

TERMS OF REFERENCE (TOR)

I. Background

UN Women was established by GA resolution 64/289 of 2 July 2010 on system-wide coherence, with a mandate to assist the Member States and the UN system to progress more effectively and efficiently towards the goal of achieving gender equality and the empowerment of women. UN Women is mandated by the United Nations General Assembly to i) support inter-governmental bodies, such as the Commission on the Status of Women, in their formulation of policies, global standards and norms, ii) to help the Member States to implement these standards, standing ready to provide suitable technical and financial support to those countries that request it and to forge effective partnerships with civil society, and iii) to hold the UN system accountable for its commitments on gender equality, including regular monitoring of system-wide progress and mobilizing and convening key stakeholders to ensure greater coherence and gender mainstreaming across the UN. Since 2001 UN Women (previously as its predecessor entity UNIFEM) has implemented catalytic initiatives on promoting women's economic, political and social rights. In 2012, a full Country Office in Kyrgyzstan was established.

UN Women provides normative support to inter-governmental processes in terms of strengthening monitoring and accountability mechanisms for global and regional normative frameworks for gender equality and women's empowerment, including the Sustainable Development Goals (SDGs), the Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW); and other relevant UN Treaty Bodies' agreements, such as the Beijing Platform for Action (BPfA), UN Security Council Resolution on Women, Peace and Security 1325.

The Kyrgyz Republic has ratified major international conventions on women's rights and gender equality and occupies a leading position in the sub-region of Central Asia in developing a national legal framework on women's rights in compliance with international standards. The Kyrgyz Republic re-affirmed the implementation of international obligations on Agenda 2030, through the nationalization of Sustainable Development Goals (SDGs). It established the Coordination Committee (CC) on SDGs with the engagement of national experts on key dimensions of the Agenda 2030 in governance, economy, social development, gender equality and environmental sustainability, to identify national priorities, objectives and indicators. The CEDAW and its Optional Protocol ratified in 1997 and 2007 is a binding international treaty that guarantees the equality of men and women and prohibits gender-based discrimination. The Beijing Platform for Action (BPfA) was adopted in 1995, and the National Action Plan on UN SCR Women, Peace and Security 1325 is being implemented since 2013.

The UN Women Country Office in the Kyrgyz Republic is implementing a project under the Women, Peace and Security portfolio: "Empowering women and girls affected by migration for inclusive and peaceful community development". This is a joint project implemented by the following Recipient UN Organizations (RUNOs) - IOM (leading), ILO and UN Women - with the project duration between 25 November 2019 and 22 May 2021. The project is funded by the UN Peacebuilding Fund. This joint project proposes a comprehensive approach to promote an enabling community and policy environment conducive to women's and girls' empowerment and their active engagement in peacebuilding and inclusive community development in communities affected by migration and prone

to conflict in the Kyrgyz Republic, and particularly in Osh, Jalal-Abad, Batken, and Talas provinces of Kyrgyzstan.

The project will contribute to the empowerment of women and girls most vulnerable to migration, by improving their participation in peacebuilding and inclusive community development, enhancing their access to socio-economic opportunities and building capacities-of women and girls. The target groups include: 1) girls and women vulnerable to forced migration (unemployed, divorced women and girls vulnerable to forced migration/potential future migrants); 2) returning migrant women and girls (who may be potentially forced to re-migrate). As the vulnerabilities created by the migration of Kyrgyz women and girls are in most occasions a consequence of harmful gender norms shaped in the society which eventually contribute to the decrease of women's agency in community development, the proposed project will be crucial and catalytic to undertake actions towards changing community attitude by promoting positive norms in support of women empowerment and recognition of women migrants' role in peaceful community development. The project targets not only migrant women and girls, but also men and boys as well as relevant community members in target locations.

The project was designed to mitigate and tolerate the risks of potential pushback from policymakers and community members who are resistant to accept changes and positive gender norms, through innovative tools and methods to engage with community members, particularly men and boys, such as the GALS (Gender Action Learning System) methodology.

As the unique initiative led by the UN in Kyrgyzstan that specifically aims at addressing the challenges of women and girls migrants in peacebuilding and community development, this project is catalytic as it will contribute to introducing gender considerations in peacebuilding processes that involve a migration dimension at policy and legislative levels in the country, in particular through the localization of the Women, Peace and Security (WPS) agenda, identifying positive practices and their replication showcasing the recognition of women migrants' contribution to community development as well as enhancing economic opportunities for women migrants using innovative techniques.

