaluated and determined as:

1. Responsive/compliant/acceptable, and
2. Having received the highest score out of below defined technical criteria.

Only candidates obtaining a minimum of **50 points** in the technical evaluation would be considered for contracting.

**Technical Evaluation Criteria:**

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|  | **Evaluation Criteria** | **Max points** |
| **TECHNICAL EVALUATION (50 points)** | |  |
| **Language Requirements** | Fluent in written and spoken Russian language; knowledge of Tajiklanguage is an asset. | **REQUIRED** |
| **Education** | University (diploma) degree in social sciences, ecology, disaster risk management, gender studies, public policy/administration, economy, development studies relevant to this ToR. | **10**  0: irrelevant education  10: relevant education |
| **Knowledge and Professional Experience** | 5 years of experience of cooperation with the CoES or close structures in mainstreaming gender through DRR and/or Climate Change programming | **20**  0: no required experience  15: up to 5 years of relevant experience  20: 5 or more years of relevant experience |
| 3 years of experience in capacity building of state and non-state partners on gender and inclusion, including *Leave No One Behind* principle. | **10**  0: without relevant experience  5: up to 3 years of experience  10: more than 3 years of relevant experience. |
| 3 years of experience in drafting learning materials and/or in adjusting them for different categories of audience, including grass-root level. | **10**  0: without relevant knowledge  5: up to 3 years of experience  10: more than 3 years of relevant experience |
| **Total technical** |  | **50** |

*At UN Women, we are committed to creating a diverse and inclusive environment of mutual respect. UN Women recruits, employs, trains, compensates, and promotes regardless of race, religion, color, sex, gender identity, sexual orientation, age, ability, national origin, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, competence, integrity and organizational need.*

*If you need any reasonable accommodation to support your participation in the recruitment and selection process, please include this information in your application.*

*UN Women has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UN Women, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination.  All selected candidates will be expected to adhere to UN Women’s policies and procedures and the standards of conduct expected of UN Women personnel and will therefore undergo rigorous reference and background checks. (Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.*