

Terms of Reference

International Consultant to support the Gender Programmatic Review of the UNICEF Cambodia Country Office Programme

Contract modality: Consultant contract or Individual Contractor

Section: Programmes

Duty station: Phnom Penh, Cambodia , home-based , or hybrid

Duration: Twenty-two days (remote and in country) between Aug and Oct 2022

1. Background

UNICEF recently developed and adopted a new Gender Action Plan (GAP) 2022-2025 to guide the organization's promotion of gender equality across all programmes at the global, regional and country levels. The GAP elaborates the gender programmatic results from the UNICEF Strategic Plan (2022-2025) and specifies how UNICEF will better integrate and strengthen gender across its institutional systems and strategies to achieve those results. The GAP contains three pillars: Adolescent girls' leadership and wellbeing; Gender equality across the life course; and Cross-cutting organizational priorities. It mandates that UNICEF goes beyond simply responding to the manifestations of inequality, and instead works actively to remove the underlying structural barriers – such as harmful social norms and gendered power systems – that perpetuate inequalities.

According to the GAP, “UNICEF recognizes that gender discrimination begins before birth and impedes the realization of rights through childhood, adolescence and beyond. Investments in gender equality beginning in early childhood and continuing throughout adolescence are therefore integral to lifelong positive outcomes for children and their communities. As the organization mandated to protect and promote the rights and opportunities of children and adolescents during the time of life when gender norms are learned and solidified, UNICEF has a unique responsibility to ensure that gender equality is at the core of everything it does.”

Cambodia has made important advances in gender equality over the past 25 years, including as part of its commitment to different international human rights treaties such as the Convention on the Elimination of all forms of Discrimination against Women (CEDAW). Globally, Cambodia ranks at 103 of 156 countries on the Global Gender Gap Index, having fallen 14 places since 2020. A recent Gender Deep Dive, conducted by the UN System in Cambodia, similarly highlighted that gender inequalities still exist, hindering the country's development and progress. In particular, restrictive gender norms are pervasive, impacting the life opportunities of both girls and boys. There is also evidence that COVID19 has had a negative impact on many recent gains, for example by widening the gender wage gap and increasing gender-based violence.

Over 30% of women in Cambodia have ever experienced physical, sexual or emotional intimate partner violence; however, reporting and the utilization of support services remains low. Rural women and younger women, particularly those who were married as children, are more likely to experience intimate partner violence, and harassment in the workplace remains relatively common. Child marriage, which also reduced access to education and increases the risk of teenage pregnancy, remains a challenge particularly in the north-eastern provinces (such as Mondulkiri and Ratanakiri), with almost a third of girls married as children. Nearly one in eight girls aged 15-19 have begun childbearing, exposing both the young mothers and their children to increased risk of health complications and other disadvantages.

Access to education, especially basic education, is fairly universal, with larger gaps persisting between urban and rural children, children from minority backgrounds, or those living with disabilities, rather than between boys and girls. In terms of achievement, girls generally outperform boys, as also confirmed in the 2021 Grade 6 National Assessment; however, girls' access to tertiary education, and their participation in Science subjects, is still more constrained. Boys are more likely to drop-out, particularly at the higher grades, to support family incomes, with the Gender Parity Gap of 1.30 in upper secondary underlining the challenge of keeping boys in school, especially in secondary education. Attempts to change social norms at the school level include the introduction of life skills and comprehensive sexuality education, but the roll-out of these has been slow.

Despite advances in education, women continue to be underrepresented in decision-making bodies and their political engagement is low. Opportunities for adolescent engagement for both boys and girls is limited; however the advance of digital devices presents new opportunities as well as new challenges. Around 87.5% of 15–24-year-olds in Cambodia are online; this can both increase access to services, but also raises concern around cybersecurity, online bullying, and violence online against children and youth, particularly girls.

