INDIVIDUAL CONSULTANTS PROCUREMENT NOTICE

Date: 23 July 2020

Country: Serbia

Description of the assignment: SEESAC Gender Expert – 5 positions (covering each: 1) Albania 2) Bosnia and Herzegovina 3) Kosovo*, 4) Montenegro 5) North Macedonia)

Project name: The South Eastern and Eastern Europe Clearinghouse for the Control of Small Arms and Light Weapons (SEESAC)

Period of assignment/services (if applicable): September 2020 - December 2020

Proposal should be submitted at the following address: http://www.rs.undp.org/content/serbia/en/home/operations/jobs.html no later than 23 August 2020.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. The procuring UNDP entity will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The South Eastern and Eastern Europe Clearinghouse for the Control of Small Arms and Light Weapons (SEESAC) is a joint initiative of the UNDP and the Regional Cooperation Council. As such, it is an integral part of UNDP’s work in the Europe and the Commonwealth of Independent States (ECIS) region and has, since 2002, worked primarily to strengthen the capacities of national and regional stakeholders to control and reduce the proliferation and misuse of small arms and light weapons, and thus contribute to enhanced stability, security and development in South Eastern and Eastern Europe. SEESAC also has a distinguished record working closely with relevant Ministries to mainstream gender equality and this aspect will remain central to the programme.

Going forward, SEESAC will maintain its long-standing work in South-Eastern Europe the small arms and light weapons and gender equality in security sector reform fields, under the framework of the RCC. The programme will continue and, where possible, scale up the innovative work it has pioneered in fostering confidence between rule of law providers within southeast Europe, as well as in the fields of innovation, security and technology. In addition, SEESAC will increasingly focus on sharing the capacity

* References to Kosovo shall be understood to be in the context of Security Council Resolution 1244 (1999).
it has developed over the years through line ministries and UNDP offices in order to address community and other security needs beyond the sub-region and provide guidance on introducing gender equality into the security sector.

The overall objective of the project is to contribute to international peace and security by combatting the threat posed by the widespread accumulation and illicit trafficking in small arms and light weapons and their ammunition in and from SEE. At the same time, it enhances regional stability by working within the framework of the RCC and in partnership with other relevant initiatives. The project is directly contributing to the implementation of the EU Security Strategy, the EU SALW Strategy, the EU Firearms Strategy, the Arms Trade Treaty, the UN Programme of Action, the International Tracing Instrument, UN Firearms Protocol, UN Security Council Resolution 1325 and will specifically enhance regional cooperation in combating the threat posed by the spread of SALW and their ammunition. Specifically, the project is contributing to the implementation of the South East Europe Regional Implementation Plan Combatting the Proliferations and Impact of Small Arms and Light Weapons and the Roadmap for a sustainable solution to the illegal possession, misuse and trafficking of Small Arms and Light Weapons (SALW) and their ammunition in the Western Balkans by 2024. The project results are also directly contributing to the implementation of the Sustainable Development Goal 16 on peaceful and just societies, in particular targets 16.1 (Significantly reduce all forms of violence and death rate everywhere) and 16.4 (significantly reduce illicit arms flows).

SEESAC is implementing the Council Decision 2018/1788 in support of the implementation of the Regional Roadmap on combating illicit arms trafficking in the Western Balkans. In addition to this, SEESAC is implementing of the second phase of the Strengthening of Regional Cooperation on Gender Mainstreaming in Security Sector Reform in the Western Balkans project. The project will facilitate regional cooperation on gender equality in the military and further strengthen the capacities of the Ministries of Defense and the Armed Forces for implementation of gender responsive policies. These initiatives continue to strengthen safety and security through regional cooperation in South East Europe.

The Roadmap places specific importance on the advancement of gender equality. This document has been developed based on a gender analysis of SALW/firearms control in the region and reinforces its key recommendations. The integration of gender perspective and its implementation through National Action Plans developed by each jurisdiction in the Western Balkans is carefully monitored and evaluated as a key element to achieve a better, more sustainable and efficient output.

For detailed information, please refer to Annex 1

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Under the overall direction and in consultation with the SEESAC Gender and Research Project Officer and in line with the SEESAC’s methodological guidelines, the Consultant will be expected to perform the following tasks:

1. **To provide an overview of legislation**, including by-laws and procedures relevant for assessing its gender responsiveness of small arms control legislation.

