

Terms of Reference

National Consultant to Support the implementation of the Knowledge Management Strategy for the “Win-Win: Gender Equality Means Good Business” Programme.

Location:	Home-based
Category:	UN Women
Application Deadline:	Friday May 15, 2020 at 23:59 hours (Brasilia Time)
Type of contract:	Consultant- Special Service Agreement (SSA)
Post level:	National Consultant
Application Type:	External
Languages Required:	Portuguese, Spanish and English
Starting Date:	As soon as possible
End Date:	November 30, 2020
Duration of Assignment:	A total of 40 days of work for the duration of the contract

I. Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

On 21 October 2015, the United Nations General Assembly adopted unanimously the Resolution 70/1 “Transforming our World: the 2030 Agenda for Sustainable Development”¹. Gender equality and the empowerment of women is at the heart of the agenda, as numerous goals and targets address structural barriers to achieve equal rights and opportunities between women and men, girls, and boys. One of the key areas of concern is the economic empowerment of women. It is expressed in targets and indicators of SDG 5 : “*To achieve gender equality and the empowerment of all women and girls*”, and SDG 8: “*To promote inclusive and sustainable development, decent work and employment for all*”. Progress towards the achievement of these SDG’s, will depend not only on the adoption of a set of public policies by governments, but also on the existence of an enabling environment and active engagement from the corporate sector, which is also relevant for the achievement of SDG 17: “*To revitalize the global partnerships for sustainable development*”.

¹ Resolution 70/1 document available at:

https://www.un.org/ga/search/view_doc.asp?symbol=A/RES/70/1&Lang=E

About 80% of jobs in the world are found within the private sector. This represents an enormous potential to implement transformative actions in the world of work and social responsibility in favor of women, benefiting the whole society. There is an increasing consciousness, interest, and commitment of private and public sector companies on the value and benefits of gender equality and the economic empowerment of women and its role to achieve it. This perspective includes not only large corporations but also medium and small enterprises. Women participation in entrepreneurship activities has been increasing, in many countries, not precisely as the preferred option of work, but as a mechanism to cope with the absence of economic stability and to obtain income.

In January 2018, UN Women began implementation of the Programme: “Win-Win: Gender Equality Means Good Business”, in partnership with the European Union (EU) and the International Labor Organization (ILO). The Programme seeks to increase companies’ engagement and good practices aimed to advance gender equality and women owned business (entrepreneurs) access to market as well as to accelerate labor market conditions and economic activities in favor of women. To achieve the Programme goals and results, a series of methodologies, tools, knowledge products, trainings, studies and campaigns to advocate and raise awareness, are being developed, to promote gender equality and non-discriminatory workplaces in the private sector . Also, the Programme is identifying and promoting incentives for companies to enjoy recognition of their good practices and facilitating exchange of experiences between national and regional corporate commercial associations, chambers of commerce and networks and advocate for the implementation of the Women Empowerment Principles (WEPs) in Latin America and the Caribbean. Considering the Programme potential to establish a sustainable model of private sector involvement as a key partner of the gender equality ecosystem, the implementation of the knowledge management strategy is crucial to foster ownership and sustainability of the “Win-Win” Programme results towards positive changes in the business culture.

Objectives of the assignment:

By definition, Knowledge management is the process of creating, sharing, using and managing the knowledge and information of an organization. It refers to a multidisciplinary approach to achieve organizational objectives by making the best use of knowledge². For UN Women and the Win-Win Programme, knowledge management is crucial to strengthen the capacities of business women participating in the Programme, consolidate the communities of practice and strengthen the private sector engagement as a key stakeholder to advance women in the labor market and allocate resources to gender driven investment. The objective of this consultancy is to strengthen the implementation of the knowledge management strategy by making substantive contributions, integrating existing knowledge platforms, and providing recommendations to consolidate and maintain the Win-Win Programme community of practice with a sustainability approach.

II. Scope of Work/Duties and Responsibilities

Under the overall guidance and direct supervision of the UN Women Regional Programme Manager for “Win-Win: Gender Equality Means Good Business” and in close coordination with knowledge

² Source : Wikipedia : https://en.wikipedia.org/wiki/Knowledge_management

management focal points of the UN Women Brazil Country Office, the UN Women Regional Office for Latin America and the Caribbean, the National Private Sector Specialists of the six (6) Win-Win Programme Countries³, the National Knowledge Management Consultant will implement the following task and activities:

Task 1- To support the implementation of the Win-Win Programme knowledge management strategy, which includes:

1. To design knowledge management processes flows and templates to support knowledge management activities of the Win-Win Programme, based on data analysis
2. To elaborate a proposal with results oriented key indicators for monitoring and evaluation of the Win-Win Programme Knowledge Management Strategy implementation.
3. To update the knowledge products mapping matrix regularly
4. To support the organization digital files including migration of the Win-Win Programme Knowledge Products from the *Google Drive* to the virtual platform *Microsoft Teams* (around 300 items).

Task 2- To facilitate knowledge building, knowledge sharing and knowledge management, which includes:

1. To support the integration and articulation of all knowledge management platforms used by the Win-Win Programme (including UN Women platforms and ILO platforms).
2. To elaborate a written report, based on analysis with recommendations on innovative mechanisms to share and manage knowledge, including recommendations on the use of existing methodologies and tools to systematize that knowledge.
3. To develop Terms of Reference for the Win-Win Programme Community of Practice, including the definition of objectives, the target audience, the roles, and responsibilities, suggest activities plan with deadlines, and advise on virtual interaction modalities.
4. To elaborate a work plan with recommendations to strengthen and consolidate the Win-Win Programme Community of Practice with a sustainability approach, beyond the Programme end date.

