

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT
Gender expert - National consultant

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	United Nations Population Fund (UNFPA) Country Office, Mongolia.
Purpose and background of consultancy:	<p>The overall objective of the consultancy is to adapt the UNFPA HQ Gender Transformative Approach Training Package to address the Mongolian local needs and contexts, including cultural relevance, and to facilitate capacity development for sustained roll-out of the training package.</p> <p>UNFPA Mongolia, in collaboration with the National Committee on Gender Equality (NCGE) and with financial support from the European Delegation, is strengthening national expertise in gender. Establishing and enhancing the expertise of the Gender Expert Panel (GEP) at the national level and Gender Focal Points (GFPs) at the sub-national level is a critical part of the intervention. GEP is composed of 30 professionals from national-level government ministries, academia, and research institutions who will serve as the reference groups and change agents for mainstreaming gender equality in policies, strategies, and programs and promote evidence-based decision-making. The GFP is composed of 30 professionals from the subnational government who serve as change agents for mainstreaming gender transformation at the subnational programs. The global training package, once adapted, will be used for the training of GEP and GFPs.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Adapting a UNFPA global training package to the Mongolian context typically involves customizing the training materials, content, and delivery methods to align with the specific needs, culture, and environment of a local audience. This process is essential for ensuring that the training is effective and relevant in the Mongolian context. The followings are specific tasks to be followed:</p> <ol style="list-style-type: none"> 1. Desk review: Comprehensively review the existing training packages on gender equality at the national level and a thorough review to understand the specific requirements, skill gaps, and objectives of the GEP and GFPs. Identify any cultural or language factors that may impact the training. Attention to be focused on cultural nuances, customs, and sensitivities that may affect the content and delivery of the training; hence, to ensure that the training materials are culturally sensitive and inclusive. 2. Language Adaptation: The UNFPA Global training package that is in English language will be translated into Mongolian. The consultant will ensure the translation is well-aligned to the original English version and that the target audience can understand the terminology and concepts used. 3. Content Customization: Ensure the training content addresses the specific challenges relevant to the Mongolian context. Propose removal or modify any content that may not be applicable. Incorporate local examples, case studies, and success stories to make the training more relatable and practical for participants. 4. Stakeholder Engagement: The consultant closely works with the task force that will be established by NCGE, the UNFPA Gender Officer, and UNFPA Regional Advisors in the adaptation process. Their input can provide valuable insights and enhance the credibility of the training. 5. Pilot testing and feedback collection and finalize the training package: Pilot the training package by organizing the training for small group of GEP with UN-

	<p>FPA APRO Gender and Human Rights Advisor. Based on the comments and feedback from the GEP, finalize the training package and present it to NCGE for final review and endorsement.</p> <p>6. Facilitate the training:</p> <ul style="list-style-type: none"> - Support the facilitation of the Training of Trainers for the National GEP using the developed training package together with NCGE and UNFPA APRO Gender and Human Rights Advisor; - Formulate the cascading plan to extend the training for gender focal points at the subnational level. <p>7. Documentation: Keep detailed records of the adaptation process, including any modifications made to the original package and the rationale behind those changes.</p>																
<p>Duration and working schedule:</p>	<p>The national consultant is expected to work for 55 non-consecutive working days from March 4 to June 14, 2024, to conduct the desk review, adapt the training package, organize pilot training and finalize the package; there will be 5 working days in October 2024 for rolling out the ToT.</p> <table border="1" data-bbox="427 775 1439 1093"> <thead> <tr> <th data-bbox="427 775 935 813">Phases</th> <th data-bbox="935 775 1439 813">Expected timeline</th> </tr> </thead> <tbody> <tr> <td data-bbox="427 813 935 846">Desk review</td> <td data-bbox="935 813 1439 846">March 22, 2024</td> </tr> <tr> <td data-bbox="427 846 935 880">Language Adaptation</td> <td data-bbox="935 846 1439 880">April 5, 2024</td> </tr> <tr> <td data-bbox="427 880 935 913">Content Customization</td> <td data-bbox="935 880 1439 913">May 8, 2024</td> </tr> <tr> <td data-bbox="427 913 935 947">Stakeholder Engagement</td> <td data-bbox="935 913 1439 947">Throughout consultancy</td> </tr> <tr> <td data-bbox="427 947 935 1014">Pilot testing and feedback collection and finalize the training package</td> <td data-bbox="935 947 1439 1014">May 31, 2024</td> </tr> <tr> <td data-bbox="427 1014 935 1048">Facilitate the training:</td> <td data-bbox="935 1014 1439 1048">TBC in October, 2024</td> </tr> <tr> <td data-bbox="427 1048 935 1093">Documentation</td> <td data-bbox="935 1048 1439 1093">Throughout the consultancy</td> </tr> </tbody> </table>	Phases	Expected timeline	Desk review	March 22, 2024	Language Adaptation	April 5, 2024	Content Customization	May 8, 2024	Stakeholder Engagement	Throughout consultancy	Pilot testing and feedback collection and finalize the training package	May 31, 2024	Facilitate the training:	TBC in October, 2024	Documentation	Throughout the consultancy
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<p>Place where services are to be delivered:</p>	<p>1. Ulaanbaatar, Mongolia</p>																
<p>Deliverables and due dates</p>	<p>The consultant will complete and submit following deliverables within the specified deadlines. Hereto:</p> <ol style="list-style-type: none"> 1. Present the outline of the assignment to UNFPA Mongolia and NCGE (Due by Mar 11, 2024) 2. Complete desk review (Due by March 22, 2024) 3. First draft of the Training package for Gender Expert Panel (Due by May 8, 2024) 4. Pilot test the training package and finalize it (Due by May 31, 2024) 5. Reflect the comments and feedback from the pilot training and finalize the training package (Due by June 10); and 6. Present to training package to NCGE for final endorsement (Due by June 14, 2024) 7. Facilitate the official ToT for the GEP (in October 2024, <i>final dates TBC with UNFPA APRO Gender and Human Rights Advisor</i>) <p>The consultant will thoroughly review the existing trainings materials, modules on gender equality in the country, best practices from global and regional level and the UNFPA HQ Gender Transformative Approach toolkit. Based on the results of the</p>																