2. **To conduct the gender analysis of the legislation relevant for SALW control** with respect to: reflection of use of firearms in domestic violence, participation and representation of women in arms control policy/legislation making and implementation; arms trade, gender responsive of policy process, gender-sensitive data collection practices and other relevant gendered aspects of small arms as outlined in SEESAC methodological guidelines. The analysis should be inclusive of gaps in legislation but also map good legislative practices.

3. **To provide recommendations on how to improve gender responsiveness of relevant small arms control legislation.**
4. **To provide recommendations on how to improve SEESAC’s methodological guidelines for gender analysis of legislation.**

For detailed information, please refer to Annex 1

3. **REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

<table>
<thead>
<tr>
<th>Corporate competencies:</th>
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<tr>
<td>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;</td>
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<td>• Demonstrates integrity by modelling the UN’s values and ethical standards;</td>
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<td>• Promotes the vision, mission, and strategic goals of UNDP.</td>
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<th>Functional competencies:</th>
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<td>• Excellent knowledge of gender equality legislative framework, legislation on the prevention of domestic violence and gender analysis</td>
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<td>• Proven research, analytical and writing skills</td>
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<td>• Good knowledge and understanding of the public sector</td>
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<td>• Ability to express ideas clearly, to work independently and in teams</td>
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<td>• Excellent communication skills</td>
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<tr>
<td>• Proficiency in using Microsoft Office Suite</td>
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<tr>
<td>• Proficiency in English and Albanian for the Consultants covering Albania and Kosovo*</td>
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<tr>
<td>• Proficiency in English and BCMS for the Consultants covering Bosnia and Herzegovina and Montenegro</td>
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<tr>
<td>• Proficiency in English and Macedonian for the Consultant covering North Macedonia</td>
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V. Qualifications

**Education:**

• At least BA in law, gender studies, political, or social sciences or related field.

**Experience**

• Minimum 5 years of relevant professional experience, particularly in the area of gender equality or gender-based violence;

• Proven experience in conducting analysis and research, including the design, implementation and management of research, particularly in the field of gender analysis;

• Extensive knowledge of legislative and policy frameworks related to gender equality;

• Familiarity with SEESAC’s portfolio;

• Experience in working with governments.

4. **DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested individual consultants must submit, via UNDP Website: UNDP in Serbia under section “Jobs” no later than 23 August 2020, the following documents/information to demonstrate their qualifications:

- Personal CV in English language containing date of birth, contact information (home address, phone number, e-mail) and timeline of work experience (including description of duties).
• Offeror’s Letter (only PDF will be accepted) confirming Interest and availability for the Individual Contractor (IC) Assignment. Offeror’s Letter can be downloaded from the following link: [http://www.undp.org.rs/download/ic/Confirmation.docx](http://www.undp.org.rs/download/ic/Confirmation.docx)

• The Offeror’s letter must also include:
  - **Cover Letter** – Explaining why you are the most suitable for the work.

The shortlisted candidates may be asked to provide copies of diplomas and any other certificates providing evidence of their education and experience in relevant fields.

### 5. FINANCIAL PROPOSAL

**Lump sum contracts**

The financial proposal shall specify a total lump sum amount in USD, for each deliverable as per TOR. Payment is based upon output, i.e. upon delivery of the services specified in the TOR. **The financial proposal should be provided in the Breakdown of Cost by Deliverables table in the Offeror’s Letter.**

### 6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

1. **Lowest price and technically compliant offer**

   When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

   a) responsive/compliant/acceptable, and

   b) offering the lowest price/cost

   “responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.

2. **Cumulative analysis**

   When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

   a) responsive/compliant/acceptable, and

   b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

   * Technical Criteria weight 70%

   * Financial Criteria weight 30%

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation.
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<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tr>
<td>Technical</td>
<td>70%</td>
<td>70 points</td>
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<tr>
<td>• Criteria A</td>
<td>• Proven knowledge of legislative and policy frameworks related to gender equality</td>
<td>25 points</td>
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<td>• Criteria B</td>
<td>• Experience in conducting analysis and research, including the design, implementation and management of research, particularly in the field of gender analysis</td>
<td>35 points</td>
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<td>• Criteria C</td>
<td>• Interview</td>
<td>10 points</td>
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<tr>
<td>Financial</td>
<td>30%</td>
<td>30 points</td>
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ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)