While the COVID19 pandemic looks to be easing off in Cambodia, where extensive campaigns have ensured most of the population has been vaccinated, the longer-term impact on the population and on gender equality is not yet fully known. A 2020 regional assessment underlined that COVID19 has increased the unpaid care responsibilities of women, reduced women's financial decision-making power and opportunities, increased protection concerns (child marriage, GBV), impacted access and utilization of health services, reduced access to WASH services for women and girls, and potentially reduced girls' ability to learn as they often have less access to digital education opportunities. The COVID19 response and recovery plans and support will need to carefully consider different measures and related impact.

Gender inequality is further aggravated by intersections with other vulnerabilities, particularly disability. According to the 2019 population census, 4.9% of the total population aged 5 years and above live with some form of disability, with slightly higher rates amongst females (5.5% versus 4.2% for males). Persons with disabilities in Cambodia face many barriers and challenges including poverty, access to social services, justice, stigma and discrimination; furthermore, the challenges facing men and women with disabilities vary by gender, with Cambodian women with disabilities facing multiple disadvantages compared to men. The latest RGC report to the CEDAW Committee highlighted that Cambodian women with disabilities still face challenges accessing basic services. Children with disabilities are less likely to be in school¹ due to social discrimination, physical barriers, teachers' lack of skills in appropriate teaching methodologies and the use and availability of assistive devices, and girls with disabilities are more frequently victims of sexual abuse² and much more likely to experience psychological, physical, and sexual abuse. This interaction between gender and disability adds multiple layers of vulnerability and deprivation that contribute to gender inequality and must be addressed via interactional and gender transformative programming approaches

In anticipation of the new Country Programme 2024-2027, UNICEF Cambodia is seeking to undertake a Gender Programmatic Review (GPR). A GPR highlights how a Country Programme can strengthen their gender transformative programming in alignment with the GAP 2022-25 and Strategic Plan 2022-2025. A GPR will also consider the intersections between gender and disability for a comprehensive analysis of multiple vulnerabilities that contribute to gender inequality.

The last GPR in Cambodia was conducted in preparation for the 2019-2023 Country Programme Document (CPD). In addition, the UN system conducted a Gender Deep Dive in early 2022 as part of the Common Country Analysis, identifying five critical issues for gender inequality in Cambodia: restrictive gender norms,

¹ 50% are out of school, compared to around 7% of children without disabilities

² Carter Jennifer, A Cooperative Approach to Service Provision for Children with Intellectual Disabilities in Cambodia

unpaid work, gender-based violence and harassment, labor market inequalities, and representation and decision-making. While providing interesting and valuable insights, the analysis did not specifically highlight gender challenges facing and impacting children and adolescents, which may be different to more overarching gender-related challenges in the country.

2. Purpose

The purpose of this consultancy is to lead and support the undertaking of a Gender Programmatic Review (GPR) in the UNICEF Cambodia Country Office in order to shape, refine and align the new country programme document (CPD) with the new UNICEF Gender Action Plan (GAP 2022-25).

The GPR process includes four main steps:

1. Analysis of the gender inequalities within Cambodia's country context within the framework of the GAP 2022-25 gender programmatic priorities, in order to identify a set of gender inequality issues (including their root causes) that could be potentially addressed within the new CPD. This analysis will also consider the intersections between gender and factors such as disability (in particular), age and location for a comprehensive analysis of the multiple vulnerabilities that contribute to gender inequality;
2. Identify sector specific and overall country programming barriers as well as strategic entry points where Cambodia CO could introduce new and/or strengthen existing gender integrated programmatic solutions which could address the gender inequality issues outlined in step 1, including for adolescents;
3. Guidance in the form of recommendations to Cambodia CO on:
 - a. Overall gender programmatic priorities, policy direction, future actions and programme interventions for the new CPD, including a draft Theory of Change.
 - b. At least 1 GAP programming priority for each programme section based on scale and comparative advantage, including recommendations on how sectoral CPD outcomes, outputs, indicators and results frameworks will incorporate the priority .
 - c. Financial and human resources, partnerships, and capacity building needs to support the new CPD; and
4. Document and share the GPR findings and recommendations in a practical way that facilitates the Cambodia CO to clearly articulate its vision on gender equality and supports the integration of gender specific results within the new CPD.

