**TERMS OF REFERENCE AND PROCUREMENT NOTICE**



Date: 06 July 2022

**Country:** Azerbaijan

**Description of the assignment:** National Consultant on 1) Training WRCs members as community data specialists and 2) Career orientation sessions for girls and young married women

**Project name:** Empowering and creating equal opportunities for vulnerable, conflict affected women in Azerbaijan to overcome barriers towards greater economic and social participation

**Period of assignment/services:** July 30, 2022, to March 30, 2023 (40 days)

**Type of contract:** Individual Contract

Proposal should be submitted by email to [procurement.aze@undp.org](mailto:procurement.aze@undp.org) **no later than July 20, 2022, 18:00** **local time**. UNDP Procuring Entity 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.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above.

**1. BACKGROUND:**

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| The project’s goal is through building capacities of women, creating more equal opportunities and strengthening the enabling environment, the project reinforces especially the recovery and relief pillar of Women, Peace and Security, where conflict affected women become agents of change to participate in the economic and social lives of their communities after the recent Karabakh conflict. As a platform for change, the Women Resource Centers (WRCs) will be utilised to advance gender equality in these communities with women and for women. Increasing financial literacy of women and endorsing them for social change through tailored capacity building is complemented with strong formal and informal support networks. Ultimately the project aims to achieve economic security of conflict affected women, so they are better prepared for external shocks of conflict and crises.  The project will aim to ensure that:  **Outcome 1.** Vulnerable women are empowered with skills and have access to services and information to improve livelihoods and deliver community-level benefits sustainably, by cooperating as part of the network of WRCs;  **Outcome 2.** Stakeholders at national and local levels are supportive of WRC models and take actions to strengthen vulnerable women’s economic and social inclusion through targeted interventions informed by stakeholder analysis produced by the project. |

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

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| The project will contract services of Local Consultant who will work under the direct supervision of the Project Officer and Project Manager. The Consultant will also directly liaise with the UNDP Program Analyst.  With the support and facilitation of the field presence and in close cooperation with other members of the project team the Consultant will be responsible for:  Equip WRCs activists and members with a specific set of skills as community data collection specialists, which specifically includes:   * Preparation of plan of activities: the consultant, in consultation with UNDP staff should propose a schedule and plan of activities for the activity implementation period * Support to WRC coordinator’s in identifying and selecting women activists who are willing to participate in the trainings and collect data in the communities; define criteria for selecting participants * Conducting trainings for WRCs staff and women activists in community data collection methods, 3 days for each region; * Preparation of materials, including toolkit, training presentations, schedule of events and reports;   Career orientation sessions for girls and young married women, which specifically includes:   * Guide coordinators in collecting data on available job opportunities and potential employers * In coordination with WRC coordinators define and categorise women looking for a job and based on the available vacancies support development of career plan for those who are interested in short-term mentoring * Exploring the career matching opportunities with the local and regional job providers (public and private companies) via desk research and via local stakeholders * Helping the project beneficiaries to prepare the employment profile (package of documents required for the job search, such as CV, motivation letter, references, personal data) * Organize advisory services for girls and young women on career choices and facilitate their link with potential employers |

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

Academic Qualifications:

• University degree in social field. Any certificates related to community development is an asset (10 point)

Experience:

• Relevant experience in the coordination work with state authorities in the regions; (15 points)

• Experience with rural communities; (15 points)

• Experience with delivery of relevant trainings (15 points)

• Working experience in international organizations; (15 points)

• Prior work experience in the designing and use of qualitative and quantitative research and analysis methodologies is required; (10 points)

III. Competencies:

• Computer literacy, including proficiency in document design (MS Word or Google Docs), databases maintenance (MS Excel or Google Sheets) and visual presentations (MS PowerPoint or other tools) is required; (10 points)

• Fluency in written and oral Azerbaijani is required; (10 points)

Note: Maximum possible score is 100 points. In order to be eligible, the candidate has to score at least 70 points (70% of maximum possible score)

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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| Interested individual consultants must submit the following documents/information to demonstrate their qualifications:  1. Offeror's letter to conforming interest and availability for the Individual Contractor (IC) assignment  2. Financial proposal;  3. Personal CV including past experience in similar projects and at least 2 references |

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| **5. FINANCIAL PROPOSAL** |
| **Lump sum contracts**  The incumbent shall provide his/her cost-plan in the format of all-inclusive lump sum amount. The payment will be done in 2 instalments.  Lump sum payments will be made upon authorization of the Project Manager’s acceptance of the progress reports submitted by the consultant.  **Travel**  The assignment is partially home-based. The assignment requires the Local consultant to travel to Agjabadi, Barda, Tartar regions. Several trips are expected to these regions, with overall up to 30 business days of overnight stays.  The Consultant shall include in the financial proposal his/her proposed fee for living/overnight stay in regions (per night). Under no circumstance this should be higher than UN daily subsistent allowance rate, which is currently established at 108 USD for overnight stay.  The transport for trips to regions will be provided by the project. |

**6. EVALUATION**

Individual consultants will be evaluated based on the following methodologies:

*a). Lowest price and technically compliant offer*

*b) responsive/compliant/acceptable, and*

*c) offering the lowest price/cost*

Academic Qualifications:

- University degree in social field. Any certificates related to community development is an asset (10 point)

Experience:

• Relevant experience in the coordination work with state authorities in the regions; (15 points)

• Experience with rural communities; (15 points)

• Experience with delivery of relevant trainings (15 points)

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• Fluency in written and oral Azerbaijani is required; (10 points)

Note: Maximum possible score is 100 points. In order to be eligible, the candidate has to score at least 70 points (70% of maximum possible score)

**7. PAYMENT SCHEDULE:**

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| Payment will be done in 2 installments upon completion of deliverables:  First instalment – 50%, December 2022:   * Preparation of plan of activities: the consultant, in consultation with UNDP staff should propose a schedule and plan of activities for the activity implementation period * Support to WRC coordinator’s in identifying and selecting women activists who are willing to participate in the trainings and collect data in the communities; define criteria for selecting participants * Conducting trainings for WRCs staff and women activists in community data collection methods, 3 days for each region * Preparation of materials, including toolkit, training presentations, schedule of events and reports;   Second installment – 50%, March 2023:   * Guide coordinators in collecting data on available job opportunities and potential employers * In coordination with WRC coordinators define and categorise women looking for a job and based on the available vacancies support development of career plan for those who are interested in short-term mentoring * Exploring the career matching opportunities with the local and regional job providers (public and private companies) via desk research and via local stakeholders * Helping the project beneficiaries to prepare the employment profile (package of documents required for the job search, such as CV, motivation letter, references, personal data) * Organize advisory services for girls and young women on career choices and facilitate their link with potential employers * Conduct awareness raising sessions for the beneficiaries and potential job employers, including in the communities |

**8. MONITORING AND EVALUATION:**

Project Officer and Project Manager are responsible for monitoring and evaluation of all deliverables.

**9. LOCATION**

Home based with trips to Barda, Agjabadi and Tartar.

**10. REPORTING**

The consultant will provide reports on deliverables to the Project Officer and Project Manager.