Assignment Deliverables:

# Product	Deliverables	Deadline
1.	The Win- Win Programme knowledge management processes flows and templates are designed, based on data analysis.	30 June
2.	A Proposal is elaborated to implement the Knowledge Management Strategy with Monitoring and Evaluation indicators, that are results oriented.	30 July

³ Argentina, Brazil, Chile, Costa Rica, Jamaica, and Uruguay.

3.	About three Hundred (300) Digital files are migrated (from Google drive) and organized in the Microsoft Teams platform.	15 August
4.	The knowledge management platforms used by the Win-Win Programme, from both UN Women and ILO, are integrated.	30 August
5.	Terms of Reference of the Win-Win Programme Community of Practice are developed, and an action plan is elaborated, with recommendations to consolidate/strengthen the Win-Win Programme Community of Practice, in alignment with the Terms of Reference developed.	30 September
6.	A written report is elaborated, based on analysis of existing methodologies, with recommendations on how to improve the Programme knowledge sharing and knowledge management approach.	30 October
7.	The Win-Win Programme Knowledge Product Mapping matrix is updated to incorporate new knowledge products.	30 November

*All reports should be submitted in English/Portuguese language and include the full set of supporting documents, such as training agendas and methodologies, handouts, lists of participants, etc. The supporting documents can be submitted in Portuguese.

Inputs

- UN Women will provide the Consultant with background materials related to the assignment.
- The consultant is expected to work remotely, using her/his own computer (IT Equipment).

Performance evaluation:

- Contractor's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered. The evaluation will be conducted and cleared by the hiring manager which will also be the basis for payment on a delivery by delivery basis to the consultant.

Financial arrangements:

- Payment will be disbursed on monthly basis upon receipt of the deliverables/according to the schedule of the deliverables (as per above matrix) and their certification by UN Women Brazil that the services have been satisfactorily performed.

Core Values

- Respect for Diversity
- Integrity
- Professionalism
- Competencies

Core Competencies

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women's Core Values and Competencies:

<https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-values-and-competencies-framework-en.pdf?la=en&vs=637>

Required Skills and Experience

Qualifications Education:

- Master's degree in Social Sciences, Economics, Administration, Development Studies, Gender, or any other relevant field.

Experience

- A minimum of 5 years of relevant working experience on Knowledge Management
- A minimum of 2 years of working and/or academic experience with gender equality and women's economic empowerment.
- A minimum of 5 years' experience in social/development research. Relevant publications/reports must be attached to the technical proposal.

Language and other skills:

- Proficiency level in written and oral communication in English, Spanish and Portuguese

- Demonstrated ability to produce well-written, well-structured, and high-quality reports

Desirable requirements

- Previous working experience with private sector companies and/or in the field of women’s economic empowerment
- Experience working with United Nations agencies and/or other International Organizations

Evaluation of Applicants:

Applications will be evaluated based on the cumulative analysis taking into consideration the combination of their qualifications and financial proposal. A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being compared. The award of the contract should be made to the individuals whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable.
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Technical criteria - 70% of total evaluation. Total max 70 points:

The total number of points allocated for the technical qualification component is 70. The technical qualification of the individual is evaluated based on desk review and following technical qualification evaluation criteria:

Technical Evaluation Criteria	Maximum Obtainable Points
Criterion A – Relevant Education	
<ul style="list-style-type: none"> • Master’s degree in Social Sciences, Economics, Administration, Development Studies, Gender, or any other relevant field. 	10
Criterion B – Language and other skills	
<ul style="list-style-type: none"> • Proficiency level in written and oral communication in English, Spanish and Portuguese 	5
<ul style="list-style-type: none"> • Demonstrated ability to produce written, well-structured, and high-quality reports 	5

Criterion C- Relevant Experience	
<ul style="list-style-type: none"> • A minimum of 5 years of relevant working experience on Knowledge Management. 	20
<ul style="list-style-type: none"> • A minimum of 2 years Working and/or academic experience with gender equality and women's empowerment. 	10
<ul style="list-style-type: none"> • A minimum of 5 years' experience in social/development research. Relevant publications/reports must be attached to the technical proposal. 	10
Desirable Requirements	
<ul style="list-style-type: none"> • Previous working experience with private sector and/or women's economic empowerment 	5
<ul style="list-style-type: none"> • Experience in working with UN Nations agencies and other International Organizations 	5
Technical Evaluation Total 70% (Maximum 70 Points)	70 Points

Financial/Price Proposal evaluation:

Only the financial proposal of candidates who have attained a minimum of 49 points in the technical evaluation will be further considered and evaluated.

The total number of points allocated for the financial/price component is 30.

The maximum number of points will be allotted to the lowest price proposal that is opened/ evaluated and compared among those technical qualified candidates who have attained a minimum of 50 points in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.

Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 30$ (S - score received on financial evaluation; F min - the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F - financial offer under the consideration).

Application and submission package:

All applications must include as one attachment:


- 1) **Motivation Letter**
- 2) **Completed and signed UN Women Personal History form (P-11)** which can be downloaded from: <https://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-p11-personal-history-form.doc?la=en&vs=558>

3) Financial proposals must be made based on the daily rate in local currency (BRL)

Interested candidates are requested to apply no later than Friday May 15, at 23:59 hours (Brasilia Time) by submitting applications to: unwomenbra.hr@unwomen.org with a subject “ **National Consultant to Support the implementation of the Knowledge Management Strategy for the “Win-Win: Gender Equality Means Good Business” Programme.**

Applications without P11 and financial proposal may be treated as incomplete and may not be considered for further assessment.

UN Women applies fair and transparent selection process that would consider the competencies/skills of the applicants as well as their financial proposals.

Verified by Veronika Frolova, Operations Manager, UN Women, Brazil  05/05/20

Approved by Anastasia Divinskaya, Representative, UN Women, Brazil  6/05/2020