



**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE  
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**Junior Expert on Women Caucus and Legislative Oversight focused on Gender**

Date: 13.12.2016

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**Country: Cabo Verde**

**Description of the assignment:**

In order to further developed and enhance the process and work carried out within the scope of the Pro PALOP-TL SAI with Women Caucuses in the PALOP and Timor-Leste, also considering the need to effectively setup and implement a Gender-sensitive Monitoring and Evaluation Systems targeting public expenditures and accounts in these countries, **the project is recruiting one Junior Expert on Women Caucus and Legislative Oversight focused on gender** to work under the coordination of a Senior Expert on Gender Responsive Budgeting and the direct supervision of the Pro PALOP-TL SAI Project Manager. The team of experts will support parliaments, Women Caucuses and all other relevant stakeholders (Civil Society Organizations and Ministries of Finances, among them) to design a public expenditures and accounts Gender-sensitive Monitoring and Evaluation Systems and/or enhance national and/or local gender responsive budgets – according to the national and local contexts of the beneficiary countries.

**Project name:**

Project for Strengthening Technical and Functional Skills of Supreme Audit Institutions (SAIs), National Parliaments and Civil Society for the Control of Public Finances in the PALOP and Timor-Leste (Pro PALOP-TL SAI)

**Period of assignment/services:**

The assignment is for a total of 120 working days to be delivered in a period of 12 months from 2<sup>nd</sup> of January to 11<sup>th</sup> of December 2017.

Proposal should be submitted by email to [procurement.cv@cv.jo.un.org](mailto:procurement.cv@cv.jo.un.org) no later than **December 20 2016 at 23:59 Cape Verde time.**

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

UNDP's democratic governance practice focuses on fostering inclusive participation, strengthening responsive governing institutions, and promoting democratic principles.

The project for Strengthening Functional and Technical Capacities of Supreme Audit Institutions (SAI), National Parliaments and Civil Society for the control of public finances in the PALOP and Timor-Leste (Pro PALOP-TL SAI) was formulated in 2013 under the economic governance sub-area of the 2008-2013 10th EDF for the PALOP (Angola, Cabo Verde, Guinea Bissau, Mozambique, Sao Tome and Principe) & Timor-Leste (PALOP-TL). This project was formulated on the basis a EU-UNDP partnership for a budget of 6.4 million Euros allocated to support Supreme Audit Institutions (SAI), Parliaments, Parliamentarians & Civil Society Organizations in the PALOP-TL between December 2013 and December 2017.

The Pro PALOP-TL SAI is fully funded by the European Union and aims at promoting economic governance in the PALOP-TL by strengthening technical and functional skills of Supreme Audit Institutions (SAIs), National Parliaments and Civil Society to ensure effective external control of public expenditure in the six beneficiary countries. The project is consistent with PALOP partner countries' national strategies for poverty reduction and national development plans, with UNDP Country Programmes and Development Frameworks, and the 2008-2013 10th EDF for the PALOP-TL. These policies and strategies are adapted to the specificities and priorities of each country, but converge to promote good governance as an important support for development and economic growth. This is achieved, in particular, through the strengthening of capacities in (i) legislative and oversight functions of the State, (ii) the management system of public finances, including internal and external control, (iii) support services to Parliament and (iv) State's accountability.

The multi-country intervention logic of this project aims to intensify the PALOP-TL dialogue, drawing on the holistic approach to democratic governance. A special emphasis is placed on joint, transversal, south-south and peer-to-peer capacity-building within the selected areas of economic governance, namely external control, audit and oversight capacities of the public finances.

The project uses training actions as a tool to enhance skills and credentials of stakeholders for controlling public finances while establishing eLearning platforms in Portuguese ensuring means of durable access to existing database and information in Portuguese. The project also aims to contribute for the establishment of a first multi-country CSO PALOP-TL platform on social monitoring of public expenditures, showcasing lessons and progress made by civil society organizations within the PALOP/CPLP Open Budget Initiative. Other activities aiming to promote sustainability and promote south-south and triangular cooperation bring additional support the OISC|CPLP multi-country plan and promote synergies with the Training Institute for Financial and Economic Management in Portuguese Language (IGEF), through the involvement of this institution in training and capacity building activities at transnational level (joint learning involving actors from all beneficiary countries).

Improved access to information (in terms of availability of information, quality of the information available) is a pre-condition for effective public oversight and therefore to achieve the project's key outputs. In the long run, the project impact will depend on the success of its exit strategy and sustainability of its actions and activities. It is critical that the project beneficiaries develop synergies and dynamics that will still be there after the end of the project. This is being ensured through capacity development of human resources within national institutions. Such capacity development is targeting professional skills and enhancement/development of in-house training capacities in the field of external control of public accounts and finances, in particular CAs in the PALOP-TL.

