

Individual Consultant Terms of Reference (to be completed by Hiring Office)	
Hiring Office:	UNFPA Bhutan
Background and Purpose of consultancy:	<p>The UNCT System-wide Action Plan (SWAP) Gender Equality Scorecard (UNCT-SWAP) has been developed as an accountability framework for assessing the effectiveness of gender mainstreaming by UN Country Teams. It supports the implementation of the gender-responsive Cooperation Framework and ensures better accountability of UNCT towards gender equality and women’s empowerment, in line with UN corporate policy.</p> <p>The UNCT-SWAP assesses the status of gender equality mainstreaming across 7 dimensions that addresses key Gender Equality and Empowerment of Women (GEEW) components and each dimension includes performance indicators with a total of 15 indicators, which UNCTs need to meet or exceed. It identifies the gaps in order to develop corrective actions.</p> <p>Two distinct groups at the UNCT support the UNCT SWAP— the Gender Working Group (GWG) and an Inter-Agency Team (IAT). The latter is composed of representatives of GWG, other Regional Groups, the Resident Coordinator's Office (RCO), OMT, and M&E groups. These two groups are responsible for completing the UNCT-SWAP process under the leadership of the Resident Coordination and Heads of Agencies, in a collaborative and timely manner, with the support of the consultant.</p> <p>The UNCT-SWAP Gender Equality Scorecard Consultant will be responsible for facilitating the comprehensive assessment of UNCT-SWAP Gender Equality Scorecard and application of participatory methods to ensure the assessment team is set up from the beginning of the exercise, leads and owns the process. Under the overall guidance of the GWG co-chair, and support of UN Women Regional and Country Offices in close collaboration with the IAT and UN Women staff. The consultant will follow the UNCT-SWAP Technical Guidance.</p> <p>The UN Sustainable Development Cooperation Framework (UNSDCF)-2024-2028 outlines the UN system's collective vision for Bhutan from 2024 to 2028. It is guided by the principle of non-discrimination, gender equality, women’s empowerment and leaving no one behind and focuses on all three pillars of sustainable development: economic, social, and environmental. The UNSDCF aims to achieve a vision where all people in Bhutan, particularly the most vulnerable, actively contribute to and benefit from sustainable development, resulting in the attainment of the Sustainable Development Goals (SDGs) and a prosperous, secure nation.</p>

	<p>The United Nations is fully committed to supporting the Royal Government of Bhutan and its people in realizing the vision of a “Developed Bhutan”, aligned with the country’s 13th Five-Year Plan and the SDGs, in line with the 2030 Agenda for Sustainable Development.</p> <p>This UNSDCF is deeply rooted in national development priorities, the 2030 Agenda and the principles of the UN Charter. It embodies the spirit of partnership to drive transformative change, ensuring that the promise of leaving no one behind becomes a reality.</p> <p>MAIN OBJECTIVES OF THE ASSIGNMENT</p> <p>The main objective of this consultancy is to facilitate the comprehensive assessment of UNCT-SWAP Gender Equality Scorecard and the effectiveness of the UN Country Team in gender mainstreaming, promotion of gender equality and women’s empowerment as well as to provide a set of actions for improvements.</p> <p>Purpose of the exercise:</p> <ul style="list-style-type: none"> ● To assist UNCTs in identifying areas in which they are meeting or not meeting UNSDG minimum requirements on gender mainstreaming practices and performance. ● To stimulate a constructive dialogue within the UNCT about the current status of support for gender equality and women’s empowerment, and how it can be improved. ● To identify where technical assistance can support the achievement of minimum requirements. <p>To share good practice in supporting national priorities to advance gender equality and women’s empowerment.</p>
<p>Scope of work: <i>(Description of services, activities, or outputs)</i></p>	<p>Major Duties and Responsibilities</p> <p>The UNCT-SWAP Gender Equality Scorecard methodology has been designed for in-country self-assessment as a means of fostering deeper understanding and ownership of results. The consultant will facilitate the exercise and apply participatory methods, promoting the leadership in and ownership of the process by the assessment team from the beginning of exercise.</p> <p>To guide and support the Inter-Agency Assessment Team (IAT), the consultant will conduct the following activities within the stipulated time frames:</p> <p>A. <u>Background document review (home-based): 5 Days</u></p> <p><i>Relevant background documents:</i></p> <ul style="list-style-type: none"> ● UNCT-SWAP Gender Equality Scorecard Technical Guidance and Framework