The project is fully supported by the Kyrgyz authorities as it aims to accelerate the implementation of the 2017-2020 Peacebuilding Priority Plan (PPP) while addressing the outcomes of the review of the National Action Plan (NAP 2016-2017) on UNSCR1325 implementation, that was conducted in 2018. As such, this project addresses identified critical gaps in the peacebuilding process in the Kyrgyz Republic by tackling conflict risks related to the lack of inclusion and economic opportunities for a particularly vulnerable group of women migrants in Kyrgyzstan, otherwise qualified as economic violence against women.

The overall development goal of the project is to make a tangible contribution to peacebuilding in target provinces of Kyrgyzstan by promoting the full recognition of the role of women and girl migrants in inclusive community development and peacebuilding, through the realization of the following main outcomes:

- Outcome 1: Target communities recognize and support women and girls' role and contribution to peacebuilding and community development.
- Outcome 2: Women and girls in communities affected by migration are empowered politically, economically and socially to protect their rights and participate in peaceful community development.

- Outcome 3: National and local authorities apply socially inclusive approaches in policy making and implement gender-responsive peacebuilding at the local level in communities affected by migration.

The Theory of Change for the project

IF communities affected by migration and risks of violence positively perceive the role of women and girls to participate in community development and peacebuilding;

IF women and girls living in communities affected by migration are empowered and equipped with knowledge and skills to protect their political, economic and civic rights, and provided with access to resources, decent work, and sustainable livelihood opportunities and **IF** women and girls returning to their home communities are provided with opportunities for better inclusion and livelihoods;

IF national and local authorities are equipped to apply socially inclusive approaches in policymaking and implement gender-responsive peacebuilding at the local level in target communities;

THEN women and girls in communities that are affected by migration and risk of violence can meaningfully be included in the political, economic and social life of their societies, take part in inclusive community development and peacebuilding, which will help mitigate the challenges for women and girls at highest risk

BECAUSE community members will break down/change existing harmful gender norms and recognize girls and women's role in community development and peacebuilding;

BECAUSE national and local authorities will better understand the challenges that migrant women and girls face and the role and contributions that migrant women and girls can have in the peacebuilding process;

BECAUSE national and local authorities will be more inclined and able to design and implement national policies and legislation that are more inclusive and gender-sensitive;

BECAUSE women and girls will be economically and socially empowered and have agency/be enabled to make informed decisions and participate in decision-making at the community level.

Description of project outcomes and related outputs

Outcome 1: Target communities recognize and support women and girls' role and contribution to peacebuilding and community development.

This outcome will facilitate the knowledge sharing to light the local positive social practice to empower women migrants and positive perception within the target communities and wider networks about the role of women and girls affected by migration to participate in community development and peacebuilding, and show how gender relations change over the time.

Output 1.1. Target communities have access to accurate information and knowledge on the role of women and girls in peacebuilding.

Output 1.2. Target communities increase awareness on harmful attitudes and practices of gender norms towards women and girls in migrant communities.

Outcome 2. Women and girls in communities affected by migration are empowered politically, economically and socially to protect their rights and participate in peaceful community development.

This Outcome will ensure women and girls affected by migration in target communities are equipped with knowledge and skills to effectively advocate for their basic rights and have an improved access to economic opportunities to strengthen their financial capabilities through specific skills development scheme. Being involved in self-help groups will create and reinforce new positive values in gender

relations. This will enhance meaningful participation of women and girls affected by migration in the community development and peacebuilding.

Output 2.1. Women and girls in target communities are equipped with knowledge and skills to effectively advocate for their rights.

Output 2.2. Women and girls in migrant communities have an improved access to economic (employment and self-employment) opportunities.

Output 2.3. Women and girls have strengthened their financial capabilities and have access to gender-sensitive financial products.

Output 2.4. Skills development scheme for women designed and implemented.

Outcome 3. National and local authorities apply socially inclusive approaches in policy making and implement gender-responsive peacebuilding at the local level in communities affected by migration.