The project's overall objective is to promote economic governance in the PALOP-TL strengthening technical and functional skills of SAIs, Parliaments, Parliamentarians and Civil Society (including media). Its specific objective is to improve the effectiveness of external political, judicial and civilian control of public finances in the PALOP-TL for a more efficient use of public resources. SAIs play an important role to prevent mismanagement and

corruption. Therefore, whenever possible, the project will also help strengthen the links between SAIs and other oversight agencies, in particular anti-corruption and procurement agencies.

Pro PALOP-TL SAI addresses directly good governance and democracy and strengthens the accountability system with external and independent control of public finances. Responding to the right of citizens to information, and cross cutting support to the promotion of gender equity in public spending is yielding transformational results to be sustained beyond the project life cycle (among others, training and sensitization activities on gender equality addressed to Parliaments and CSOs). UNDP is associating, whenever possible and justified, UN Women units at country office level in designing the AWP and training activities. ICT platforms and solutions play a central role in this strategy and are transversal (among others, use of videoconference and IT tools). Environmental issues will be taken into consideration in specific activities when appropriate and consistent with partner countries' national strategies and priorities, such as the strengthening of oversight capacities in the natural resource extraction sector. The project foresees two results directly contributing to the specific objectives:

1. SAIs' control and audit capacities over public finances in the PALOP and TL are strengthened in a context of joint learning.
2. Parliaments and Civil Society oversight capacities over public finances are developed for an informed analysis of public finances in the PALOP and TL in a context of joint learning.

The strategy defined by the project took into account the different contexts of the six beneficiary countries and the multi-country PALOP-TL cooperation intervention logic. The strategy will seek to improve political, judicial/technical and civilian control and oversight of government action and public accounts through actions benefiting SAIs, Parliaments and CSOs. The action plan includes multi-country activities fostering the south-south PALOP-TL cooperation (face-to-face training and eLearning, workshops, study trips and peer learning initiatives) and national activities aimed at addressing specificities of each beneficiary country (training, organizational changes, drafting of manuals, capacity development, etc.). The implementation of the foreseen activities from December 2013 and ending in December 2017 was done on the basis of annual work plans carefully, bottom-up and inclusively developed. 2017 will be a critical year to implement the actions aiming to ensure an efficient exit strategy and the sustainability of the project results and realizations.

To this end, **UNDP Cabo Verde is recruiting one Junior Expert on Women Caucus and Legislative Oversight focused on gender** to work under the coordination of a Senior Expert on Gender Responsive Budgeting and the direct supervision of the Pro PALOP-TL SAI Project Manager.

**For detailed information, please refer to Annex 1 – Terms of Reference.**

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

The **junior expert** will support the above referred national stakeholders, particularly the Women Caucus and relevant CSOs to:

1. Understand and apply the concepts, methodologies and practices related with gender budgeting and control of public expenditure;
2. Conduct state budget analysis with a special focus on the analysis of costs and the differential impact on women and men, through:
  - a. Inclusive analysis of national budgeting process involving women parliamentarians and other relevant actors in the PALOP and Timor-Leste;
  - b. Analysis of examples of Executive Budget Proposals to prepare Women MPs and members of relevant CSO for the budget discussion processes in the PALOP and Timor-Leste;

- c. Capacity development of men and women MPs, but also to members of relevant CSO to influence Budget processes in the PALOP and Timor-Leste, in order to include gender sensitive approaches;
- d. Design of a Monitoring and Evaluation System with performance indicators on gender, and evaluation of the budget implementation.

These deliverables will depend on the countries' specific contexts, availability of budget information, electoral cycles, among other important external variables that can impact the national scope of the work.

Considering the calendars of the different legislatures and the timetable for the Annual State Budget processes in the PALOP and Timor-Leste, the team of experts shall provide a revised calendar of missions in each beneficiary country on the basis of the indicative calendar presented in the ToR. Ideally, the calendar proposal should allow for the necessary technical support to the above referred actors in order to allow them to engage in discussions to approve the executive budget proposals in each of the beneficiary countries. This will include working with the beneficiaries on the principles Gender responsive budgeting and current gender disparities and gaps, as well as national priorities in line with the most recent and updated country reports on the issue.