3. Work Assignment

Key assignment tasks include:

1. Develop an **inception report** which outlines how the expected results of the GPR will be achieved including a detailed workplan, methodology and tools.
2. **Desk review and analysis** of relevant data, relevant country-specific documents and studies, and UNICEF programme documents to identify gender inequality issues that impact the outcomes of boys and girls in Cambodia. This analysis will also consider the intersections between gender and disability for a comprehensive review of the multiple vulnerabilities that contribute to gender inequality.
3. **Consultation with key stakeholders** (i.e. survey, key informant interviews and focus group discussions) such as UNICEF CO programme section staff and relevant external partners and stakeholders (as agreed on in the inception report). This is to enable respondents to identify barriers and opportunities to address gender inequality in their work, whilst also reflecting on UNICEF's

comparative advantage in Cambodia and on the successes/challenges/lessons learned on integrating gender programmatic results and approaches into their country programme outcomes, outputs and rolling workplans.

4. **Review and provide input** into the **Situational Analysis** (a parallel process commencing in June 2022) to ensure gender analysis is integrated across the process and within the report synthesis.
5. Preparation of a **final GPR report** documenting the key findings and recommendations of the GPR in structure that facilitates the integration of gender transformative programmatic results and approaches into the new CPD. Recommendations should include:
 - a. Overall gender programmatic priorities, policy direction, future actions and programme interventions for the new CPD, including a draft theory of change.
 - b. At least 1 GAP programming priority for each programme section based on scale and comparative advantage, including recommendations on how sectoral CPD outcomes, outputs, indicators and results frameworks will incorporate the priority.
 - c. Financial and human resources, partnerships, and capacity building needs to support the new CPD.
6. Preparation of a series of short **section specific briefing papers on the GPR findings and recommendations** which can be used as reference tools during the CPD road map activities such as the Strategic Moment of Reflection and Results-based Management Workshops.
7. Prepare and present a **GPR slide deck summary and presentation** of the key findings and section specific recommendations to Cambodia CO.

4. Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

YES NO

If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

5. Qualifications or Specialized Knowledge/Experience Required

- a. **Education:** Advanced university degree in relevant social sciences, gender studies, public health, or international development.
- b. **Work Experience:** At least 8 years of strong technical and analytical skills in gender, research and ability to support countries especially on gender assessments or reviews and the integration of gender equality in strategic planning processes.

c. **Knowledge, Expertise and Skills:**

- Substantive and programmatic experience in gender issues, with an understanding of social change, is essential
- Expertise in developing training materials and conducting training and related capacity building on gender equality programming for transformative results.
- A proven record of developing tools and guidance for gender analysis and sector specific gender transformative programming technical assistance.
- Demonstrated experience in using the evidence base on gender in shaping and implementing programme design, monitoring and evaluation
- Strong analytical skills in gender programme design and assessment, ideally at the national level. Previous experience with GPRs is an asset
- In-country experience is desirable, particularly of countries in Southeast Asia
- Some prior experience with UNICEF or UN agency programme planning
- Excellent written and verbal communication skills in English, with strong interpersonal and presentation skills.

6. Duration and Location

Duration of this assignment is expected to be for twenty-five working days between August 2022 and October 2022. The consultant will undertake his/her work both remotely and in Phnom Penh, with an expected six days for in-country work, which could include visits to UNICEF zonal offices in Siem Reap and Kratie.

7. Deliverables

The consultant will be required to produce and submit the deliverables listed in the table below.

Deliverable	Estimated # of working days	Deadline
Deliverable #1: Inception report including the results of the desk review and analysis. This should outline how the expected results of the GPR will be achieved including a detailed workplan, methodology and tools	6 (remote)	15 Aug 2022
Deliverable #2: Stakeholder consultation: survey, KII and FDG completed. This should also consider the intersections between gender and disability for a comprehensive review of the multiple vulnerabilities that contribute to gender inequality	6 (in-country)	30 Sept 2022
Deliverable #3: Review and feedback provided in writing on SitAn methodology and draft report, ensuring that gender analysis is integrated across the process and within the report synthesis	1 (remote)	31 Oct 2022
Deliverable #4: Final GPR report (Word and PDF)	4 (remote)	14 Oct 2022
Deliverable #5: 1 x GPR summary slide deck (PPT) and delivery of presentation to key stakeholders.	2 (remote)	21 Oct 2022
Deliverable #6: 5 x sector specific briefing papers (Word and PDF)	3 (remote)	31 Oct 2022

