

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS AND CONSULTANTS

Title of Assignment	International Consultancy: To Conduct a Gender Programmatic Review of Malawi Country Office Programme of Cooperation	
Requesting Section	Deputy Representative	
Location	Place of assignment: Lilongwe, Malawi	
	<input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:	
Contract Duration	4 months	
Number of working days	40 days	
Planned Start and End Date	From: December 2021	To: March 2022

BACKGROUND

Malawi Government has progressive gender responsive policy and legislative frameworks which guide gender integration in various sectors of health, education, nutrition, social protection, and child protection, among others. Gender integration in UNICEF programming is guided by UNICEF Gender Policy and Gender Action Plan (GAP) III. The Gender Action Plan III is a roadmap to promote gender equality across all UNICEF Strategic Plan Goals through a gender transformative approach.

Malawi UNICEF Country Office is currently implementing UNICEF Programme of Cooperation (2019 - 2023) which was informed by GAP II which clearly stipulated the gender dimensions of programmatic results across the seven outcome areas of the UNICEF Strategic Plan, and focused on five cross-sectoral targeted priorities, promoting the empowerment and wellbeing of adolescent girls. These areas include: promoting adolescent girls' nutrition, pregnancy care, and prevention of HIV/AIDS and human papilloma virus (HPV); advancing adolescent girls' secondary education, learning and skills, including STEM; preventing and responding to child marriage and early unions; preventing and responding to Gender Based Violence in emergencies and facilitating accessible and dignified menstrual hygiene management (MHM). Malawi Country Office further developed a Gender Strategy which is aligned to the country programme to enhance integration of gender in the implementation of country programme of cooperation.

JUSTIFICATION

UNICEF globally has adopted the new GAP III (2022-2025) which emphasizes on transformative gender approach to UNICEF programming in all areas of work across humanitarian development nexus. Further, it also highlights UNICEF accountability to reflect gender equality in the UNICEF workplace. It further elaborates key actions for integrating gender equality through the life course approach in all the five UNICEF Strategic goals. These programmatic areas include: quality maternal health care and nutrition, HIV testing, counselling and care; gender responsive education systems and equitable access to education for all; addressing violence against girls, boys and women as well as harmful practices; equitable WASH systems and gender responsive social protection and care work.

Furthermore, GAP III identifies four key areas to enhance adolescent girls' leadership and wellbeing and these are: promote adolescent girl's nutrition, pregnancy care and prevention of HIV/AIDS and Human Papillomavirus; advance girl's education learning and skills including science, technology, engineering mathematics and digital skills; eliminate child marriages and early unions; promote accessible and dignified menstrual health and hygiene services, including tackling taboos about menstruation.

A broad range of evidence shows that gender, poverty and geographic locations are the three of the strongest factors determining disparities in child well-being and rights. As the only United Nations agency with the rights of children at the heart of its mandate, UNICEF has a comparative advantage to foster gender-equitable child outcomes by redefining gender roles and power relations for the boys and girls as tomorrows men and women by using a life cycle approach.

With these strategic changes globally and the fact that Malawi Country Office is also preparing to develop a successor Country Programme of Cooperation, it is important for a gender programmatic review to be conducted in order to ensure that aspirations of the new Gender Policy and Gender Action Plan III are well integrated in the new Country Programme Document. Additionally, work on Situation Analysis of children, adolescents and women in Malawi has been initiated. According to the Guidance on Gender Integration as per Gender Programmatic Toolkit¹, each country needs to conduct a gender programmatic review to inform the development of the Country Programme of Cooperation. It is further stipulated that this can be done parallel to the Situation analysis of children, adolescents and women or after its completion. The new Country Programme of cooperation is also going to be guided by the national plans and priorities, within the framework of the United Nations Sustainable Development Cooperation Framework (UNDCF) and of the UNICEF Strategic Plan as well as the regional priorities which all call for strong gender integration.

It is against this background that Malawi Country Office (MCO) wishes to do a Gender Programmatic Review² to identify persistent gender barriers, innovative interventions and cross-sectoral linkages on how current Malawi Country Office programming can be strengthened to address gender issues; identify gender responsibilities/tasks in key Job Descriptions indicating accountability and highlighting available and required institutional resources for implementation of gender mainstreaming programming such as funding and staffing; and assist the teams to identify specific action points and indicators for targeted gender priorities or mainstreaming indicators as per the Gender Action Plan III to strengthen gender programming, specifically work related to Education, Social Protection, Child Protection, Health, HIV, Nutrition and WASH.