This Outcome will ensure key national and local processes and mechanisms are conducive to participation of women and girls affected by migration in peacebuilding and community development. Specific focus will be on drafting gender-responsive state migration policy, which will be aligned to respective national strategies around peacebuilding and GEWE.

Output 3.1. A draft gender-responsive state migration policy is produced.

Output 3.2. Local authorities in pilot communities affected by migration and prone to conflict are able to develop and implement Local Action Plans (LAPs) on gender-responsive peacebuilding in line with NAP 1325.

Project beneficiaries and stakeholders

The target groups of the project include:

- (i) Girls and women vulnerable to forced migration (unemployed, divorced women and girls vulnerable to forced migration/potential future migrants)
- (ii) Returning migrant women and girls (who may be potentially forced to re-migrate)
- (iii) Men and boys in targeted communities to be engaged in awareness-raising activities including GALS activities
- (iv) National and local authorities (Ministry of Labour and Social Development, State Agency on LSG and Interethnic relations, State Migration Service, six target municipalities in total across Osh, Batken, Jalal-Abad and Talas provinces, local council members, Forum of Women Parliamentarians, Province and District level state authorities)

To achieve these outcomes, RUNOs work with Governmental partners: State Migration Service, State Agency for Inter-Ethnic Relations and Local Authorities, Ministry of Labour and Social Development, National Parliament, Forum of Women MPs of the Kyrgyz Republic, local self-government authorities in six target municipalities. Non-Governmental partners include: Women-peacekeepers network, local partner NGOs, Federation of Trade Unions, JIA Business Association, Public Fund “Alliance of Trainers and Consultants.

UN Women Country Office is hiring a qualified company/ organization to conduct a baseline assessment for “Empowering women and girls affected by migration for inclusive and peaceful community development” project. The overall objective of the baseline assessment is to establish the baseline of five outcomes and one output indicators in the project logic framework. The baseline will serve as a benchmark for assessing the changes brought about by the project interventions.

II. Scope of Work/Duties and Responsibilities

Under the direct supervision of UN Women Project Coordinator and in coordination with UN Women National Programme Officer, the selected Implementing Partner (further as IP) is expected to **conduct a baseline assessment for the project.**

The work of the selected IP will be overseen by the Project Management Team together with M&E Specialist and comprised of key programme staff from UN Women, IOM and ILO. UN Women will adhere to promoting inclusive participation from RUNOs, taking a lead on (i) supervising and managing activities of the selected IP, (ii) providing necessary logistical and program support to the assessment implementation process, and (iii) monitoring the progress on baseline assessment implementation. RUNOs will be responsible to provide necessary documentation for the desk-review, participate and provide feedback on key deliverables of this assessment. The baseline assessment will be also coordinated with the PBF Secretariat.

The overall objective of the baseline assessment is to establish the baseline of five outcomes and one output indicators in the project logic framework. The baseline will serve as a benchmark for assessing the changes brought about by the project interventions. The baseline assessment specifically seeks to:

- Generate comprehensive gender-sensitive qualitative and quantitative data (with sex and age disaggregation) that will be analyzed to determine the value of each outcome/output indicator at the project start according to the project result matrix and mandatory donor indicators. These values will serve as a benchmark to inform the monitoring and evaluation of how much progress RUNOs are making towards the project outcomes and impact.
- Generate quantitative and qualitative information about the socio-economic, demographic and the migration profile of women and girls affected by migration in target communities. Evidence should be also collected on values and perceptions about women and girls affected by migration by women migrants, community members and other relevant stakeholders from national and local authorities in target communities. This information will be critical for the interpretation and understanding of patterns of change observed among project beneficiaries during outcome and impact assessments to be carried out at the end of the project.
- Overall, the baseline data will inform management decisions on the overall interventions of RUNOs and its partners in Kyrgyzstan as the assessment will feed into the broader programme M&E framework and will inform the broader RUNOs' M&E plan.
- Baseline assessment exercise will inform any lessons learned and recommendations towards the endline assessment, including *inter alia* on any adaptations needed for the methodology, data collection tools, understanding indicators, selection of target groups, focus on analysis among other.
- The data collected will also potentially inform and shape interventions by RUNOs at the regional or national level in response to accelerate the implementation of the 2017-2020 Peacebuilding Priority Plan (PPP) while addressing the outcomes of the review of the National Action Plan (NAP) on UN SCR 1325 implementation.

