**TERMS OF REFERENCE AND PROCUREMENT NOTICE** 

Date: 3 November, 2021

**Country:** Azerbaijan

**Description of the assignment:** Local Consultant – Local Coordinator for Sumgayit WRC

**Project name:** Economic Empowerment for Entrepreneurship and Employment (E4 GBV Component)

**Period of assignment/services:** November 20, 2021 to January 20, 2021 (3months)

Proposal should be submitted by email to [procurement.aze@undp.org](mailto:procurement.aze@undp.org) no later than November , 2021. 18:00 Local time.

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

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| The overall goal of the project is to support economic empowerment for entrepreneurship and employment and social activism among rural and young women. The purpose of this revision is to: 1) expand the project’s mission to support and strengthen community-based mechanisms to address gender-based/domestic violence and build community resilience; and 2) extend the geographic scope of the project to Sumgait and continue activities in Sabirabad, Neftchala, Bilasuvar, Khazar, Qusar, Salyan, Zagatala, Khachmaz and Masalli. The project will work in partnership with the State Committee for Family, Women and Children Affairs and local executive authorities in these regions. The project will build on UNDP experiences and results accumulated in the course of implementing similar projects and will use the already tested approaches and models, such as Women Resource Centre (WRC) platform. The key results will include: establishment of a new WRC in Sumgait; capacity building of WRCs in 10 regions for improved GBV services and “small data” management; increased number of women-led businesses; greater awareness on GBV issues, changed gender norms and decreased GBV incidences among target communities; sensitivity to GBV issues among public officials at the local level. |

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

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| The Scope of Work of the Consultant is to ensure smooth and effective coordination of the project implementation in region, in the role of contact persons between local population, state authorities and UNDP. The responsibilities include:   1. To participate in all project activities and capacity building initiatives. 2. To develop action plan for WRC Sumgait; 3. To support creating “**safe spaces for women**” in WRC, maintaining welcoming and non-judgmental environment open to GBV survivors 4. To identify, attract and motivate women to be registered as WRC members; 5. To identify, plan and organize events/sessions upon request of the project team; 6. Initiate introduction meetings at the municipalities and with other stakeholder 7. Ensure implementation of the approved Annual Action Plan; 8. To provide regular activity reports and information. |

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

I. Academic Qualifications:

- University degree in social field (10 point)

II. Years of Experience:

- Relevant experience in the administrative support field (30 point); experience in the field of gender equality and women’s empowerment in international development organizations is an asset

- Working experience with international organization and/or previous work experience with UN agencies preferably in the region (30 point)

III. Competencies:

- Familiarity with the region (10 point)

- Fluency in written and oral Azerbaijani is required, (10 point) English will be an asset

- Basic computer literacy (MS Word, Excel, Internet, Power Point skills) (10 point)

Note: Maximum possible score is 100 points. In order to be eligible, the candidate has to score at least 70 points (70% of maximum possible score)

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

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| Interested individual consultants must submit the following documents/information to demonstrate their qualifications:  1. 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 (if applicable);  2. Financial proposal;  3. Personal CV including past experience in similar projects**.** |

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| **5. FINANCIAL PROPOSAL** |
| Financial proposal:  **Interested candidate, along with their technical proposal, will submit their financial proposal with lump-sum amount and breakdown of cost.**  **Travel;**  The assignment requires the consultant to be located in Sumgayit, no travels required |

**6.EVALUATION**

Individual consultants will be evaluated based on the following methodologies:

*a). Lowest price and technically compliant offer*

*b) responsive/compliant/acceptable, and*

*c) offering the lowest price/cost*

*I. Academic Qualifications:*

*- University degree in social field (10 point)*

*II. Years of Experience:*

*- Relevant experience in the administrative support field (30 point); experience in the field of gender equality and women’s empowerment in international development organizations is an asset*

*- Working experience with international organization and/or previous work experience with UN agencies preferably in the region (30 point)*

*III. Competencies:*

*- Familiarity with the region (10 point)*

*- Fluency in written and oral Azerbaijani is required, (10 point) English will be an asset*

*- Basic computer literacy (MS Word, Excel, Internet, Power Point skills) (10 point)*

*Note: Maximum possible score is 100 points. In order to be eligible, the candidate has to score at least 70 points (70% of maximum possible score)*

**7. PAYMENT SCHEDULE:**

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| Payment will be done in two installments and based on completion of deliverables:  **First instalment 45%** **will be paid upon completion of the below set of deliverables - 15 November 2021**   1. To develop action plan for WRC Sumgait; 2. To ensure implementation of the approved Annual Action Plan; 3. To support creating “**safe spaces for women**” in WRC, maintaining welcoming and non-judgmental environment open to GBV survivors 4. To identify, attract and motivate women to be registered as WRC members; 5. To identify, plan and organize events/sessions upon request of the project team; 6. Initiate introduction meetings at the municipalities and raise interest for women’s registration at the WRC;   **Second installment 55% will be paid upon completion of deliverables 31 December, 2021**  1. To ensure implementation of the Annual Action plan.  2. To participate in all project activities and capacity building initiatives.   1. To provide regular activity reports and information. |

**8. MONITORING AND EVALUATION:**

Project Manager is responsible for monitoring and evaluation of all deliverables.

**9. LOCATION**

Location of the assignment: Sumgayit city.

**10. REPORTING**

The consultant will provide assessment results, reports on deliverables and recommendations to Project Manager. The consultant will report at the end of the contractual period to Manager of the project as well as Program Analyst, UNDP.