	<p>desk review, the consultant will develop the training package. In doing so, the consultant will work closely with NCGE, attend the weekly catch up-meetings with the task force established at NCGE, UNFPA Mongolia CO, and bi-monthly online-meetings with UNFPA APRO Gender and Human Rights Advisor. UNFPA APRO Gender and Human Rights Advisor will be main support person who will lead the adaptation process. Thus, consultant is expected to directly communicate with the advisor in English and do written translations to facilitate and ensure the UNFPA APRO advisor's understanding of the progress, suggested edits, revisions etc are during the adaptation process.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The consultant will work in close consultation with the CO Gender Team of UNFPA and provide regular written (an email) progress updates on a bi-weekly basis. UNFPA CO has a right to request additional information and updates, if need be. The Gender Team of UNFPA will provide a format for a bi-weekly update report as well as for the end-of-consultancy report.</p>
Supervisory arrangements:	<p>The consultant shall work under the direct guidance and supervision of the Gender Programme Analyst, work closely and consult with the M&E analyst and management of UNFPA Mongolia CO whenever needed.</p>
Expected travel:	<p>No travel is expected.</p>
Required expertise, qualifications, and competencies, including language requirements:	<p>Education:</p> <ul style="list-style-type: none"> Advanced university degree, Master's degree or above in social science, gender studies, social work, education, pedagogy and public health. <p>Experience:</p> <ul style="list-style-type: none"> At least 8 years of proven experience working on gender issues, including developing/reviewing capacity development programmes/modules in gender-related issues and facilitating training and workshops in the field; Demonstrated knowledge of key gender concepts, such as gender equality, women's empowerment, masculinity, traditional gender roles, gender stereotypes, social norms, and GBV; Substantial knowledge and familiarity with Mongolian legal and policy framework on gender equality and the current context of gender equality, including recent developments and challenges in the country; Extensive knowledge of sectoral and local gender strategies in Mongolia and international treaties and conventions Mongolia has ratified, including UPR, CEDAW, Beijing declaration, ICPD, and SDGs; Experience in working with United Nations and engaging with government and ministries, development partners as well as CSOs, is an advantage; <p>Required competencies and skills:</p> <ul style="list-style-type: none"> Advanced and demonstrated analytical and writing skills; Exemplifying integrity and accountability Demonstrates commitment to human rights and development principles and values, Excellent communication skills, Planning, organizing, and achieving results, Thinking analytically and strategically, Working in teams/managing ourselves and our relationships, High level report writing and presenting skill. <p>Language</p> <ul style="list-style-type: none"> Fluency in both English and Mongolian is required for both writing and speaking. (Mongolian for effective communication with relevant partners, review of the translation materials, facilitation of training and English for accessing international

	best practices, resources and communicating with UNFPA APRO experts and UNFPA Mongolia).
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	<ol style="list-style-type: none"> 1. The consultancy service will be governed by UNFPA’s terms and conditions for Individual consultant contract. 2. The price offer is subject to negotiation by UNFPA should it exceed allowed threshold. <p>Schedule of payment:</p> <ol style="list-style-type: none"> 1. 30% of the payment shall be paid upon the acceptance of the outline and draft training package; 2. 40% of the payment shall be paid upon the finalization of the trainings package; and 3. 30% of the payment shall be paid upon completion of the final training. <p>UNFPA reserves the right to withhold up to 30% of the total fee in the case that the deliverables are not submitted on schedule or do not meet the required standard. Copyright and ownership of all documents produced will remain with UNFPA.</p>