The implementation of “Empowering women and girls affected by migration for inclusive and peaceful community development” project follows a Result-Based (RBM) approach to monitoring and evaluation, which refers to the shift from focusing on the inputs and activities to focusing on the outputs, outcomes and impacts and, in this particular project, the need for sustainable support to women and girls' role and contribution to peacebuilding and community development by targeted communities.

Results at outcome level are defined as changes in behaviour of individuals, groups of people, organizations, government bodies or society that take place resulting from effects of project interventions or general development interventions. In order to monitor and evaluate the programme interventions' progress and success towards set targets, RBM emphasizes the need for a clear description of beneficiary statuses before and after the interventions take place, referred to as baselines and endlines. The baselines represent an important benchmark for monitoring and evaluating programme intervention's milestones towards long term results, justifying the need for a comprehensive accurate description of the conditions before the intervention is carried out.

The project has several outcome level and output level indicators. The selected IP will review all project indicators and identify those indicators required for baseline assessment, and discuss with the Project Management Team and PBF Secretariat. Below is the summary table of preliminary outcome and output level indicators planned to be collected specifically through this baseline assessment and subsequently assessed during the endline assessment planned at the end of the project. Other project indicators will be monitored during the project implementation through other data collection methods, such as pre- and post-tests, monitoring visits, project data and other.

| # | Indicator type and number | Indicator | Baseline indicator | Target indicator |
|---|---------------------------|---|--------------------|--------------------------------|
| 1 | Outcome Indicator 1a | Proportion (%) of the population (men and women) in support of gender equality and who stand against harmful gender norms towards women in six (6) target municipalities | TBD (baseline) | 10% increase over the baseline |
| 2 | Outcome Indicator 1 b | % of target community members (men and women) who believe that women affected by migration play a positive role and contribute to peacebuilding and community development | TBD (baseline) | 30% increase over the baseline |
| 3 | Outcome Indicator 2 b | % of women from the target group (women and girls affected by migration) who refer to social services for protection of their rights | TBD (baseline) | 15% increase over the baseline |
| 4 | Outcome Indicator 2 c | % of women from target groups (women and girls affected by migration) who have access to economic and community development opportunities | TBD (baseline) | 30% increase (endline) |
| 5 | Output Indicator 2.1 | % of women and girls from target communities who are equipped with knowledge and skills on how to advocate for their rights | TBD (baseline) | 20% increase over the baseline |
| 6 | Outcome Indicator 3 b | # of target municipalities, who support women and girls affected by migration through consultations on safe migration, civic activism and peacebuilding | TBD (baseline) | 6 |
| 7 | Output Indicator 1.1 | % of community members who report increased awareness on the role of women and girls in community development and peacebuilding | N/A | 20% |
| 8 | Outcome Indicator 2 a | % of women from the target group participating in peacebuilding initiatives | N/A | 50% |

| | | | | |
|----|------------------------|---|-----|-----------------------------------|
| 9 | Output Indicator 2.1.4 | # of peacebuilding initiatives implemented by women affected by migration | 0 | 6 |
| 10 | Outcome Indicator 3 c | # of target municipalities who apply gender-responsive peacebuilding principles in support of women's participation in community development (LAPs) | TBD | 4 |
| 11 | Output Indicator 3.2.1 | # of LAPs developed on gender-sensitive peacebuilding | 0 | 6 (one per each target community) |

III. Tasks

Selected IP is tasked to implement the scope of activities as described below.

The baseline assessment will be undertaken in selected six (6) target municipalities of Batken, Jalal-Abad, Osh and Talas provinces where the project will be implemented. The detailed information on selected municipalities will be provided at the start of the assignment. The selected IP will lead on planning and conducting the baseline assessment in target municipalities and is expected to undertake the following activities, under close coordination and approval from the Project Management Team and M&E Specialist:

Activity 1: Conduct a desk review of key project documents

Conduct a desk review to understand project rationale, design and context and produce inception report and action plan for carrying out the baseline. The selected IP will also need to study all project indicators and confirm the final list of indicators to be assessed through the baseline assessment. Selected indicators will need to be discussed and approved by the Project Management team and PBF Secretariat.

