

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>											
Hiring Office:	United Nations Population Fund (UNFPA) Country Office, Mongolia.										
Purpose and background of consultancy:	<p>The overall objective of the consultancy is to develop training materials for a Gender-Sensitive Data Analysis Workshop and to facilitate it.</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. Improving the gender responsiveness in policy planning within government institutions on the use of gender data and statistics is a crucial part of the intervention. The availability and use of gender statistics increases government accountability, ensuring that the policies meet the needs of all citizens and contribute to achieving gender equality goals.</p> <p>Upon attendance in the workshop, the policymakers from different sectors will be trained and equipped with knowledge and skills to access, analyze and use gender statistics for more informed decision-making.</p>										
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>To strengthen the capacity of government institutions and policy makers, following are the specific tasks to be completed by an internal consultant (IC):</p> <ol style="list-style-type: none"> <li>1. <b>Desk review:</b> Comprehensively review of the existing training materials, modules and manuals on gender statistics and data, and their use at the national level.</li> <li>2. <b>Stakeholder engagement:</b> Identify priority topics for capacity building of the policymakers and managers in government institutions based on close consultation with the relevant ministries, National Committee on Gender Equality, National Statistics Office and UNFPA APRO VAW Data advisor.</li> <li>3. <b>Develop the training module:</b> Develop a tailor-made training module for building capacity of the policymakers and managers on gender sensitive data analysis, based on the desk review and stakeholder engagement consultation, and under the support and guidance of UNFPA Asia Pacific Regional Office Violence against women (VAW) Data advisor.</li> <li>4. <b>Facilitate the training:</b> Co-facilitate the training for the policymakers from different sectors, in coordination with the National Statistics Office.</li> <li>5. <b>Documentation:</b> Keep detailed records of the process to include in the final report.</li> </ol>										
Duration and working schedule:	<p>The national consultant is expected to work for 35 non-consecutive working days from March 18 to October 30, 2024, to conduct the desk review, develop and finalize the training materials, and organize and facilitate the training.</p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;"><u>Phases</u></th> <th style="text-align: center;"><u>Expected timeline</u></th> </tr> </thead> <tbody> <tr> <td>Desk review</td> <td>April-June, 2024</td> </tr> <tr> <td>Stakeholder Engagement</td> <td>Throughout consultancy</td> </tr> <tr> <td>Develop the training module</td> <td>August, 2024</td> </tr> <tr> <td>Facilitate the training</td> <td>TBC October, 2024</td> </tr> </tbody> </table>	<u>Phases</u>	<u>Expected timeline</u>	Desk review	April-June, 2024	Stakeholder Engagement	Throughout consultancy	Develop the training module	August, 2024	Facilitate the training	TBC October, 2024
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	Documentation	Throughout the consultancy
Place where services are to be delivered:	1. Ulaanbaatar, Mongolia	
Deliverables and due dates	<p>The consultant will complete and submit the following deliverables within the specified deadlines. Hereto:</p> <ol style="list-style-type: none"> <li>1. Present the outline of the assignment to UNFPA Mongolia (Due by March 27, 2024)</li> <li>2. Complete desk review (Due by 30 June 2024)</li> <li>3. First draft of the module (Due by 31 July 2024)</li> <li>4. Finalize the module (Due by 31 August 2024)</li> <li>5. Facilitate the training (in early October, <i>final dates TBC with UNFPA APRO Advisor</i>)</li> </ol> <p>The consultant will work closely with UNFPA APRO VAW Data advisor, UNFPA Mongolia CO and relevant government institutions throughout the consultancy. Bi-monthly (or as needed) online-meetings with UNFPA APRO VAW Data advisor is planned.</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.</p> <p>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 of APRO technical advisor and supervision of the Gender Programme Analyst. In overall, the IC will work closely and consult with the M&amp;E analyst and management of UNFPA Mongolia CO whenever needed.</p>	
Expected travel:	No travel is expected.	
Required expertise, qualifications, and competencies, including language requirements:	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>● Advanced university degree, at least a master’s degree in statistics, data science, social work, public health.</li> <li>● Additional training in gender data analysis, data management, ethics, and research methods would be valuable assets.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>● At least 5 years of proven experience working on data analysis and gender issues.</li> <li>● Demonstrated knowledge of key gender concepts, such as gender equality, women’s empowerment, masculinity, traditional gender roles, gender stereotypes, social norms, and GBV.</li> <li>● 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.</li> </ul>	

	<ul style="list-style-type: none"> <li>● Knowledge in quantitative or qualitative data analysis methods.</li> <li>● Strong data visualization skills, ability to present data findings in clear, concise, and impactful ways for diverse audiences.</li> <li>● Experience in designing training modules and facilitating workshops.</li> <li>● Knowledge of international treaties and conventions Mongolia has ratified, including UPR, CEDAW, Beijing declaration, ICPD, and SDGs.</li> <li>● Experience in working with United Nations and engaging with government and ministries, development partners as well as CSOs, is an advantage.</li> <li>● Advanced and demonstrated analytical and writing skills.</li> </ul> <p><b>Required competencies and skills:</b></p> <ul style="list-style-type: none"> <li>● Exemplifying integrity and accountability;</li> <li>● Demonstrates commitment to human rights and development principles and values;</li> <li>● Excellent communication skills;</li> <li>● Planning, organizing, and achieving results;</li> <li>● Thinking analytically and strategically;</li> <li>● Working in teams/managing ourselves and our relationships;</li> <li>● High level report writing and presenting skills.</li> </ul> <p><b>Language</b></p> <ul style="list-style-type: none"> <li>● Fluency in both English and Mongolian is required for both writing and speaking. (Mongolian for effective communication with relevant partners, facilitation of training and English for accessing international best practices, resources and communicating with UNFPA APRO experts and UNFPA Mongolia).</li> </ul>
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:</p>	<ol style="list-style-type: none"> <li>1. The consultancy service will be governed by UNFPA’s terms and conditions for Individual consultant contract.</li> <li>2. The price offer is subject to negotiation by UNFPA should it exceed allowed threshold.</li> </ol> <p><b>Schedule of payment:</b></p> <ol style="list-style-type: none"> <li>1. 20% of the payment shall be paid upon the completion of the desk review;</li> <li>2. 50% of the payment shall be paid upon the acceptance of the developed module;</li> <li>3. 30% of the payment shall be paid upon the completion of the final training and submission of the final report.</li> </ol> <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>