



Terms of References

For procurement of consulting services for Activity A.5.3.1: Conducting Gender Audit for “Unë, Gruaja” Organization

under the project:

“Equity in food, rights and participation for a sustainable rural development”

Funded by We Effect, Sweden

I. Background

“Unë, Gruaja” is a non-profit organization, registered in 2003 by Tirana First Instance Court. The mission of the organization is to empower women and youth in the Pogradec - Korça area. UG has worked in institutional level to establish and build the capacities of the Technical Working Groups in each of the Administrative Units, part of the Coordinated Referral Mechanism of Domestic Violence in the Municipality of Pogradec. The organization has consistently been actively supported by the community. The community of Pogradec has witnessed a high level of motivation, commitment, professionalism and readiness in service delivery by offering services with high quality to the community members. “Unë, Gruaja” is member of AWEN (Albanian Women Empowerment Network).

The Association "Unë, Gruaja" Pogradec (UG) has started the implementation of the project “Equity in food, rights and participation for a sustainable rural development”, which has the main purpose to empower rural communities in Pogradeci Municipality, especially women and youth, through education, services, access to resources and active involvement in sustainable development.

During the implementation of the project UG will conduct a Gender Audit to ensure that UG's programs, policies, and practices are gender-responsive and inclusive.

UG will hire a short term consultant to prepare and implement the process of Gender Audit, which will be done in close collaboration with the active participation of UG. During that process UG will identify areas where gender mainstreaming needs improvement and provide recommendations for doing so effectively.

As a result UG will also learn the process and build capacities to replicate this in the future.

II. Objective of the assignment

UG is looking for a qualified expert who will conduct Gender Audit for UG association.

The scope of work will be to:

- Conduct gender-based evaluation of the organization's existing policies, strategies, procedures, project documents, reports, and studies.
- Identify gaps and areas for improvement (with potentials for introducing advanced gender transformative approach where positive masculinity is one of the main drivers).

- Provide recommendations for revising or developing new policies that promote gender equity.

In this context, the expert will be responsible to:

- 1. Conduct desk review of UG's programs/projects, policies, strategies and practices.**
- 2. Moderate the assessment workshop with UG staff and Board.**
- 3. Submit Gender Audit report containing findings and recommendations for future improvement, including a Gender Action Plan.**
- 4. Submit a report in English on the assignment.**

III. Duty travel & accommodation

The assignment considers one travel to the city of Pogradec, to facilitate one assessment workshop.

All travels and accommodations should be organized by the consultant and all assignment-related travel/accommodation expenses should be arranged, calculated and reimbursed as per UG's financial rules.

Reference: Consultancy services will be provided in the frame of the **Activity A.5.3.1: Conducting Gender Audit for “Unë, Gruaja” organization.**

IV. Coordination & reporting

The selected expert will work under the direct supervision of the UG's project manager. The project manager will be responsible for sharing the available assignment-related documents with the consultant and replying to the question/s that the selected consultant might have.

Logistical support to the expert is expected to be delivered by UG's project team members and coordinated by the project manager.

The consultant will be reporting directly to UG's project manager.

| Deliverables: | Timelines |
|---|------------------------------|
| 1. Conduct desk review of UG's programs/projects, policies, strategies and practices. | By 27 th October |
| 2. Moderate the assessment workshop with UG staff and Board. | By 10 th November |
| 3. Prepare Gender Audit report containing findings and recommendations for future improvement, including a Gender Action Plan and circulate it with UG staff | By 1 st December |
| 4. Submit the finalised report after reflecting the suggestions and remarks from UG staff. | By 14 th December |
| 5. UG's approval provided and payment implemented. | By 20 th December |

Table 1. Timeline for delivery of the expected products

V. Qualification requirements

The expert shall hold the following skills and experience:

- Professional education in gender studies, psychology, sociology or related fields, with a deep understanding of the subject matter.
- Specialized training in gender analysis, gender mainstreaming, diversity and inclusion.
- A good understanding of international, national and local conventions, strategies, and policies related to gender equality.
- Knowledge of best practices in promoting gender equity in different organizational contexts.
- Demonstrated expertise in gender-related research, data collection, and analysis.
- Theoretical and practical knowledge in gender transformative approach and positive masculinity will be considered a strong asset.

