**TERMS OF REFERENCE**

*International Consultant to cost the Gender Equality Action Plan 2022-2026 of the Maldives*

(MDV-ToR/2022/07 Dated: 27 March 2022)

<table>
<thead>
<tr>
<th>TERMS OF REFERENCE (to be completed by Hiring Office)</th>
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<td><strong>Hiring Office:</strong></td>
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<td><strong>Purpose of consultancy:</strong></td>
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<td><strong>Scope of work:</strong></td>
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<td><em>(Description of services, activities, or outputs)</em></td>
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in collaboration with the UNFPA country office in Maldives and MoGFSS counterparts as appropriate and as deemed necessary by UNFPA;

- Estimate Unit Costs for the policy goals on leadership and governance, economic empowerment, institutional gender mainstreaming, elimination of gender based violence and access to justice; The unit costs will include the following:
  
  i. Direct costs of supplies required to implement the GEAP interventions;
  
  ii. Salary and personnel costs for the categories of staff required in the Maldives expected to carry out the services illustrated in the action plan, in discussion and collaboration with the UNFPA country office in Maldives and MoGFSS counterparts as appropriate;
  
  iii. Cost of program management, coordination, logistics, infrastructure, etc.
  
  iv. Cost of each goal and its implementation.

- Estimate total costs for service provision and GEAP implementation for the whole duration of the GEAP timeframe (2022 to 2026);

**Specific deliverables:**

1. Inception report defining the methodology and detailing the workplan with milestones – 10 working days
2. Draft Costing Report for review by the Team – 30 working days
3. Final Costing Report taking into account inputs and edits of stakeholders – 10 working days

**Duration and working schedule:**
The assignment is expected to be completed within 50 days between April and September 2022

**Place where services are to be delivered:**
The assignment will be undertaken remotely with possible travel to Male’, Maldives for validation and presentation of findings. Travel will be dependent on COVID-19 measures in place.

**Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):**
Milestones and deliverable target dates will be finalized upon recruitment. Final outputs (Full Costing Report of the GEAP 2022-2026) is to be delivered by 30 September 2022, in editable electronic form, in English

**Monitoring and progress control, including reporting requirements, periodicity format and deadline:**
Mode of working: The Consultant is expected to work independently and has close contact with both Ministry of Gender, Family and Social Services and UNFPA.

The Consultant may be assigned a national/local counterpart to assist, as deemed fit during recruitment.

Feedback: The Consultant is expected to provide regular feedback by email on the progress to UNFPA Assistant Representative based in Male’ and the focal point at Ministry of Gender, Family and Social Services.

**Supervisory arrangements:**
The Consultant will be briefed by the Ministry of Gender, Family and Social Services and UNFPA International Programme Coordinator at the start of the assignment. The Consultant will debrief MoGFSS and UNFPA at the end of the assignment.
The consultancy will be managed by UNFPA Country Office; the output will be assessed by the Ministry of Gender, Family and Social Services and UNFPA.

### Expected travel:
The assignment will be undertaken remotely, however, travel to Male’, Maldives for validation and presentation of findings might be required and will depend on COVID-19 measures in place.

### Required expertise, qualifications and competencies, including language requirements:

**Primary expertise required:**
Policy review, public finance, gender and development

**Educational background, including degrees and postgraduate education:**
An advanced university degree or equivalent in social sciences, or gender studies

**Work experience:**
- Minimum 5 years of relevant experience in financing, gender and development
- Past experience in costing studies and economic analyses (cost-benefit, cost-effectiveness) of social policies
- Previous experience with the costing of social policies and knowledge of relevant national policies, including gender equality, sexual and reproductive health or adolescent sexual and reproductive health would be an added advantage.

**Other competencies:**
- Excellent report writing skills, analytical skills as well as good computer skills
- Good presentation skills
- Excellent communication skills in English language, both oral and written
- Proficiency in MS Office software

### Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:

**Consultant:**
- Fulfil the stipulated in the contract and the ToR through review of documents, email communications, Skype calls and meetings
- Supervise additional team members, if part of a team
- Maintain close contact by email with Ministry of Gender, Family and Social Services and UNFPA
- Communicate any complications regarding the assignment as soon as possible
- Provide contact details that allow Ministry of Gender, Family and Social Service and UNFPA to get in contact with the Consultant at any time during the consultancy

**Ministry of Gender, Family and Social Services:**
- Assign a focal point to work with the Consultant
- Provide the relevant national framework documents as required
- Provide data on gender issues, programmes and spending as required for the study
- Provide logistic support including organizing meetings
- Organize the policy-level meeting for presentation of findings
- Review and provide comments to the deliverables in a timely manner

**UNFPA Maldives:**
- Monitor and facilitate the progress of the assignment
- Review and provide comments to the deliverables in a timely manner
- Facilitate necessary contacts
- Make payments upon completion and acceptance of each deliverable by MoGFSS

Other relevant information or special conditions, if any:

The other conditions that may apply in the undertaking of the assignment include:

**Payment modalities and administrative arrangements:** The financial proposal shall specify a total lump sum amount, and payment terms around the specified deliverables

**Basis of payment:** Payment of fees will be based on the delivery and acceptance of the deliverables.

**Format of outputs:** Written documents in editable electronic form

**Language of reports/publications and other documentation and working language in country of assignment:** English

**Ownership of output:** The work will be jointly owned by the MoGFSS and UNFPA

Signature of Requesting Officer in Hiring Office:

Date: