

## Terms of Reference for Institutional Contracts

### 1. Identification

<b>Description of the services:</b>	Gender assessment and analysis in selected child protection sites
<b>Expected start date:</b>	15 December 2021
<b>Expected completion date:</b>	15 May 2022
<b>Reporting to:</b>	Child Protection Officer

### 2. Background and objectives

The main objective of UNICEF's child protection programming is to ensure that children, especially the most vulnerable, are better protected from violence. By eliminating these violations in childhood, children will be better able to achieve their educational potential, have improved health outcomes, and assume their role as productive members of their societies, communities and families. UNICEF aims to accelerate the ongoing development of a comprehensive child protection system, with prevention and response to violence against and exploitation of children serving as the entry point for system-strengthening efforts. To achieve this, over the past decade, UNICEF and the counterparts in China are supporting the development of community-based child protection mechanisms. In the current country programme cycle (2012-2025), UNICEF and MCA are developing models of integrated child protection services and strengthening social service workforce.

Meanwhile, there is substantial evidence globally that girls and boys experience violence differently. Risks, causes and consequences of violence vary for girls and boys as do the types and severity of violence. For instance, girls tend to be more exposed to sexual violence. Gender inequitable social norms can lead to violence based on gender as well as to harmful practices, particularly for girls. The care and support of children is also gendered. Mothers bear a greater burden of childcare and are more likely to be responsible for taking care of the child's behaviour. Furthermore, there is a very strong link between violence against women and violence against children. When mothers experience violence at home, children are also at higher risk of abuse.

Therefore, a gender lens should be applied and gender mainstreaming into child protection programming should be strengthened, including in capacity building of social service workforce and community workforce as well as in the provision of services. This will not only address violence against children more effectively, but also contribute to the elimination of gender discrimination and inequality at all levels, as highlighted in UNICEF Gender Action Plan (2018-2021).

### 3. Scope of Work

To strengthen the gender component in child protection interventions in selected sites, the Section proposes to conduct a gender assessment in 3 counties of 3 provinces (1 county each per province; 1 province where we support Barefoot Social Workers (BFSW) and 2 provinces where we support the integrated CP pilot) in Q4 of 2021 and Q1 of 2022, to specifically:

1) identify gender equality related practices, social norms, gender stereotypes at homes and in the communities, 2) review the appropriateness and extent of integration of the gender lens in service design and implementation of child protection interventions, and 3) assess the gender awareness, knowledge and capacity of service providers, especially of community-based workers (child directors and professional social workforce at local level).

Based on the findings, final products shall include:

- 1) recommendations how to incorporate or strengthen the gender lens in the current project design to address gender issues in the communities,
- 2) identification of capacity development needs to improve gender awareness of service providers, and
- 3) a revised module for community-based workers (based on UNICEF's previous work), which could be adapted to train other paraprofessionals and professionals, including social workers.

#### Geographical coverage

Suggested sites to be visited:

- BFSW project: Wenxi, Shanxi;
- Integrated CP pilot: Longan County, Lingshan County and Beiliu City of Guangxi; Wenshang County, Huan Cui District of Weihai, Shandong.

### 4. Workplan, timeline and deliverables

Tasks	Deliverables	Time frame
<b>1. Gender assessment and analysis</b>		
1) Discussion with UNICEF staff and desk review of relevant project documents	Review and discussion notes	Jan 10 2022
2) Develop methodology, including tools for field research	Methodology finalized (20%)	20 Jan 2021
3) Field research to 3 counties	Field research done	28 Feb 2022
4) Draft report writing	Draft report written (20%)	15 Mar 2022
5) Finalizing report	Report finalized (20%)	31 Mar 2022
<b>2. Revision of the current model and development of a standardised gender training module for the workforce operating at the community level</b>		
1) Review of existing gender training modules, including those of UNICEF and other organizations	Review notes	15 Feb 2022

2) Based on task 1, update UNICEF's gender training module and test it online or offline (TBD)	Module updated (10%)	30 Mar 2022
3) Finalize the training module for community workforce	Model finalized (20%)	30 Apr 2022
4) Recommendations on how to delivery the training at scale	Recommendations report (10%)	15 May 2022

## 5. Deliverables and payment schedule

The major expected outputs are:

1. Methodology for field research, including tools, interview framework, etc;
2. Report on gender assessment and analysis report in selected UNICEF support sites, with recommendations on how to strengthen gender perspective in project sites;
3. Improved gender training modules for community-based workers and recommendations for implementation at scale

The staged payments will be made on key deliverables (with conditions agreed between UNICEF and the selected partner) which will be reflected in the contract.