Aimed at strengthening the capacity of these actors, the expert team will facilitate training in Gender Sensitive Budgeting, which will also represent a preparatory work for more effective Gender streamline in the Budget processes of those countries. Simultaneously, this training will develop critical baselines for inclusive mechanisms for monitoring public expenditure which will involve different stakeholders (e.g. the civil society organizations, particularly women's organizations) and a set of performance indicators on gender to be identified as part of this system. All these deliverables will depend on the countries' specific contexts, availability of budget information, electoral cycles, among other important external variables that can impact the national scope of the work of the team. The expert team will support in development of an awareness and advocacy plan for the adoption and institutionalization of gender sensitive budgets (legislative and institutional dimensions) in the beneficiary countries.

### **Expected Outputs and Deliverables**

The **Expert Team** will have to produce clear measurable deliverables as follows:

#### **Transversal Deliverables (Home based)**

##### **1. Deliverable 1:**

Prepare and submit within five (5) days after beginning the assignment the work plan and the calendar of missions for a consultancy of 250 working days to be delivered between the 2<sup>nd</sup> of January and the 11<sup>th</sup> of December 2017 (see table in point F below for more details).

##### **2. Deliverable 2:**

Develop and submit a comparative analysis of gender gaps in state budgets and public expenditures in the PALOP and Timor-Leste.

##### **3. Deliverable 3:**

Conduct a desk review of key documents and institutions related to each country's budgetary process and gender equality policies to identify opportunities to develop country deliverables adapted to country context in order to best promote gender responsive budgeting oversight.

##### **4. Deliverable 4:**

Conduct a desk review of key documents and institutions related to each country's budgetary process and gender equality policies to identify opportunities to develop country deliverables adapted to country context in order to best promote gender responsive budgeting oversight.

**5. Deliverable 5:**

Develop and submit 1 country summary report for each country summarizing all country based deliverables.

**6. Deliverable 6:**

Develop and submit a final report covering all deliverables.

**Country specific deliverables (to be achieved in each country, according to context specificities and variables not controlled by the expert team)**

**7. Deliverable 7:**

Establish contacts with country partners a develop a Partnership Strategy putting forward analysis and creation of messages and strategies for the process.

**8. Deliverable 8:**

Conduct a gender analysis on the State Budget and support relevant beneficiaries organizing an information journey to socialize the methodology and the results of the analysis report produced in each PALOP and Timor-Leste.

**9. Deliverable 9:**

Develop the conceptualization and facilitate working sessions and 1 training workshops in each country to support the Women Caucuses, MPs relevant CSOs and other relevant project's beneficiaries to advocate for gender integration into the Executive Budget Proposal and implement gender responsive budgeting oversight, taking into account the gender budget analysis.

**10. Deliverable 10:**

Develop and submit 1 draft proposal for a monitoring and evaluation system of the gender dimension in the State Public Expenditure, integrating a minimum set of gender performance indicators.

**Methodology**

The expert team will determine the most appropriate methodology. In terms of methodology, the actions will be developed through analysis of evidences of disparities and inequality of budget allocations and expenditure. This will also involve a fair amount of training and sensitization/advocacy strategies, all contributing for the following results:

- i. National Parliament has increasingly acknowledged the importance of GRB;
- ii. National planning and budget processes in the PALOP and Timor-Leste reflect gender equality principles;
- iii. A proposal for gender monitoring and evaluation system of the national budget expenditure is proposed and in place
- iv. A study and comparative analysis on gender gaps in state budgets and public expenditures is available.

**Report Requirements**

- a. Once the work is completed in each country, the expert team will produce a progress report on the work and deliverables in that country;
- b. Before the final payment, the expert team will produce a final report compiling all deliverables.

**For detailed information, please refer to Annex 1 – Terms of Reference.**

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The required qualifications for the **Junior Expert on Women Caucus and Legislative Oversight focused on gender** are:

1. Advanced degree in statistics and information management, social sciences, economics, governance or related fields;
2. Minimum 3 years of “relevant” work experience in initiatives for Women Empowerment and gender mainstreaming in policies in at least one of the PALOP and Timor-Leste;
3. Facilitation skills (workshops, training courses, etc.) is required.
4. Practical experience in budgeting analysis from a gender perspective and in facilitating processes of Gender Responsive Budgeting (experience in at least one of the PALOP and Timor-Leste is an asset);
5. Experience in legislative oversight with focus on gender (experience in at least one of the PALOP and Timor-Leste is an asset).
6. Experience in working with other Women caucuses and CSO in the PALOP and Timor-Leste is an asset.
7. Working Knowledge (written and Spoken) and professional proficiency in Portuguese are required.

### COMPETENCIES

The Junior Expert is expected to have **core competencies**:

- a) Promoting Ethics and Integrity/Creating Organizational Precedents;
- b) Building support and political acumen;
- c) Building staff competence, creating an environment of creativity and innovation;
- d) Building and promoting effective teams;
- e) Creating and promoting enabling environment for open communication;
- f) Creating an emotionally intelligent organization;
- g) Leveraging conflict in the interests of UNDP & setting standards;
- h) Sharing knowledge across the organization and building a culture of knowledge sharing and learning;
- i) Fair and transparent decision making;
- j) Calculated risk-taking.

Additionally, he/she is expected to have **functional competencies**:

1. Contributing to positive outcomes for the client in a client based approach that:
  - a. Anticipates client needs;
  - b. Works towards creating an enabling environment for a smooth relationship between the clients and service provider;
  - c. Demonstrates understanding of client’s perspective;
  - d. Keeps the client informed of problems or delays in the provision of services;
  - e. Uses discretion and flexibility in interpreting rules in order to meet client needs and achieve organizational goals more effectively;
  - f. Solicits feedback on service provision and quality.
2. Strong interpersonal and written and oral communication skills;
3. Ability to work well in multi-disciplinary teams.

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

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

##### **1. Technical 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

2. **Financial Proposal** (all costs, including travel ticket and per diem costs should be included in the financial proposal)

3. **Personal CV, and P11 Form** including past experiences in similar projects and at least 3 references.

**Proposals must include all three sets of documents. Proposals not meeting this requirement will be rejected.**

#### **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, visa and number of anticipated working days).

The financial proposal indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. Travel ticket costs will be covered by UNDP and should not be included in the financial proposal. If an Offer is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offer or must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

#### **Travel**

The consultancy will take place in Praia, Cape Verde, with travel to Angola, Guinea Bissau, Mozambique, Sao Tome and Principe and Timor-Leste. All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station Cabo Verde/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.

## 6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

### 1. Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight; [70%]

\* Financial Criteria weight; [30%]

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical</u></b>	<b>70%</b>	<b>70</b>
<i>Criteria A (Candidate profile):</i> (1) Minimum 3 years of “relevant” work experience in initiatives for Women Empowerment and gender mainstreaming in policies in at least one of the PALOP and Timor-Leste. (2) Facilitation skills (workshops, training courses, etc.). (3) Practical experience in budgeting analysis from a gender perspective and in facilitating processes of Gender Responsive Budgeting (experience in at least one of the PALOP and Timor-Leste is an asset).		40
<i>Criteria B (Candidate profile):</i> (1) Advanced degree in statistics and information management, social sciences, economics, governance or related fields. (2) Working Knowledge (written and Spoken) and professional proficiency in Portuguese are required.		10
<i>Criteria C (Candidate profile):</i> (1) Experience in legislative oversight with focus on gender (experience in at least one of the PALOP and Timor-Leste is an asset). (2) Experience in working with other Women caucuses and CSO in the PALOP and Timor-Leste is an asset.		10
<i>Criteria D (Methodological Proposal)</i> Knowledge and applied understanding of advisory services to national parliaments and women’s groups on developing capacities to understand and to apply concepts, methodologies and practices related with gender budgeting and control of public expenditure; reference to the scope requested in the procurement note; adequacy of the proposed methodology with the objectives of the consultancy; detailed methodology, including the timeline of the consultancy		30
<i>Criteria E (Methodological Proposal)</i> Quality assurance of deliverables (M&E mechanisms and criteria)		10
<b><u>Financial</u></b>	<b>30%</b>	<b>30</b>
<b><u>Total</u></b>	<b>100%</b>	<b>100</b>

Only candidates obtaining a minimum of **70 points** in the Technical Evaluation would be considered for the Financial Evaluation



The financial score for the financial proposal will be calculated in the following manner:

$S_f = 100 \times F_m/F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the proposal under consideration.

(Total Financial Maximum points = 100 points)

### **Total Score**

The technical score attained at by each proposal will be used in determining the Total score as follows:

The weights given to the technical and financial proposals are:  $T= 0.7$ ,  $F=0.3$

The Total score will be calculated by formula:  $TS = S_t \times 0.7 + S_f \times 0.3$

TS - Is the total score of the proposal under consideration?

$S_t$  - is technical score of the proposal under consideration.

$S_f$  - is financial score of the proposal under consideration.

### **ANNEXES**

**ANNEX 1- TERMS OF REFERENCE**

**ANNEX 2- OFFERORS LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**

**ANNEX 3 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX 4 - TEMPLATE\_ FINANCIAL PROPOSAL BREAKDOWN**

**ANNEX 5 - P-11 FOR NON-STAFF ASSIGNMENTS**