PURPOSE OF THE ASSIGNMENT

The purpose and objectives of the gender programmatic review are to:

1. Assess the extent to which targeted gender priorities from the GAP II and gender mainstreaming general programming has been effectively integrated in the implementation of the current CPD, including its programme designs, strategies and activities and the extent to which the Country Office is also strengthening its capacity on gender integration.
2. Review how the Gender Strategy (2019-2023) has been implemented to facilitate cross-sectoral (integrated) gender programming.
3. Assess the extent to which the MCO CPD is achieving institutional effectiveness performance indicators on gender equality and empowerment of women and adolescent girls as stipulated in the GAP II.
4. In alignment with the GAP III, specify the resources, processes, capacities and systems that will be required to integrate gender priorities and facilitate gender integration in all the programmatic result areas. This will include mapping of the country programme outputs and activities; an in-depth review of selected outputs; and integrating specific action points into the CPD process, assessment of the capacity building needs and opportunity for all staff to strengthen cross sectoral knowledge on gender programming.

¹ UNICEF Gender Programmatic Review Toolkit

² UNICEF Global Programme Review Tool can be used to support the programme gender review. The consultant should be able to adopt some sections of the tool to fit the review process.

5. Make practical recommendations and formulate specific implementable actions on institutional targeted and mainstreaming priorities and how to address gender gaps in the sector programmes. This should also identify at least one targeted adolescent leadership and wellbeing.
6. Produce a Gender Programmatic Review Report and a MCO Gender Strategy.

SCOPE OF WORK/OBJECTIVES

Using the [Gender Programmatic Review \(GRP\) Toolkit and UNICEF Guidance on Reference Library SitAn Toolkit WEB \(002\).pdf](#), the consultant will analyse and prioritize strategic areas for MCO to strengthen UNICEF work on gender equality and women and girls empowerment. He/she is expected to analyse both structural determinants which are huge drivers of multiple deprivations for children (boys and girls), and intermediate determinants (gender barriers and bottlenecks that prevent achievement of children wellbeing and rights as boys and girls). The Gender Programmatic Review process will therefore highlight how the forthcoming CPD could be strengthened on gender integration in alignment with the GAP III and UNICEF Strategic Plan 2022 - 2025. In particular, at least one adolescent girls' leadership and wellbeing priority should be identified.

The Gender Programmatic Review therefore consist of three steps namely:

1. **Desk review** of the country programme documents to identify subset of outputs for analysis in line with the new GAP III and regional gender strategic framework with a view to identify partnerships.
2. The second part will be to do an **in-depth gender analysis of outputs** using the GAP programmatic framework and regional gender strategic framework together with programme staff to identify gender issues, priorities and strategies for strengthening gender results in the new CPD. This will have to be done in line with the country's relevance, priorities and ongoing work and available financial and human resources.
3. Lastly, do a **synthesis of findings** to develop programmatic responses, outputs and indicators to track progress and assess the resource requirements. This will lead to the development of action points for country office and develop MCO gender Strategy to support gender integration in the implementation of next CPD.

Specific tasks are:

1. Conduct desk review of available documentation (Country Programme Strategy Notes, Country Programme Document, Results Framework, Country Gender Strategy and relevant documents including CEDAW and CRC reports and its concluding observations) to identify key sectoral results, indicators and outputs that align with the Gender Action Plan 2022 - 2025 (targeted priorities and integrated priorities) specifically in Education, Child Protection, and WASH.
2. Map CPD outputs and activities as well as existing and planned partnerships against the GAP III and the regional gender strategic framework.
3. For each component (Education, Social Protection, Child Protection, Health, HIV, and Nutrition and WASH), assess the quality of gender mainstreaming in programme planning, implementation through the following aspects.
 - a. Review multi-year and annual work plan, sampled PCA, JDs, TORs, Concept notes and donor proposals for their gender responsiveness.
 - b. Review the level of gender integration in programme planning, monitoring, reporting, research and evaluation through review of programme monitoring reports, and research and evaluation reports.
 - c. Assess capacity of programme staff in ensuring effective gender integration and propose corrective measures where gaps exist.

- d. Hold sector programme staff meetings to review their results frameworks with a view to identify gender issues, priorities and bottlenecks and way forward.
4. Develop action points for each sector to guide MCO gender integration work:
 - a. Propose specific resources for to implement proposed action points for each sector. Identify sector specific gender issues for Education, Social Protection, Child protection, WASH for both regular programming and emergency.
 - b. Identify relevant indicators that will be used to measure progress for gender results quantitatively and qualitatively.
5. Produce a Gender Programmatic Report with clear recommendations for effective gender mainstreaming for each sector component.
6. Develop a successor Gender Strategy with clear outputs and strategies and indicators to track progress on gender integration.

