

TERMS OF REFERENCE

**CONSULTANCY FOR CONDUCTING SUSTAINABLE DEVELOPMENT SERVICE
PROGRAMME: GENDER EQUALITY DIVERSITY AND INCLUSION IN THE
PRIVATE SECTOR.**

Title: Consultancy Services
Country: Bhutan
Location: Thimphu
Agency: National commission for Women and Children (NCWC) in partnership with United Nations Development Programme (UNDP) and Bhutan Chamber for Commerce and Industry (BCCI)
Duration of Assignment: 60 DAYS, (August and December 2021)

Background:

Private sector plays a key role in addressing gender disparities in the business world. The Sustainable Development Service (SDS) Gender Equality, Diversity and Inclusion supports companies to go from commitment to action and provide hard evidence of gender mainstreaming efforts to tackle the most pressing gender inequalities.

Through the SDS programme, private sector companies can promote gender equality, address gender-based discrimination and contribute towards advancing the sustainable development agenda by reducing gender gaps and promoting gender equality and competitiveness simultaneously, for an inclusive and sustainable growth.

The SDS programme is an innovative approach to help private sector companies increase employee satisfaction, realize the full potential of all workers regardless of sex) and have a more inclusive, healthier and equal work environment. The SDS framework is based on ILO conventions, international regulations on human rights, the Women’s Empowerment Principles, and sustainable business practices. The programme also fosters accountability and provides private sector companies with hard evidence to demonstrate results to employees, shareholders, and other stakeholders in line with sustainable corporate practices.

Furthermore, the 12FYP of the RGoB spells out Gender Mainstreaming as cross cutting sectors. The SDS program presents an opportunity to the private sector to support and contribute to the overarching goals of the 12th FYP of Just Harmonious and Sustainable Society. This programme is aligned to Internal Framework to Address Gender Issues at Workplace implemented by all the 20 Districts and Ministries/Agencies/corporations.

Gender Equality is not only a fundamental right human right but a necessary foundation for a peaceful, prosperous sustainable world. Over the past decades’ achievement on gender equality

has been made, however despite these progress, challenges remain. The limited progress is at risk of being reversed due to the effects of the COVID -19 pandemic. The outbreak has exacerbated existing inequality for women and girls across every sphere- from health and the economy, to security and social protection. Women play a disproportionate role in responding to the virus, including as frontline health care workers and cares at home. Women’s unpaid care work has increased significantly as a result of school closures and the increased needs of older people. The pandemic has also led to a steep increase in violence against women and girls with lockdown measures in places, many women are trapped with their abusers. Women are also harder hit by the economic impact of COVID-19, as they disproportionately work in insecure labour markets. Globally, 58% of employed women work in the informal employment and estimates suggest that during the first month of the pandemic, informal workers globally lost an average of 60% o their income¹.

The global trend resonates with Bhutan, as emerging evidences suggest adverse impacts of COVID, compounding gender disparities. Since Bhutan’s development philosophy of Gross National Happiness is a human centered approach promoting equality and equity, hence closing gender gaps not only makes sense but is key in living up to the ideals of GNH.

Based on the backdrop of growing disparities caused by COVID, the BCCI, NCWC and UNDP are partnering to initiate the SDS gender inclusion and diversity program. The partnership is grounded on the common goals of contributing to SDG 5 and NKRA 10 “Gender Equality”.

Objectives:

The objective of the consultancy assignment is to conduct **SDS assessment with 4 selected private companies**. The programme will seek to improve key areas within a company’s operations through the implementation of a wide range of equal opportunity, affirmative action and gender mainstreaming measures but not limited to the followings:

- Detecting and eliminating gender-based wage gaps;
- Increasing women’s role in decision-making in middle and upper management positions;
- Developing and implementing policies to improve work-life balance with shared social responsibility;
- Prevent and address sexual based harassment in the workplace;
- Using inclusive and non-sexist communication inside and outside the company.

¹UN Women, 16th September 2020, COVID -19 and Its Economic Tool on Women: The Story Behind the numbers; retrieved on 3rd June 2021 from <https://www.unwomen.org/en/news/stories/2020/9/feature-covid-19-economic-impacts-on-women>

Scope of the work:

In line with the objective the scope of work will cover Familiarization of SDS programme with support from UNDP, NCWC and BCCI

- Develop training materials on SDS for the company
- Commence ground work for the SDS program coordinating with participating companies
- Coordinate and support participating companies to develop Gender Equality Committee (GEC)
- Train GEC on SDS process and gender related topics
- Conduct SDS assessment with GEC of participating company
- Support the GEC to finalize assessments, especially with information and evidence
- Review assessment and identify gender gaps and draft preliminary interventions/ solutions for participating companies
- Design action plans for participating companies with baseline, indicators and targets
- Submit final report of the SDS assessment to implementing partners
- Support the companies in implementing gender equality measures

Expected Deliverables and Timeline

The consultant will be hired for 60 days spread over the months of August- December 2021. The final SDS assessment report to be submitted by end of October. Following presents the important deliverables against timeline

Deliverable	Tasks	Timeline(indicative)	Responsibility
Familiarization of SDS programme	Orientation to consultant	Early August (2 days)	UNDP, NCWC, BCCI and Consultant
Develop Training Materials on SDS	Drafting of contents	Mid-August	Consultant
Meeting with companies to form GEC	Liaise with HR and senior management of companies	End of August	Consultant
Assessment of Companies	Review and identify gaps	September	Consultant

Submit report with action plan	Provide recommendations to companies with clear baseline, indicators and targets	October	Consultant
Implementation of the action plan	Support companies in implementing its action plan	October-December	Consultant
Final Report	Final Report of the assignment including experiences from implementing the action plans	December	Consultant

Supervision

The Consultant will report to and operate under the supervision of the Chief Program Officer, Women Division, NCWC and guidance will be provided by programme partners NCWC, BCCI and UNDP in efficient delivery of the consultancy service.

Qualifications and Experience

Education:

Bachelor’s degree in political science, public administration, communication, organizational development or development related field.

Work experience:

- At least four years of experience in the area of Gender Empowerment and Equality, inclusive participation and or related development areas.
- Proven experience in conducting organizational development assessment will be an advantage including 5 years of working experience in carrying out assessments
- Experience in research and project management.

Key competencies:

- Ability to communicate/translate ideas into structured messages
- Excellent command of English and Dzongkha (written & spoken)
- Positive attitude and a high level of work ethic

- **Criteria for Selection of the Best Offer**

The criteria which shall serve as basis for evaluating offers will be:

Criteria	Weight	Max. Point
Technical <ul style="list-style-type: none"> • Academic background • Experience in the area of Gender Empowerment and Equality. • Experience in project management • Experience in public consultation (participatory and inclusive process), • Strong understanding of Monitoring and Evaluation frameworks. 	100	15 30 20 15 20

REFERENCE

Up to three references from similar past assignments shall be required for the key expert responsible for this consultancy work.

Payment Terms:

The NCWC/BCCI office will sign the contract agreement with the local consultant as the team leader of the consultancy team. The payment will be made based on the deliverables of assignment and upon certification by in the following manner: The Payment schedule shall be as follows:

Due Date	Expected Results	Amount (%)
15 August 2021	Submission and endorsement of inception report (include work plan)	30%
20 October 2021	Submission of draft assessment report with action plan	30%
31 December 2021	Submission and endorsement of final Report	40%