## 6. Qualification requirements

The external contractor team(s) should have the knowledge, skills, experience and competencies mentioned below, and be capable in team size and level to ensure that the schedule presented in section 4 be met. The leader of the team will have overall responsibility for the quality design and implementation and the timely delivery of high quality outputs. He/she will lead a team having the following requirements:

### Knowledge, skills, and experience

- A minimum of eight years of progressively increased experience and responsibility in China related to gender equity, gender analysis and gender review, with extensive knowledge of prevailing gender stereotypes, norms and gender-based discriminations in China and globally;
- Current knowledge and understanding in child protection issues, practices and policies in China and internationally;
- Excellent data collection and analysis skills;
- A minimum of five years of demonstrable experience in developing training modules, as well as conducting online and/or offline trainings;
- Consultation experience with UNICEF or other international development organisations is an asset.

### Competencies

- Highly organised and structured; able to plan, implement and monitor work with good attention to detail;
- Analytical and conceptual ability;
- Excellent communication skills;

- Ability to make timely and quality judgements and decisions;
- Well organized and time-bound
- Proficiency in the Chinese language a must. Fluency in English an asset.

## **7. Evaluation criteria**

The evaluation procedure will focus on both technical and financial suitability. The weights of 70% and 30% shall be applied for technical and financial compliance respectively. Only firms scoring at least 70% of the maximum score during technical evaluation will be considered for financial evaluation.

### Technical Evaluation Criteria

1. Overall response - 10 points
  - 1.1 Completeness of response - 5 points
  - 1.2. Overall concord between RFP requirements and proposal - 5 points
2. Proposed methodology and approach - 30 points
  - 2.1 Relevance and quality of proposed methodology - 20 points
  - 2.2 Project timelines and workplan - 10 points
3. Experience and qualifications of firm and key personnel - 30 points
  - 3.1. Company profile (establishment, facilities, personnel, financial capacity) - 5 points
  - 3.2 Experience in similar projects - 15 points
  - 3.3. Relevance of qualifications & expertise of proposed team of consultants - 10 points

Total technical: 70 points

## **8. Content of technical proposal**

The Technical Proposal should include but not be limited to the following:

- Corporate Profile: highlighting the bidder's qualifications and experience in implementing the assignment. Please include details of specific experience with similar assignments in the past five years;
- Details of the Proposed Team: for the assignment including title/designation of each team member and responsibilities in this assignment as well as their qualifications and expertise, including with similar assignments;
- Detailed methodology/approach:
  - Develop a refined research matrix, to clearly describe overall flow and key stages of the process, and specify any key intermediate tasks to be carried out (such as meetings, consultation, field visits etc.)
  - Describe the overall methodological approach, any specific model to be adopted, and data collection methods (survey, interviews, observation, desk review, etc.);
- Implementation Plan and Timeframe: showing the detailed sequence and timeline for each activity;

- Ethical Review: Any activities in the proposed study design concerning primary data collection involving human subjects or the analysis of sensitive secondary data are subject to an ethical review. Please include a section that can clearly identify any potential ethical issues and approaches, as well as the processes for ethical review and oversight of the research/evaluation/data collection process in the proposal;
- Any other documents that the bidder considers to be relevant (e.g., draft questionnaires, focus group discussion guidelines, etc.).

The Price Proposal shall include, but not be limited to, the following:

The format shown on the following pages should be used in preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

<b>PRICE SCHEDULE</b>				
	<b>DESCRIPTION OF ACTIVITY/ITEM</b>	<b>NUMBER OF STAFF</b>	<b>UNIT RATE CNY</b>	<b>ESTIMATED AMOUNT CNY</b>
<b>1.</b>	<b>REMUNERATION</b>			
<b>1.1</b>	Project planning and survey designing			
<b>1.2</b>	field data collection			
<b>1.3</b>	Data analysis			
<b>1.4</b>	Final Reports			
<b>2.</b>	<b>OUT OF POCKET EXPENSES</b>			
<b>2.1</b>	Travel Cost for Field trips			
<b>2.2</b>	Per diem allowances (Food and Lodge)			
<b>2.5</b>	Others (Please specify)			
<b>3.</b>	Administrative Cost/Overhead/Tax			

## 9. Award Criteria

Further to para 6 above, the following methodology will be used for evaluation of price proposals and contract award. Only price proposals of the technically responsive Offerors will be opened and evaluated.

The price should be broken down for each component of the proposed work. The total amount of points allocated for the price component is 30. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price; e.g.:

$$\text{Score for price proposal X} = \frac{30 * \text{Price of lowest priced proposal}}{\text{Price of proposal X}}$$

All prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization.

The proposal obtaining the overall highest score after adding the scores for the technical and financial proposals is the proposal that offers best value for money.

UNICEF will award the contract to the vendor whose response is of high quality, clear and meets the project goals. The price/cost of each of the technically compliant proposals shall be considered only upon evaluation of the above technical criteria.