	<ul style="list-style-type: none"> ● UNCT-SWAP global/regional trends and reports for the countries in the regions and from other countries ● Current endorsed CCA and UNSDCF ● Most recent UNSDG United Nations Sustainable Development Cooperation Framework Guidance ● UNCT planning, budgeting, programming documents, meeting minutes, communications documentation ● UN GWG Meeting Minutes, ToR, work plan and Annual Reports ● CEDAW Reports, national Gender Plans and legislation <p>B. <u>Assistance and support for the IAT with the in-country assessment: 10 Days</u></p> <ul style="list-style-type: none"> ● Support the collection of complementary data and evidence to rate indicators. ● Conduct gender analysis of verification documents required to help the IAT rate areas of performance. ● Facilitate working sessions and provide technical support to key stakeholders such as the Resident Coordinator; Heads of Agencies; key programme staff; MEL/comms/operations teams, GTG, partners, etc. to discuss and score areas of performance. ● Complete the rating matrix based on IAT discussions and agreements. ● Facilitate a debrief with the UNCT HOAs to discuss findings and proposed actions. <p>C. <u>Reporting: 10 Days</u></p> <ul style="list-style-type: none"> ● Draft UNCT-SWAP narrative report, with inputs from IAT. ● Prepare Action Plan based on agreed follow-up action points identified through the assessment. <p>Complete and finalize the UNCT-SWAP narrative report and Action Plan based on feedback, including from the UNCT HOAs.</p>
Duration and working schedule:	25 working days spread over two months (April and May,2024)
Place where services are to be delivered:	The consultant is expected to work home-based and conduct a minimum of 10 days in-person meetings with UN agencies, partners and stakeholders as per the agreed work-plan.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>Payment Schedule:</p> <ul style="list-style-type: none"> ● 50% of payment upon completion and submission of first Draft of UNCT-SWAP narrative report ● 50% of final payments upon finalization of UNCT-SWAP report and clearance on report by UNCT.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Weekly progress report with Gender & Youth Specialist, UNFPA Bhutan.
Supervisory arrangements:	The consultant will report directly to the UNFPA Head of Office.

Expected travel:	NA
Required expertise, qualifications and competencies, including language requirements:	<p>Education A master's degree in social sciences, Gender Studies, Anthropology, Management, Public Policy, or related social sciences. PhD is an asset.</p> <p>Knowledge and Experience</p> <ul style="list-style-type: none"> ● At least 5 years of professional experience working in one or more of the following areas: UN GEWE coordination (GWG, UNCT SWAP, GEWE joint programs), gender equality and women's empowerment programmes. ● Previous experience with Gender Equality Scorecards, Gender Equality Markers, CCA and CF narrative report and follow-up matrix is an asset. ● Experience in gender research and data collection and analysis, including interviews, surveys and focus groups is an asset. ● Excellent knowledge of gender responsive planning and Results Based Management. ● Experience in the development and delivery of training programmes, toolkits, evaluation and monitoring matrices. ● Knowledge of women's human rights instruments (international and national). <p>Language and other skills:</p> <ul style="list-style-type: none"> ● Fluency in written and oral English is required, working level of (add relevant language) is an asset. ● Good command of MS Office and data visualization tools is an asset.
Other relevant information or special conditions, if any:	Submit the workplan and methodology during your application for consultancy.