

TERMS OF REFERENCE(TORs)

**Review and Development of the UNCT Gender Mainstreaming Strategy
November, 2021
Zimbabwe**

Assignment Information

Assignment Title:	Review and Development of the UNCT Gender Mainstreaming Strategy
Cluster/Project:	RCO
Contract Type:	Individual Contract
Duty Station:	Harare
Contract Duration:	30 days over 2 months

1. Background

The United Nations (UN) system adopted gender mainstreaming as a strategic approach for achieving the goal of gender equality following the Beijing Platform for Action (1995) and the 1997/2 resolution of the United Nations Economic and Social Council (ECOSOC). In 2011, as part of the preparation process to develop the Zimbabwe United Nations Development Assistance Framework (ZUNDAF) 2016 - 2020, a Gender Scorecard exercise was undertaken to assess the effectiveness of the United Nations Country Team (UNCT) gender mainstreaming processes. The report highlighted the growing importance of UNCT collaboration and coordination to achieve common goals and commitments, with respect to gender equality and address some gaps in the capacity of the UNCT to effectively mainstream gender into the ZUNDAF and development results. A key recommendation was to develop a UNCT Gender Mainstreaming Strategy to operationalize Gender Mainstreaming within the UN system in Zimbabwe.

The UNCT is the highest-level interagency coordination and decision-making body of the United Nations in Zimbabwe. It ascribes to accepted principles and guidelines of the United Nations Development Group (UNDG), which unites all UN funds, programmes, agencies, departments, and offices at a headquarter level that play a role in development. The UNCT serves as a forum for the formulation of common positions on strategic issues, ensuring coherence in action and advocacy. The UNCT is responsible for ensuring the delivery of tangible results in support of the national development agenda of the Government and of the ZUNDAF in line with internationally agreed principles and standards.

The UNCT Zimbabwe Gender Mainstreaming Strategy is a blueprint for all UN Agencies on mainstreaming gender through their programmes and goals while operating within their respective diverse mandates and addressing different implications. The strategy was developed in 2015, in alignment with the ZUNDAF 2016 – 2020 (extended to 2021) strategy. The UNCT Gender Mainstreaming strategy focuses on strengthening the capacity of the UNCT in Gender Mainstreaming, for the ultimate purpose of enhancing gender mainstreaming programming and achieving results. The specific objectives of the strategy were to:

- (i) Prepare the UNCT for the gender mainstreaming in ZUNDAF
- (ii) Create a common vision for standardizing processes to improve gender mainstreaming across UNCT.
- (iii) Build the capacity of key UNCT staff and groups, that is, Gender Results Group (GRG), Results Groups (RGs) and Programme Management Team (PMT) on gender mainstreaming; and
- (iv) Establish accountability through defining individual and collective areas of responsibility

With the conclusion of the ZUNDAF 2016 – 2020 (21) and the transition to the United Nations System

Development Cooperation Framework (UNSDCF) 2022 – 2026, the UNCT seeks a consultant, to review the UNCT Gender mainstreaming strategy 2016 – 2020 and develop a new UNCT Gender Mainstreaming Strategy in line with the UNSDF 2022 – 2026 Framework.

2. Purpose of the review and lessons learned documentation

The overall objective of the consultancy is to review the current UNCT Gender Mainstreaming Strategy 2016 – 2020 and develop a new UNCT Gender Mainstreaming Strategy in line with the UNSDCF 2022 – 2026.

3. Specific objectives

1. Design and agree on a methodology for review of the UNCT Gender Mainstreaming Strategy 2016 - 2020 and for development of a new UNCT Gender Mainstreaming Strategy.
2. Conduct a desk review, analysing existing best practices, international standards, tools, and reports available on gender mainstreaming to inform the new strategy.
3. Design and conduct key informant interviews with relevant stakeholders to inform the review and strategy development.
4. Make use of results of the UNCT Gender Mainstreaming Strategy 2016 - 2020 review to develop the new 2022 – 2026 UNCT Gender Mainstreaming Strategy in line with the UN Sustainable Development Framework (UNSDF), proposing ways to bring innovation to gender mainstreaming within the UNCT.

4. Scope of Work

Strategy development process

The strategy will be developed through a participatory process. This will include:

- I. An analysis of the results of the strategy review to establish a baseline measure and identify priority action areas.
- II. Consultative meetings with the GRG, other Result Groups, the Programme Management Team (PMT), other relevant inter agency teams, and UNCT to ensure UN wide ownership of the strategy.
- III. The draft strategy will be shared with the Gender Results Group (GRG) and relevant interagency teams, for critical review and input.
- IV. After incorporating inputs, the draft strategy will be presented to Programme Management Team (PMT) for validation.
- V. The draft strategy will be presented to UNCT for approval.

