



TERMS OF REFERENCE AND PROCUREMENT NOTICE

Date: November 7, 2018

Country: Azerbaijan

Description of the assignment: Baku Khazar Women's Recourse Centre Coordinator

Project name : Women's Economic Empowerment in Azerbaijan

Period of assignment/services: December 1, 2018 to November 30 2020 (521 days)

Proposal should be submitted by email to procurement.aze@undp.org no later than November 21, 2018, 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:

The overarching goal of the project is to ensure that women, particularly the poor and socially-excluded, are economically empowered and participate in decision-making. The project specifically aims to: i) support poor and socially-excluded women to increase the level of their economic activity through capacity development and network building; ii) sensitize private sector to gender needs and interests of women by promoting Global Compact's Women Empowerment Principles.

The project will replicate the successfully tested model of the WRCs in the three regions of Azerbaijan – Gusar, Baku-Khazar and third region will be identified within the period of six months of project implementation. Women in the target areas will benefit from access to information, capacity building, networking and income-generation opportunities.

This project is part of a larger UN WOMEN-implemented and SDC-funded programme "Women's Economic Empowerment in the South Caucasus". The project represents an additional phase of the UNDP gender programme and, as such, the current document is considered a substantive revision of the project "Promoting rural women's participation in the economic and social life".

UNAPF OUTCOME 1: By 2020, the Azerbaijan economy is more diversified and generates enhanced sustainable growth and decent work, particularly for youth, women, persons with disabilities and other vulnerable groups

Indicative Output 1: Women, particularly the poor and socially-excluded, obtain skills and opportunities to be (self-) employed in Azerbaijan

Indicative Output 2: Selected private enterprises are empowered to serve as opinion leaders in terms of Women's Economic Empowerment Principles

Gender marker: GEN3

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

In the scope of the project, the UNDP will contract the services of the WRC Coordinator who will work under the direct supervision of the Project Manager. The work schedule is planned as five working days per week.

The scope of work of the WRC Consultant:

1. To ensure implementation of the approved Annual Action Plan and timely and accurate reporting on the activities
2. To support capacity building of the WRC members according to the agreed plan
3. To organize training on proposal writing, funding searching skills, NGO establishment and vocational courses
4. To coordinate the training on the NGO management and coordination skills
5. To provide support in coordinating and organizing the training on risk management, financial literacy and business development skills
6. To support the Consultant in organizing research and analysis of the labor market and identification of potential vacancies to be filled by women
7. To support trainings and coordination of the start-ups and establishment of women-owned small businesses, and expansion of existing businesses
8. On a weekly base to run and update WRC related activities on the Facebook
9. To support the initiative of the project team on conducting an awareness-raising campaign to increase women's economic activity rates through engagement in formal labour in Azerbaijan
10. To conduct awareness raising events at the schools, municipalities and public areas regarding the WRC
11. Ensure accuracy, cleanness, and manage all administrative issues at the WRC
12. Conduct business monitoring for newly established businesses
13. Provide support in any other areas requested by the Project Manager.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Bachelor' degree (in social science, linguistic, education, economic and etc.);
- Relevant experience in the administrative support field;
- Experience in international organizations is an asset;
- Working experience in public organization in the region;
- Outstanding time-management, organizational and interpersonal skills;
- Strong communication skills;
- Familiarity with the region;
- Basic computer literacy Word, Excel, Internet, etc;
- Fluency in written and oral Azerbaijani is required, Russian is an asset;

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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;

2. Financial proposal;

3. Personal CV including past experience in similar projects.

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.