Deliverable	Estimated # of working days	Deadline
Total number of working days	22 days	
<i>Remote days</i>	<i>16 days</i>	
<i>In-country days</i>	<i>6 days</i>	

8. Payment Schedule linked to deliverables

Payment will be directly linked with satisfactory completion of the above-mentioned deliverables, once certified by the contract supervisor. No additional fees shall be paid outside of the consultancy contract.

Deliverable	Linked payment	Deadline
Deliverable #1:	25%	15 Aug 2022
Deliverable #2 and # 3	40%	30 Sept 2022
Deliverable #4-#6	35%	31 Oct 2022

9. Remuneration and other administrative issues

The Consultant will be paid according to the financial proposal submitted and approved by UNICEF Cambodia. Consultant shall be responsible for undertaking suitable insurance for the contract period and taxes on this contract, as necessary. The Consultant will be provided regular access to the UNICEF Cambodia country office in Phnom Penh and to the relevant zonal offices.

In completing the application and price proposal for this position, the consultant must review the latest travel requirements to Cambodia during COVID-19. All visa and COVID-19 related compliance procedures will have to be undertaken by the Consultant, and all associated costs also have to be factored into the financial proposal and borne by the Consultant.

10. Contract supervisor

The consultant will be directly supervised by the Deputy Representative. The work plan and deliverables will be reviewed and signed off by the Deputy Representative . The consultant will work closely with UNICEF CO Gender Focal Point.

11. Nature of 'Penalty Clause' to be Stipulated in Contract

Payment of fees to the consultant under this contract, including each instalment or periodic payment (if any), is subject to the consultant's full and complete performance of his or her obligations under this contract with regard to such payment to UNICEF's satisfaction, and UNICEF's certification to that effect.

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Cambodia.

This contract may be terminated by either party before its specified termination date by giving notice in writing to the other party. The period of notice shall be five (5) business days (in the UNICEF office engaging

the consultant) in the case of contracts for a total period of less than two (2) months and fourteen (14) business days (in the UNICEF office engaging the consultant) in the case of contracts for a longer period; provided however that in the event of termination on the grounds of impropriety or other misconduct by the consultant (including but not limited to breach by the consultant of relevant UNICEF policies, procedures, and administrative instructions), UNICEF shall be entitled to terminate the contract without notice.

12. Submission of applications

Interested candidates are kindly requested to apply and upload the following documents:

1. Letter of Interest (cover letter) with indication of applicant's ability, availability and start date
2. CV or Resume with explaining how your background and experience are relevant to the consultancy work assignment and the qualifications, competencies, knowledge and skills
3. Your fee proposal or price proposal by indicating all-inclusive daily rate (in US\$). It should be an all-inclusive lump-sum cost including:
 - a. Consultancy daily/monthly fee o International travel to/from Cambodia (if applicable). The travel cost shall be based on the most direct and economy fare
 - b. In-country travel for maximum 6 days, per-diem to cover lodging, meals and any other cost associated to take over the full assignment
 - c. Medical insurance (health and accidental death, medical evacuation) for the entire duration of the contract.
 - d. Applications submitted without a daily fee rate will not be considered.
4. One sample of previous written work of relevance to this consultancy.
5. Details of remote working will have to be included in the application (e.g. – from where and for what time period/s)
6. The contact details of three referees.

13. Assessment Criteria

The Contract shall be awarded to the candidate obtaining the highest combined technical and financial scores.

NOTE: For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

a) Technical Qualification: max. 100 points, weight (70%)

- Education (20 points)
- Relevant working experience (40 points)
- Knowledge and Skills (20 points)
- Quality of past work (20 points)

b) Financial Proposal: max. 100 points weight (30%)

The maximum number of points shall be allotted to the lowest Financial Proposal that is evaluated and compared among those technical qualified candidates who have attained a minimum 60 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.