The contracted expert will be obliged to perform the following competences:

- Demonstrates integrity and fairness by modeling “Unë, Gruaja” values and ethical principles.
- Demonstrate professional competence and conscientious and efficient in meeting commitments.
- Observing deadlines and achieving results.
- Demonstrate ability to work independently and in the team.
- Display cultural, gender, ethnic, religious and age sensitivity, and adaptability.

Selected consultant will be requested to communicate with the project manager for any unclear situation or challenge that the consultant might face during the implementation of the tasks, especially the challenges in practicing the above-mentioned competences.

VI. Application procedure:

- Offers should be submitted by **25 September 2023 deadline until 4 p.m.**
- The offer should include the CV of the applicant, a letter of interest containing a short description of the Methodology for Gender Audit.
- The financial offer, which should be inclusive of any other costs (such as health and travel insurance) and taxes.
- The contact person who should be contacted in case of any questions related to the ToR.
- The signed Declaration of Relationships.

All the above-mentioned documents should be attached to one email sent to une_gruaja@yahoo.com and Cc to afrovitig@yahoo.com

VII. Evaluation of the offers

The incomplete applications or applications received after the deadline for submission will not be taken into consideration.

The evaluation of offers will be based on the “best value for money principle” by using a weighted scoring method to evaluate the combination of the applicants’ qualification (70%) and financial proposal (30%).

The most responsive/compliant/acceptable proposal, having received the highest combined score out of a weighted technical and financial evaluation specific to the solicitation, will be selected. The offers will be evaluated based on the technical criteria and financial criteria.

1. Technical evaluation (70%): [1+2+3/30% + 30% + 10% = 70%]

- a) Evaluation of professional experience (relevance, 30%). Expertise and experience: Number of years of experience in the fields relating to Terms of Reference; Similar assignments;
- b) Evaluation of the topics/issues the module contains (30%);
- c) Evaluation of communication, teamwork, and reporting skills (10%)

Only the candidates who will reach the threshold of 60% of the technical qualification will be considered for the financial evaluation.

2. Financial evaluation (30%)

Based on the formula: $30 * (\text{Lowest Price} / \text{Proposed Price})$.

VIII. Cost of the mandate & Terms of payment

This assignment consists of **Conducting Gender Audit for “Unë, Gruaja” Organization** at a maximum budget of 100.000 ALL. Payments will be as follows: A 100% final payment upon receipt and approval of a final invoice.

Due to the expected value and duration of the contract, this assignment considers payment to be realized in one (final) installment upon approval of the deliverables described with this ToR.

The payment will be realized based on the email sent to une_gruaja@yahoo.com and afrovitig@yahoo.com. The email should contain the following components:

- Email Body Text (preferably in English language):
 - Official request for payment.
 - Link for downloading the pictures and video materials if applicable.
- Email Attachments:
 - A copy of Gender Audit report, including a **Gender Action Plan** for UG association.
 - A brief summary report (maximum 2-3 pages) on the process and results of the assignments as well as any recommendations coming out of the assignments.
 - Copies of the educational/support materials used during the workshop

IX. Declaration of relationships

The Applicant shall describe if their organization/employees have any business or personal relationships with closely associated party from UG, We Effect, its Regional Office in Skopje, its governing bodies and employees or with similar bodies/persons of the Client.

Closely associated party (persons, physical or legal) as per We Effect's definition is considered person who has the possibility to exert control over, or significant influence on, the other person when it comes to financial and operative decision-making concerning an activity. The purpose of the Declaration is to disclose such information which makes the application and evaluation process more transparent and supports the bids in its relevance according to conditions on the open market.