6.EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

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

* Technical Criteria weight; [70]

* Financial Criteria weight; [30]

Only candidates obtaining a minimum of **70** points would be considered

The technical component will be evaluated using the following criteria:

- *Bachelor' degree (in social science, linguistic, education, economic and etc.); 10 points*
- *Relevant experience in the administrative support field; 20 points*
- *Experience in international organizations is an asset;*
- *Working experience in public organization in the region; 10 points*
- *Outstanding time-management, organizational and interpersonal skills;*
- *Strong communication skills;*
- *Familiarity with the region; 10 points*
- *Basic computer literacy Word, Excel, Internet, etc; 10 points*
- *Fluency in written and oral Azerbaijani is required, Russian is an asset; 10 points*

Note: Maximum possible score is 70 points. In order to be eligible, the candidate has to score at least 49 points (70% of maximum possible score)

6. TIMEFRAME FOR COMPLETION OF DELIVERABLES

Deliverables	Date
To ensure implementation of the approved Annual Action Plan and timely and accurate reporting on the activities	Dec 2018-Dec 2020
To support capacity building of the WRC members according to the agreed plan	Dec 2018-Dec 2020
To organize training on proposal writing, funding searching skills	Jan 2019- Dec 2020
To coordinate the training on the NGO management and coordination skills	March-April 2019
To provide support in coordinating and organizing the training on risk management, financial literacy and business development skills	Jan 2019-Dec 2020
To support the Consultant in organizing research and analysis of the labor market and identification of potential vacancies to be filled by women.	Dec 2018 – June 2019
To support trainings and coordination of the start-ups and establishment of women-owned small businesses, and expansion of existing businesses	Dec 2018 – June 2020

Conduct business monitoring for newly established businesses for 2 rounds	Jan 2019 – Dec 2020
On a weekly base to run and update WRC related activities on the Facebook	Dec 2018-Dec 2020
To support the initiative of the project team on conducting an awareness-raising campaign to increase women's economic activity rates through engagement in formal labour in Azerbaijan	Feb 2019 – Dec 2020
To conduct awareness raising events at the schools, municipalities and public areas regarding the WRC	Dec 2018 – Dec 2020
Ensure accuracy, cleanness, and manage all administrative issues at the WRC	Dec 2018 – June 2021
Provide support in any other areas requested by the Project Manager.	Dec 2018 – June 2021

7. PAYMENT SCHEDULE:

<p>Payment will be done in three installments and based on completion of deliverables:</p> <p>First installment 20% Advance Payment will be paid from the total amount in preparation for the first set of deliverables in December 2018</p> <p>Second instalment: 60% of contract amount will be paid after the completion of the first set of deliverables by July 2019:</p> <p>To ensure implementation of the approved Annual Action Plan and timely and accurate reporting on the activities</p> <p>To coordinate the training on the NGO management and coordination skills</p>
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To organize training on proposal writing, funding searching skills, NGO establishment and vocational courses

To provide support in coordinating and organizing the training on risk management, financial literacy and business development skills

To support the Consultant in organizing research and analysis of the labor market and identification of potential vacancies to be filled by women

To support the initiative of the project team on conducting an awareness-raising campaign to increase women's economic activity rates through engagement in formal labour in Azerbaijan

To conduct awareness raising events at the schools, municipalities and public areas regarding the WRC

To support trainings and coordination of the start-ups and establishment of women-owned small businesses, and expansion of existing businesses

Conduct business monitoring for newly established businesses for 2 rounds

On a weekly base to run and update WRC related activities on the Facebook

Third instalment: 20% of contract amount will be paid after the completion of the second set of deliverables by June 2021:

To ensure implementation of the approved Annual Action Plan and timely and accurate reporting on the activities

To support capacity building of the WRC members according to the agreed plan

To support trainings and coordination of the start-ups and establishment of women-owned small businesses, and expansion of existing businesses

On a weekly base to run and update WRC related activities on the Facebook

To support the initiative of the project team on conducting an awareness-raising campaign to increase women's economic activity rates through engagement in formal labour in Azerbaijan

Ensure accuracy, cleanness, and manage all administrative issues at the WRC

Conduct business monitoring for newly established businesses

Provide support in any other areas requested by the Project Manager.

8. MONITORING AND EVALUATION:

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

9. LOCATION

The assignment requires the consultant to be located in Baku Khazar.

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.