

**Consultancy Call No. 2019-FJI-SSA-Aug-09**

**ADVERTISEMENT**

The UN Women Fiji Multi Country Office seek to recruit a suitably qualified Consultant, for the respective duty station/s noted as follows:

<b>Title:</b>	<u>Consultant – To complete an independent mapping and capacity assessment of CSOs undertaking gender work in the Pacific.</u>
<b>Duty Station / Location:</b>	<u>Home based, with potential travel to selected Pacific Island Countries</u>
<b>Programme / Category:</b>	<u>All UNW Fiji MCO - programmatic areas</u>
<b>Type of Contract:</b>	<u>Special Service Agreement (SSA) / Individual Consultant (IC)</u>
<b>Post Level:</b>	<u>National and/or International Consultant</u>
<b>Language Required:</b>	<u>English</u>
<b>Application Deadline:</b>	<u>Monday 16 September 2019</u>
<b>Tentative Start Date:</b>	<u>15 October (or as soon as possible)</u>
<b>Completion Date</b>	<u>Before 18 December 2019</u>
<b>Expected Duration of Consultancy Assignment:</b>	<u>Up to 40 work days within a 2-months period</u>

UN Women Fiji MCO is undertaking an exercise to identify and map civil society organizations (CSOs) working in gender equality in the Pacific to assess the capacity of CSOs working in spheres relevant to its programmatic areas as potential partners to support the development and delivery of projects under its 2018-2022 Strategic Note.

UN Women will be engaging with a range of CSO partners, across all programmatic areas of work, therefore, UN Women is seeking the services of a Consultant who can provide an independent mapping and comparative analysis, as well as undertaking capacity assessments of 30-35 organizations working in gender equality in Pacific countries, with an emphasis on UN Women's programmatic countries which are: Fiji, Kiribati, Samoa, Solomon Islands, Samoa, Tonga and Vanuatu with programming to commence in 2020 in the Republic of the Marshall Islands. The Consultant will be expected to work with the UN Women Fiji MCO teams in Fiji, as well as UN Women staff in Kiribati, Samoa, Solomon Islands and Vanuatu. There will be an initial briefing with the UN Women Fiji MCO team in Suva, Fiji at the start of the assignment. It is expected that the Consultant will work in a participatory manner with the project teams, project stakeholders as well as CSOs. The approach must ensure inclusivity with a range of stakeholders including remote rural women and persons with disabilities.

The Consultant will be expected to develop a comprehensive mapping of all CSOs working in gender equality or with the capacity to support gender mainstreaming through a desk-based review. Capacity assessments will be undertaken primarily as a desk-based exercise through interviews with selected CSOs conducted via phone/skype to collect relevant information and supporting

documents. If required, travel to selected countries for face-to-face interviews/collection of information may be undertaken.

**General Terms and Conditions of Consultancy:** As per the detailed TOR enclosed.

**Submission of application:** Full details of the Post Profile / Terms of Reference / Job Description entailing minimum qualification and experience, key functions and competencies required of the position can be downloaded from the UN Women website: <http://asiapacific.unwomen.org/about-us/jobs> or by contacting the UN Women Fiji MCO (+679 3301178 – Ms Sarah Boxall). OR you can also drop an email to [unwfiji.hr@unwomen.org](mailto:unwfiji.hr@unwomen.org)

All applications are to be uploaded no later than **Monday 16<sup>th</sup> September 2019 (close of business)**.

**Interested candidates are requested to submit his or her full documented electronic application to:**

- [https://jobs.undp.org/cj\\_view\\_jobs.cfm?cur\\_catgeg\\_id=9](https://jobs.undp.org/cj_view_jobs.cfm?cur_catgeg_id=9)

**Submission package:**

1. Cover letter explaining the suitability of the consultant: applicants are encouraged to address experience and qualifications listed in the 'criteria for technical evaluation'.
2. Curriculum Vitae (CV) of Consultant including references.
3. Personal History Form (P-11 Form).

<http://www.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-p11-personal-history-form.doc?la=en&vs=2740>

4. Copies of certified academic certifications.
5. Financial proposal with total lump sum quotation based on professional daily fees. Payment will be made upon certification by the designated official that stated deliverables have been achieved.

Applications without a complete financial proposal will be treated as incomplete and will not be considered for further assessment. UN Women reserves the right to accept or reject any bid.

The procurement process will be governed by the rules and regulations of the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women).

**Men and women candidates are encouraged to apply.**