INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 28 October 2021

Country: Egypt

Description of the assignment: The objective of this consultancy is to support the drafting of the programme document for the Egypt Spotlight Initiative Programme, in line with national priorities and the global theory of change and results-based requirements of the Spotlight Initiative.


Period of assignment/services (if applicable): 16 working days.

Proposal should be submitted by email procurementnotice.egypt@undp.org no later than 11 November 2021.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Egypt will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The Spotlight Initiative (SI) is a global partnership between the European Union (EU) and the United Nations (UN) in support of the 2030 Agenda on Sustainable Development, and in particular to end all forms of violence against women and girls (VAWG), including harmful practices. Launched in 2017 with EUR 500 million in seed funding provided by the EU, SI supports the development and implementation of regionally and nationally driven, large scale programmes in countries throughout Asia, Africa and Latin America and the Caribbean.

Comprising of six pillars that, together, form a cohesive and comprehensive approach to ending VAWG, SI leverages the latest evidence and thinking on VAWG and works to apply it within the context of country-specific insight and analysis. Country Programmes are developed through a collaborative, inclusive process that aims to respond to the needs and aspirations of multiple stakeholders, prioritizing those who are most at risk and/or facing intersecting forms of discrimination. The number of countries supported under SI has been deliberately limited, so as to ensure sufficient scale of resources and
expertise are made available to result in high-level impact of investments; and subsequently to ensure that more countries see the benefits of ending VAWG as integral to their national growth and development.

The high-level commitment of the Government of Egypt (GOE) to end VAWG, its robust partnership with the EU, and its long-standing leadership role in the UN Development System has resulted in Egypt being identified as a potential programme country for the SI’s new country programme modality. Accordingly, the Office of the UN Resident Coordinator, on behalf of the UN in Egypt, and in close partnership with the GOE and the EU Delegation in Egypt, is recruiting a national consultant to support the drafting of the programme document for Egypt SI Programme in line with national priorities and the global theory of change of SI.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The objective of this consultancy is to support the drafting of the programme document for the Egypt SI Programme, in line with national priorities and the global theory of change and results-based requirements of the SI. The consultant is expected to collaborate with the UN, GOE, and EU Delegation, as well as key stakeholders, and from these discussions, draft the programme document by performing the following indicative tasks:

a) Conducting a desk review of national documents and the global SI requirements and developing of Inception Report outlining consultant’s approach to work, action plan and timeline.

b) Participating in the brainstorming workshop which has as its focused identifying key priorities in line with national context and SI Pillars and Theories of Change.

c) Drafting the programme document (60 to 80 pages on average) - following the SI Programme template, that is accepted and approved by the UN and the Government of Egypt.

d) Consulting with participating UN agencies throughout the drafting phase to develop the approach under each of SI pillar.

e) Facilitating a validation session with the UN, GOE and EU Delegation to reflect on the comprehensive approach and how the pillars speak to each other.

f) Completing the logical framework including detailing out baseline and targets, following the SI corporate results-based requirements and as per the national priorities identified.

g) Liaising with the Office of the UN Resident Coordinator and under this, the technical coherence agency, to ensure all the requirements of SI are taken into consideration.

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Advanced degree (Masters) in relevant social sciences, or development-related field, preferably with specific focus on gender studies and/or international development.

II. Years of experience:

- Minimum of ten years of relevant professional experience in the field of social development, gender equality and women’s empowerment.
III. Competencies:

- Substantive knowledge on gender mainstreaming and human rights-based approaches and development issues.
- Experience in developing programme frameworks for international development programmes.
- Knowledge and demonstrated experience with results-based management.
- Ability to process and synthesize information from various sources and compile into a report that is accessible and useful to various stakeholders.
- Excellent knowledge of the social, political, and economic situation in Egypt.
- Experience working in Egypt with an international organization such as a UN agency is an asset.
- Excellent communication and writing skills in both Arabic and English.
- Excellent written and spoken Arabic and English.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:
   - (i) Explaining why they are the most suitable for the work
   - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

**Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

**Travel;**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.
In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Individual consultants will be evaluated based on the following:

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<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td>Technical</td>
<td>70%</td>
<td>70</td>
</tr>
<tr>
<td>• Advanced degree (Masters) in relevant social sciences, or development-related field, preferably with specific focus on gender studies and/or international development.</td>
<td>25%</td>
<td>25</td>
</tr>
<tr>
<td>• Experience in the field of social development, gender equality and women’s empowerment.</td>
<td>30%</td>
<td>30</td>
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<tr>
<td>• Experience in developing programme frameworks for international development programmes.</td>
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<tr>
<td>• Knowledge on gender mainstreaming and human rights-based approaches and development issues.</td>
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<td>• Knowledge and demonstrated experience with results-based management.</td>
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<tr>
<td>• Fluency in both Arabic and English – written and spoken.</td>
<td>15%</td>
<td>15</td>
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<tr>
<td>Financial</td>
<td>30%</td>
<td>30</td>
</tr>
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Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation.
ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