REPORTING REQUIREMENTS

To whom will the consultant report (supervisory and any other reporting/communication lines):

The Consultant is expected to adhere to the following reporting requirements. He/she will be reporting to the Deputy Representative through Gender Programme Specialist on bi weekly basis through e mails, teams or zoom calls.

What type of reporting will be expected from the consultant and in what format/style will the submissions of reports/outputs be done:

The Consultant will be reporting his/her progress through e mails as a mode of communication to the contract supervisor. The Consultant will therefore submit all the agreed contract deliverables through e mails and these documents should be in word unless when he/she is submitting final versions where he/she has to submit both word and PDF versions. The Consultant should submit the following agreed deliverables; Inception Report detailing methodology to be used, Action Plan with clear deliverables and timelines; Draft Mapping of results (outputs, activities, indicators) with recommendations on the existing opportunities including potential partnerships; Gender Strategy with clear actions to be implemented and indicators to be tracked on gender integration in the MCO (Arial 12 not more than 40 pages), and Gender Programmatic Review Report (Arial 12, not more than 60 pages inclding Annexes).

How will consultant consult and deliver work and when will reporting be done:

The consultant will do consultations with relavant staff members and or partners through Teams/Zoom meeting which will be organised by the Contract Supervisor. Further, based on his/her inception report, he/she may be provided with the list of names of relevant staff members with their positions and e mail addresses in case he/she wants to do some follow ups. It is the responsibility of the the supervisor of this contract to organise, in collaboration with the Consultant, regular virtual meetings to facilitate consultations and assess progress made towards achieving agreed deliverables on time. Reporting will be on bi weekly basis. It is expected that these bi weekly reporting arrangement will provide periodic updates on the progress, challenges and plans towards productions of agreed deliverables.

EXPECTED DELIVERABLES

In alignment with the scope of work as described above, the consultant will be expected to perform the following activities and deliverables as per the schedule and estimated dates below:

Key Results:

The primary deliverable of the consultancy is the Gender Programmatic Review (GRP) Report with specific action points and recommendations; and the Gender Strategy to facilitate gender integration in sectoral areas. The report among other issues will highlight:

- Persistent gender barriers, cross-sectoral linkages and innovative interventions for the forthcoming Country programme to strengthen gender integration.
- At least one adolescent girls' leadership and well-being priorities as per GAP III where key Sectors' Outcomes, Outputs and Activities will be prioritised for gender responsive programming
- Activities on how to make the strategies more gender-responsive and sensitive recommended.
- Child Protection, Education and WASH programmes for opportunities to address girls' education and prevent child marriages as an integrated approach reviewed and recommendations related to Outputs provided.
- Keyways of improving accountability for gender achievements in the office (e.g. Job Description, Resources for Gender work, functioning and clout of Gender mechanism, etc).

Task/Milestone	Deliverable/Outcome (e.g. Inception, progress, final reports, training material, workshop, etc.)	Estimated # of days	Planned Completion date	% of total fee payable
Phase I: Develop an Inception Report detailing understanding of TOR, methodology and work plan.	Inception Report detailing methodology to be used. Action Plan with clear deliverables and timelines	3 days	3 rd December 2021	10%
Phase II: Undertake MCO Country Programme Review Conduct a desk review and a comprehensive gender analysis of the country programme, results matrix, programme interventions, including pre-identification of opportunities within the existing activities that could be made more gender-responsive.	Draft Mapping of results (outputs, activities, indicators) with recommendations on the existing opportunities including potential partnerships	8 days	15 th December 2021	40%
Conduct key informant interviews with UNICEF staff /sections, UN Women, UNFPA and implementing partners including women/youth/girls led civil society organisations to understand their needs gaps limitations and opportunities for future partnerships		6 days	28 January, 2022	

conducted including discussions with each sector to map gender related activities, opportunities for an integrated approach and have an in-depth discussion on the areas selected for the analysis.				
Phase III: Production of Gender Programmatic Review Report and MCO gender Strategy Develop UNICEF Country Office Gender Strategy in consultation with key staff and senior management and agree on keyways of improving accountability for gender achievements in the office.	Final Gender Strategy with clear actions to be implemented and indicators to be tracked on gender integration in the MCO	15 days	18 th February 2022	50%
Produce and present a Gender Programmatic Review Report (no more than 40 pages, excluding ANNEXES) and presentation that includes executive summary, methodology, in depth analysis findings, recommended action points and annexes (Deliverables 2, 3 & 4).	Final Gender Programmatic Review Report	8 days	25 st February 2022	
TOTAL		40		100%

However, as the actual starting date may impact the dates estimated in the TOR, a detailed workplan with exact timeframes and actual delivery dates will be jointly agreed upon between the consultant/ individual contractor and the supervisor upon contract signature.

PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in TOR
- Compliance with the established deadlines for submission of deliverables
- Quality of work
- Demonstration of high standards in cooperation and communication with UNICEF and counterparts

PAYMENT SCHEDULE

All payments, without exception, will be made upon certification from the supervisor of the contract, of the satisfactory and quality completion of deliverables and upon receipt of the respective and approved invoice.

DESIRED COMPETENCIES, TECHNICAL BACKGROUND AND EXPERIENCE

Academic qualification: At least advanced University Degree in Gender Studies, Development Studies, Social Sciences, Economic, Law or its equivalent

Work experience:

At least 8 years' experience conducting Gender Programme Reviews for UNICEF, UN Women, UNFPA , UNDP preferably in Eastern and Southern African countries .

- Providing guidance and recommendations on gender integration to Country and/or Regional offices with different UN agencies
- Supporting Country Offices in strengthening the gender dimensions of Country Programme Documents
- Engagement with UNDAFs, UNICEF SitAn and strategic notes
- Gender research, strategic use of Convention on the Rights of Children, Convention on Elimination of all forms of Discrimination Against Women and Universal Periodic Report for advancing gender equality and gender results and ability to support countries especially on participatory gender assessments or gender programmatic reviews.
- Demonstrated experience in using the gender evidence-based information in shaping and implementing programmes and proven experience in sector planning and policy analysis, programme evaluation and development of strategies and action plans through participatory consultations/collaborative work arrangement
- Some prior experience with UNICEF or UN agency programme planning is essential.

Technical skills and knowledge:

- Knowledge of gender issues in Malawi or ESARO and familiarity with UNICEF policies, practices, plans and approaches is an added advantage.
- Ability to conduct gender programmatic reviews and strong gender analytical skills.
- Strong skills in conducting participatory consultations with diverse groups of people.
- Strong interpersonal, presentation and writing skills.

Languages:

Excellent English writing and verbal communication skills.

ADMINISTRATIVE ISSUES

UNICEF will regularly communicate with the consultant and provide feedback and guidance and necessary support so to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work.

As per policy on consultants and individual contractors, the individual will be expected to complete a list of mandatory training, including policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment upon acceptance of the offer. Prior to the issuance of the official contract, the consultant/individual contractor is requested to complete the applicable mandatory trainings.

The Consultant will work from his/her home country to conduct a gender programmatic review. He/she will be provided with some documentation to facilitate literature review process. The consultant will do consultations through Zoom or Teams which UNICEF contract supervisor will organise on his/her behalf for both individual and/or section meetings.

UNICEF will ensure that the consultant is provided with all the necessary materials for review for this assignment.

The Consultant will work remotely from his/her home country using his/her own equipment and data to do the assignment

CONDITIONS

- The consultancy will be on a long-term arrangement basis over a period of three (3) months, however the consultant will only work for 25 days during this contract period.
- The candidate selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.
- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- The consultant will be based in his/her home country.
- The consultant will be paid an all-inclusive fee (stationary, communication and other miscellaneous expenses) as per the stipulated deliverable and payment schedule.
- The consultant is not entitled to payment for overtime, weekends or public holidays.
- Standard UNICEF procedures will apply for invoicing and all other financial management requirements set out in the contract.
- Standard penalty clauses will also apply for late and poor-quality deliverables. The supervisor of the contract will provide the consultant with the criteria for the evaluation of the quality of each deliverable.
- Additional details of UNICEF rules, regulations and conditions will be attached to the contract.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The assignment is an off-site support.

HOW TO APPLY

Interested consultants should provide the following:

1. Curriculum Vitae
2. Brief technical proposal (no longer than five pages) demonstrating the consultant's understanding of the assignment and approach/methodology to the assignment
3. Financial proposal including a breakdown of their all-inclusive fees (including professional fees, travel, living cost, visa and other costs). Complete the attached form.



Financial
Proposal.xlsx

4. References details