



## **TERMS OF REFERENCE**

### **Technical support in finalising the KwaZulu-Natal Department of Social Development**

#### **Women's Socio-Economic Empowerment Development Strategy**

##### **1) Background:**

UNFPA is the United Nations reproductive health and rights agency that contributes to the expansion of possibilities for young people and women to lead healthy, productive lives so that they can reach their full potential. UNFPA in partnership with the KwaZulu-Natal Department of Social Development (KZN DSD) seeks the services of an organisation to provide technical assistance in finalising the Women's Socio-Economic Empowerment Development Strategy, with an accompanying implementation plan and tools. The Strategy is intended to ensure that women in KZN have and can take full and fair advantage of opportunities to earn a living. Empowering women helps them to fulfill their human capability leading to better, educational, health, and positive societal outcomes.

##### **2) Scope of work:**

###### **The scope of work for the consultancy will include:**

- Work in consultation with the Women Development Team and the technical working group appointed by the Head of Department for KZN DSD
- Review the draft Strategy
  - Undertake a literature review of relevant documents to determine the current status of Socio-economic Empowerment for women development within departmental policies and programmes, projects and campaigns of the provincial government

- Review data collected from dialogues held with women structures throughout the province and other relevant data available from the Department of Social Development.
- Identify any gaps/overlaps within targeted women programmes offered by the department and those based on the information provided in order to finalise the Women's Socio-Economic Empowerment Development Strategy and implementation plan.
- Develop a comprehensive monitoring and evaluation (M&E) framework and monitoring tools for implementation for the Women's Socio-Economic Empowerment Development Strategy to be used for assessing and understanding the progress of the Strategy outputs and outcomes.
- The framework should outline performance indicators (output and outcomes) with clear definitions, milestones, data collections strategies, and frequency of collection. It should include methodologies for measuring these and who is responsible for collection. It should also clearly demonstrate how the impacts outlined will be measured and evidence for the evaluations will be generated. Systematic disaggregation of data including by disability, geographical location and income status will be important throughout.
- Views from intended beneficiaries should be fed into the evaluation. The framework should take into consideration provincial M&E systems, draw on existing data available and ensure new data collection proposed is complementary to existing systems and data is made available to provincial stakeholders as far as possible.
- Present the final draft of the Women's Socio-Economic Empowerment Development Strategy and accompanying M&E Framework & monitoring tools thereof to the technical working group and Women Development Team.
- Produce a final Women's Socio-Economic Empowerment Development Strategy for approval by UNFPA and KZN DSD.

### **3) Key deliverables**

- Inception report with detailed work plan, approved by partners

- Consultation with the Technical Working Group as appointed by the Head of Department and the Women Development Team
- Approved Draft KZN DSD Women's Socio-Economic Empowerment Development Strategy to be presented to MANCO, EXCO, and UNFPA for finalisation and endorsement
- Final KZN DSD Women's Socio-Economic Empowerment Development Strategy
- Final M&E Framework and tools

#### **4) Methodology**

In response to the TOR, a proposal should be submitted with suitable methodology, tools, and timelines for undertaking this assignment.

#### **5) Assignment duration and management arrangement**

The duration of this assignment is from April 2022 – 31 July 2022.

#### **6) Service provider eligibility**

- Be an organisation with relevant experience in designing and developing strategies on Gender Equality and Women Development and other relevant population and development-related strategic documents.
- Demonstrable experience in the development of strategic tools and documents based on SA's policy and legal environment
- Demonstrable experience in the development of implementation plans and M&E Frameworks.
- Expertise and experience in designing and applying robust and appropriate performance monitoring and results in frameworks (including expertise and experience in indicator development, testing, and data collection/analysis)
- Monitoring and evaluation of large, complex, long term programmes
- Experience working with provincial and local government in the province.
- Experience with women empowerment and gender equality programmes
- Communication skills and the ability to work effectively with a wide range of stakeholders and diverse groups.

- Ability to develop and maintain record-keeping systems and procedures.
- Ability to gather data, compile information, and compile reports.

## 7) Reporting

The organisation will administratively be under the overall supervision of the UNFPA but will also report to the KZN DSD.

## 8) Proposal evaluation criteria

Criteria	Weight
Technical approach, methodology, and level of understanding of the objectives and scope of the assignment	30
Profile of the institution/company and relevance to the project; professional experience of the staff that will be deployed to this assignment	40
Demonstrated understanding and experience on women development-related matters and in developing appropriate policies and strategies in KZN.	30

## 9) Cost of technical assistance and payment modalities

Submit a maximum five page (5) proposal with a work plan that includes a detailed and itemised budget. Proposals submitted without a detailed budget will not be considered.

The most competitive proposal and technical expertise which will be satisfying the requirements of UNFPA will be selected and awarded the contract. The proposal evaluation and the contract award will be undertaken according to UNFPA regulations.

Payment for services rendered shall be in tranches agreed upon between UNFPA and the successful service provider. These will be affected by predetermined milestones and systematic submissions of **accepted** deliverables within timelines agreed on between UNFPA and the service provider.

### **Proposal requirements**

Interested services providers are invited to submit proposals to provide the above-mentioned services. The proposal should focus on showcasing the organisation's ability to provide the services outlined in the Scope of Work.

- a. Cover letter
- b. A proposal indicating a description of the proposed approach to the scope of work, work plan with timelines, and detailed budget (inclusive of VAT)
- c. Sample(s) of recent written work of a similar assignment.
- d. Detailed CVs indicating qualifications and relevant experience