Terms of Reference

Consultancy for Developing Programme Document for the Egypt Spotlight Initiative (SI) Programme

A. Background and Objective

The Spotlight Initiative (SI) is a global partnership between the European Union (EU) and the United Nations (UN) in support of the 2030 Agenda on Sustainable Development, and in particular to end all forms of violence against women and girls (VAWG), including harmful practices. Launched in 2017 with EUR 500 million in seed funding provided by the EU, SI supports the development and implementation of regionally and nationally driven, large-scale programmes in countries throughout Asia, Africa and Latin America and the Caribbean.

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The high-level commitment of the Government of Egypt (GOE) to end VAWG, its robust partnership with the EU, and its long-standing leadership role in the UN Development System has resulted in Egypt being identified as a potential programme country for the SI’s new country programme modality. Accordingly, the Office of the UN Resident Coordinator, on behalf of the UN in Egypt, and in close partnership with the GOE and the EU Delegation in Egypt, is recruiting a national consultant to support the drafting of the programme document for Egypt SI Programme in line with national priorities and the global theory of change of SI.

B. Duties and Responsibilities

The objective of this consultancy is to support the drafting of the programme document for the Egypt SI Programme, in line with national priorities and the global theory of change and results-based requirements of the SI. The consultant is expected to collaborate with the UN, GOE, and EU Delegation, as well as key stakeholders, and from these discussions, draft the programme document by performing the following indicative tasks:
a) Conducting a desk review of national documents and the global SI requirements and developing of Inception Report outlining consultant’s approach to work, action plan and timeline.

b) Participating in the brainstorming workshop which has as its focused identifying key priorities in line with national context and SI Pillars and Theories of Change.

c) Drafting the programme document (60 to 80 pages on average) - following the SI Programme template, that is accepted and approved by the UN and the Government of Egypt.

d) Consulting with participating UN agencies throughout the drafting phase to develop the approach under each of SI pillar.

e) Facilitating a validation session with the UN, GOE and EU Delegation to reflect on the comprehensive approach and how the pillars speak to each other.

f) Completing the logical framework including detailing out baseline and targets, following the SI corporate results-based requirements and as per the national priorities identified.

g) Liaising with the Office of the UN Resident Coordinator and under this, the technical coherence agency, to ensure all the requirements of SI are taken into consideration.

C. Deliverables and timelines

The assignment will be for 16 working days during 15 November 2021 – 20 December 2021.

<table>
<thead>
<tr>
<th>Deliverable/Process</th>
<th>Estimated days</th>
<th>Payments</th>
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<tbody>
<tr>
<td>Submission of the inception report following the desk review and participation in the brainstorming workshop.</td>
<td>4</td>
<td>20%</td>
</tr>
<tr>
<td>Development and submission of first draft of the programme document, including the results framework, as per the corporate requirements of the Spotlight Initiative.</td>
<td>10</td>
<td>40%</td>
</tr>
<tr>
<td>Finalization of the programme document - incorporating comments from GOE, UN and EU Delegation, and stakeholders.</td>
<td>2</td>
<td>40%</td>
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D. Required qualifications and experience

Interested candidates must have the following competencies, qualifications, required skills and experience:

**Education:**

Advanced degree (Masters) in relevant social sciences, or development-related field, preferably with specific focus on gender studies and/or international development.

**Experience:**

- Minimum of ten years of relevant professional experience in the field of social development, gender equality and women’s empowerment.
- Substantive knowledge on gender mainstreaming and human rights-based approaches and development issues.
• Experience in developing programme frameworks for international development programmes.
• Knowledge and demonstrated experience with results-based management.
• Ability to process and synthesize information from various sources and compile into a report that is accessible and useful to various stakeholders.
• Excellent knowledge of the social, political, and economic situation in Egypt.
• Experience working in Egypt with an international organization such as a UN agency is an asset.
• Excellent communication and writing skills in both Arabic and English.

Languages:

• Excellent written and spoken Arabic and English.

E. Payments/instalments and travel

• 20% upon submission and agreement to inception report.
• 40% upon submission of the first full draft of the programme document, including populated results matrix.
• 40% upon submission of the final draft of the programme document, including integration of final comments.

E. Reporting and Management arrangements

The consultant will be accountable to the Office of the UN Resident Coordinator in Egypt.

The Office of the UN Resident Coordinator will be responsible for the overall coordination and daily management of the assignment. The participating UN Agencies will provide technical guidance to the content of the assignment. The UN RCO and participating UN Agencies will also provide guidance as well as quality assurance in consultation and coordination with the Government of Egypt, relevant UN agencies, EU Delegation, and other key stakeholders.