**TERMS OF REFERENCE AND PROCUREMENT NOTICE** 

Date: 01 July 2022

**Country:** Azerbaijan

**Description of the assignment:** Local Consultant

**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:** 20 July 2022 - 31 March 2023 (70 consultancy days)

Proposal should be submitted by email to [procurement.aze@undp.org](mailto:procurement.aze@undp.org) email address no later than 14.07.2021 18.00 local Baku time. Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above ([procurement.aze@undp.org](mailto:procurement.aze@undp.org)). UNDP 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. Procurement Associate 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:**

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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. |

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

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| UNDP requires the services of Local Consultant to ensure provision of Social Enterprise training sessions for girls and young women in Agjhabadi, Barda and Tartar Regions. The Consultant will work under the direct supervision of UNDP’s Project Office and Project Manager.  The scope of work of the consultant includes the following:   * Provision of training in advocacy and communication for 30 women WRCs activists in all three project districts for them to serve as role models in communication and advocacy skills, to turn them into ‘champions’ able to propel the change forward: * Manage the overall coordination and facilitate the training sessions; * Prepare training materials, including presentations; * Facilitate 3-day training for 30 women (10 women \*3 groups\*3 regions); * Support a team of women champions and private employers to organize a series of advocacy events targeting local communities, schoolchildren and youth, parents, teachers, public and private employers. The advocacy events are expected to stimulate public debate and trigger policy action to ensure equality of life choices for men and women; * Establish a team of women champions and private employers and support them in organizing a series of advocacy events; * Conduct the monitoring and evaluation process and deliver an assessment report upon the completion of the trainings for internal quality assurance of the training program * Provision of Social Entrepreneurship trainings and awareness raising sessions: * Conduct needs assessments prior to the training and prepare a training program that matches the needs of the participants; * Manage the overall coordination of the courses and facilitate the training sessions; * Deliver the relevant courses and presentations during the trainings and awareness raising sessions on social entrepreneurship; * Facilitate 4-day training for 120 women (20 women \*2 groups\*3 regions) * Support the creation and maintenance of the communication network with the trainees by assisting the identification of the communication platform that will be used, establishing a network format that will allow the trainees from different sessions to engage with each other and stay in contact, and actively engaging in the network to support the continuous communication after the trainings are completed; * Conduct the monitoring and evaluation process and deliver an assessment report upon the completion of each training for internal quality assurance of the training program. * Support in social entrepreneurship: * Provide inputs into stakeholder mapping and SWOT analysis on the current state, development potential and barriers of social enterprises and their ecosystems; * Provide inputs into the development of the roster of social entrepreneurs in Aghjabadi, Barda and Tartar; * Facilitate organization of workshops and consultative meetings with key stakeholders in the area of social entrepreneurship; * Provide inputs into development of a policy paper and roadmap on social entrepreneurship; * Provide ongoing mentoring and advisory support to social entrepreneurs and conduct awareness raising sessions to the new and existing businesses on the basics of social entrepreneurship, including its benefits to the company, communities and society. * Design a road map for strategic advocacy from each WRC to highlight changes required in national and local policy and plans relating to women, the economy, MSMEs and the environment |

1. **DELIVERABLES, TIMING AND TERMS OF PAYMENT**

The following deliverables are expected:

* Provision of training in advocacy and communication for 30 women WRCs activists in all three project districts for them to serve as role models in communication and advocacy skills, to turn them into ‘champions’ able to propel the change forward:
* Manage the overall coordination and facilitate the training sessions;
* Prepare training materials, including presentations;
* Facilitate 3-day training for 30 women (10 women \*3 groups\*3 regions);
* Support a team of women champions and private employers to organize a series of advocacy events targeting local communities, schoolchildren and youth, parents, teachers, public and private employers. The advocacy events are expected to stimulate public debate and trigger policy action to ensure equality of life choices for men and women;
* Establish a team of women champions and private employers and support them in organizing a series of advocacy events;
* Conduct the monitoring and evaluation process and deliver an assessment report upon the completion of the trainings for internal quality assurance of the training program
* Provision of Social Entrepreneurship trainings:
* Conduct needs assessments prior to the training and prepare a training program that matches the needs of the participants;
* Manage the overall coordination of the courses and facilitate the training sessions;
* Deliver the relevant courses and presentations during the trainings and awareness raising sessions on social entrepreneurship;
* Facilitate 4-day training for 120 women (20 women \*2 groups\*3 regions)
* Support the creation and maintenance of the communication network with the trainees by assisting the identification of the communication platform that will be used, establishing a network format that will allow the trainees from different sessions to engage with each other and stay in contact, and actively engaging in the network to support the continuous communication after the trainings are completed;
* Conduct the monitoring and evaluation process and deliver an assessment report upon the completion of each training for internal quality assurance of the training program.
* Support in social entrepreneurship:
* Provide inputs into stakeholder mapping and SWOT analysis on the current state, development potential and barriers of social enterprises and their ecosystems;
* Provide inputs into the development of the roster of social entrepreneurs in Aghjabadi, Barda and Tartar;
* Facilitate organization of workshops and consultative meetings with key stakeholders in the area of social entrepreneurship;
* Provide inputs into development of a policy paper and roadmap on social entrepreneurship;
* Provide ongoing mentoring and conduct awareness raising sessions to the new and existing businesses on the basics of social entrepreneurship, including its benefits to the company, communities and society.
* Design a road map for strategic advocacy from each WRC to highlight changes required in national and local policy and plans relating to women, the economy, MSMEs and the environment