Methodology

- I. Consultations with the UN including inter agency teams, government and other stakeholders
- II. Produce an inception report outlining the understanding of the work and expected deliverables, detailed methodology and timeline for review and strategy development process
- III. Conduct key informant interviews and consolidate inputs to produce a strategy review report and draft UNCT Gender Mainstreaming Strategy 2022 – 2026
- IV. Present draft strategy for review and input by GRG, other Result Groups, inter agency teams including PMT and UNCT.
- V. Produce a final UNCT Gender Mainstreaming Strategy 2022 – 2026

5. Responsibilities, timelines and deliverables

Step	Responsibility	Timelines	Number of days	Deliverables
<i>Inception meeting with RCO and UN Women</i>				
Consultant will be expected to participate in an	Consultant,	6 October 2021	1 days	Inception report

inception meeting with the RCO and UN Women. The objective of the meeting will be to clarify expectations and the expected role of the consultant.	RCO, UN Women			
Strategy Review				
Documentary Review Consultations with key stakeholders Analyse and collate results of the strategy review Development of strategy review report 2016 – 2020 Development of draft strategy 2022 – 2026 Share draft UNCT Gender Mainstreaming Strategy with UN Women and RCO	GRG Members UN Women RCO	7 October – 8 November 2021	23 days	UNCT Gender Mainstreaming strategy 2016 – 2020 review report
Strategy Presentation, Validation and Finalization				
Present draft UNCT Gender Mainstreaming strategy 2022-2026 to the GRG for validation. Present draft UNCT Gender Mainstreaming strategy 2022-2026 to the PMT for validation Incorporate input from PMT Present UNCT Gender Mainstreaming Strategy to UNCT for approval Submit final UNCT Gender Mainstreaming Strategy to UN Women	RCO, GRG, PMT, UNCT, UN Women	15 – 26 November 2021	6 days	Draft Strategy for presentation to the inter-agency teams including PMT, GRG and other Result Groups Draft strategy for presentation to United Nations Country Team (UNCT)
Total number of days			30 days	

Duty Station

The duty station for this assignment is based in Harare.

Reporting:

The Consultant will be closely supported by with the Gender Mainstreaming and Coordination Specialist and guided by the UN Women Deputy Representative. The GRG technical committee will provide quality control for every deliverable.

Minimum Qualifications of the Individual Contractor

Education:	<ul style="list-style-type: none"> • Master’s Degree level in the area of Gender Studies or relevant Social Sciences with a specific focus in Gender Issues
Experience:	<ul style="list-style-type: none"> • Proven prior experience in developing a Gender Mainstreaming strategy is an added advantage. • Proven prior experience with the United Nations.

	<ul style="list-style-type: none"> • 10 years + relevant work experience preferably with a focus on gender issues, gender equality, women’s rights and/or gender and development would be an asset. • Excellent communication and report writing skills
Competencies:	<ul style="list-style-type: none"> • Ethics and Values: Promoting Ethics and Integrity / Creating Organizational Precedents. • Organizational Awareness: Building support and political acumen. • Communicating Information and Ideas: Creating and promoting enabling environment for open communication. • Self-management and Emotional intelligence: Creating an emotionally intelligent organization. • Conflict Management / Negotiating and Resolving Disagreements: Leveraging conflict in the interests of the organization & setting standards. • Knowledge Sharing / Continuous Learning: Sharing knowledge across the organization and building a culture of knowledge sharing and learning. • Appropriate and Transparent Decision Making: Fair and transparent decision-making; calculated risk-taking
Functional Competencies	<ul style="list-style-type: none"> • Substantive experience in the area of development and or gender equality and women's empowerment issues. • Knowledge of UN system and understanding of inter-agency coordination processes. • Ability to conceptualize and convey strategic vision from the spectrum of development to experience. • Demonstrated negotiating, cultural sensitivity and diplomatic skills. • Familiarity with results-based programme planning and management (RBPPM), and the ability to clearly communicate and explain (RBPPM) approaches. • Well-developed people management skills. • Effectiveness and pro-activity. • Ability to leverage information technology, executive information systems, management techniques and tools for optimal office performance. • Strong interpersonal, communication and presentation skills. • Good planning, goal setting and prioritization and organizational skills. • Excellent time management
Language Requirement:	Fluency in English is required

Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
Master’s Degree level in the area of Gender Studies or relevant Social Sciences with a specific focus in Gender Issues	20
1. Proven prior experience in developing a Gender Mainstreaming strategy is an added advantage. 2. 10 years + relevant work experience preferably with a focus on gender issues, gender equality, women’s rights and/or gender and development would be an asset	50

Excellent communication and report writing skills	20
Proven experience working with UN and/or international organizations is desired.	10
Total Obtainable Score:	100

Payment Milestones

Once off Full payment amount is paid after satisfactorily completion of work and receiving of original invoice/CoP. Payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation duly completed and signed by the head of the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to RCO.

Offerors shall quote one rate of daily professional fee. The rate shall be all inclusive and fixed during the contract period.

The contractor will be paid on a lump sum basis as per agreed per assignment/ToR.

Travel and accommodation costs

Where workshop venue is organized outside of Harare, the consultant shall provide their own travel and accommodation arrangements. In presenting the proposed budget for this assignment the consultant should indicate estimated travel costs (per km charge) and accommodation fees including any other costs. These should be clearly presented and separate from the professional fees. These costs will be reimbursed after the workshops were traveling outside of Harare would have taken place.

Submission details

The applicant should submit the following documents

- Motivation, including proposed methodology (*not more than 3 pages*)
- Curriculum Vitae
- Copies of relevant publications or written work on gender issues
- Completed P11 form