**Payment will be done in 3 installments** upon completion of the above deliverables:

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| **No** | **Deliverable** | **Period** | **%** |
| **Installment 1** | Provision of training in advocacy and communication for 30 women WRCs activists in all three project districts for them to serve as role models in communication and advocacy skills, to turn them into ‘champions’ able to propel the change forward:  - Manage the overall coordination and facilitate the training sessions;  - Prepare training materials, including presentations;  - Facilitate 3-day training for 30 women (10 women \*3 groups\*3 regions);  - Support a team of women champions and private employers to organize a series of advocacy events targeting local communities, schoolchildren and youth, parents, teachers, public and private employers. The advocacy events are expected to stimulate public debate and trigger policy action to ensure equality of life choices for men and women;  - Establish a team of women champions and private employers and support them in organizing a series of advocacy events;  - Conduct the monitoring and evaluation process and deliver an assessment report upon the completion of the trainings for internal quality assurance of the training program | July-October 2022 | 30% |
| **Installment 2** | Provision of Social Entrepreneurship trainings and awareness raising sessions:  - Conduct needs assessments prior to the training and prepare a training program that matches the needs of the participants;  - Manage the overall coordination of the courses and facilitate the training sessions;  - Deliver the relevant courses and presentations during the trainings and awareness raising sessions on social entrepreneurship;  - Facilitate 4-day training for 120 women (20 women \*2 groups\*3 regions)  - Support the creation and maintenance of the communication network with the trainees by assisting the identification of the communication platform that will be used, establishing a network format that will allow the trainees from different sessions to engage with each other and stay in contact, and actively engaging in the network to support the continuous communication after the trainings are completed;  - Conduct the monitoring and evaluation process and deliver an assessment report upon the completion of each training for internal quality assurance of the training program. | October-November 2022 | 40% |
| **Installment 3** | Design a road map for strategic advocacy from each WRC to highlight changes required in national and local policy and plans relating to women, the economy, MSMEs and the environment | December 2022- March 2023 | 30% |

**Approval Process**

The authorisation for each respective payment will be made by Authorised UNDP personnel (Project Manager) after the acceptance of each deliverable.

1. **REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

I. Academic Qualifications:

• Minimum Master’s Degree in Economics, Business Administration, Enterprise Development, Humanitarian, or other related fields relevant to economic and social development. Any certificates related to the required area is an asset (15 point)

II. Years of Experience:

• Minimum 3 years of work experience in the area of Social Entrepreneurship, communication and advocacy; (20 points)

• Experience with rural communities; (10 points)

• Experience with delivery of relevant trainings (15 points)

• Working experience in international organizations; (10 points)

• Track record of producing high quality and deeply analytical reports and articles. (10 points)

III. Competencies:

• Basic computer literacy Word, Excel, Internet, Power Point; (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)

1. **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. Proposal, explaining why they are the most suitable for the work;  2. Financial proposal (see below for required elements of Financial Proposal);  3. Complete CV form indicating relevant experience and at least 2 references;  4. Letter of Interest to UNDP confirming interest and availability.  *Failing to provide any of the required documents may lead to disqualification of the candidate for the next stage.* |
| 1. **FINANCIAL PROPOSAL** |
| **Financial proposal:**  Financial offer – specifying the Consultant’s daily rate for the tasks and deliverables specified in the TOR, as well as his/her proposed fee for living/overnight stay in regions (per night). The rate shall include all taxes and social charges applicable to the expert as an individual service provider.  **Travel**  The assignment is partially home-based. **The assignment requires the Local consultant to travel to Agjhabadi, Barda and Tartar regions. Several trips are expected to these regions, with overall up to 40 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. |

1. **EVALUATION**

Individual consultants will be evaluated based on the following methodologies:

*a). Lowest price and technically compliant offer*

I. Academic Qualifications:

• Minimum Master’s Degree in Economics, Business Administration, Enterprise Development, Humanitarian, or other related fields relevant to economic and social development. Any certificates related to the required area is an asset (15 points)

II. Years of Experience:

• Minimum 3 years of work experience in the area of Social Entrepreneurship, communication and advocacy; (20 points)

• Experience with rural communities; (10 points)

• Experience with delivery of relevant trainings (15 points)

• Working experience in international organizations; (10 points)

• Track record of producing high quality and deeply analytical reports and articles. (10 points)

III. Competencies:

• Basic computer literacy Word, Excel, Internet, Power Point; (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)

1. **MONITORING AND EVALUATION:**

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

1. **LOCATION**

The assignment is partially home-based. The assignment requires the Local consultant to travel to Agjabedi, Barda and Tartar regions (including remote villages).

**REPORTING**

The consultant will provide, reports on deliverables and written recommendations to relevant Project Officer and Project Manager. The consultant will report at the end of the contractual period to Manager of the project as well as Project Officer, UNDP.