Activity 2: Design methodology for the baseline assessment

Develop methodology for the baseline assessment in English language. Given the complexity of the context and information required, the study will use mixed-method approach, hence it is expected to use interviews and focus group discussions with stakeholders and intended project beneficiaries, secondary data review and any other techniques relevant for the collection of the required quality information based on the selected IP own research experience.

Activity 3: Develop data collection instruments

Develop data collection instruments in English language in line with the project outcome/output indicators (these may include the qualitative and quantitative questionnaires, interview and/or focus group discussion guides). A field manual should be developed to guide the data collection process. Pilot data collection tools if necessary. Translate all the data collection tools in Kyrgyz and Uzbek languages.

Activity 4: Collect gender- and conflict-sensitive data

Collect gender- and conflict-sensitive data in a total of six target municipalities across Osh, Jalal-Abad, Batken and Talas provinces with the focus on individual, environmental and structural levels where applicable. Collected data should be with sex and age disaggregation where possible. All data should be collected, stored and shared in line with relevant Data Protection Policy and/or data protection practices, following ethics standards.

Activity 5: Produce first draft baseline assessment report and organize a debriefing

Produce the draft baseline assessment report in English with clear baseline indicators as per the relevant six outcomes/output according to appropriate format and data request (see below). Organize a debriefing with Project Management Team and M&E Specialist and collect feedback, oral and written. The assessment report should have:

- An executive summary
- Background (brief)
- Methodology and the process (brief)
- Data collection tools
- Data analysis process, tools used for sampling and data cleaning process
- Findings: consolidated qualitative and quantitative data files
- Lessons learned and recommendations for informing endline assessment, including *inter alia* on any adaptations needed for the methodology, data collection tools, understanding indicators, selection of target groups, focus on analysis among other.

Activity 6: Produce second draft and final version of the baseline assessment report

Incorporate feedback/comments from Project Management Team and M&E Specialist and prepare second draft baseline assessment report. In case if there are further comments from the Project Management Team incorporate feedback and comments to the final baseline assessment report in English (electronic and three well-bound hard copies).

During the implementation period, the selected IP is responsible to prepare and submit for review and approval by UN Women a progress narrative report for installment I with information on all deliverables completed during the reporting period, and final narrative report for installment II with information for the remaining deliverables completed within the contract.

*****Important note on the situation with the COVID-19*****

Given the outbreak of the COVID-19 pandemic and response measures and plan by the government, all activities should carefully be designed and planned taking into account the limitations and/or opportunities in the current situation and potential changes in the coming time. Proposed activities during the design and implementation process should reflect adaptive measures and integrate them throughout the process of baseline assessment. The financial proposal should also take into account adaptations necessary to the situation around COVID-19. Adaptations may include alternative data collection tools and innovative and technologically advanced approaches and practices.

IV. Assignment Deliverables:

The assignment is expected to be completed between June 2020 and August 2020, which includes desk-review, preparation, implementation and report-writing. All the deliverables have to be reviewed and approved by the Project Management Team and M&E Specialist. The table below outlines the final deliverables to specific deadlines and provides details to the payment structure:

| # | Deliverables | Payment amount | Timeframe |
|----|---|----------------------------|-------------|
| 1. | Inception report and action plan for carrying out the baseline assessment | 40% of the contract amount | June 2020 |
| 2. | Methodology for the baseline assessment | | July 2020 |
| 3. | Data collection tools in English (translated to Kyrgyz/Uzbek or Russian as appropriate) and a field manual to guide data collection process and electronic files with all raw data | | July 2020 |
| 4. | Collected gender-sensitive raw data | | July 2020 |
| 5. | Progress narrative report on completed deliverables | | July 2020 |
| 6. | Draft I baseline assessment report in English and a presentation on key findings to the project management team | 60% of the contract amount | August 2020 |
| 7. | Draft II baseline assessment report and a final version of the baseline assessment report in English (three hard copies and electronic copy) incorporating comments from RUNOs and a translation to Russian | | August 2020 |
| 8. | Final narrative report on completed deliverables | | August 2020 |

V. Team composition and requirements

The team should consist of the following personnel playing key roles in implementation of the ToR:

| # | Title of the position | Responsibilities | Requirements |
|----|---------------------------------|---|--|
| 1. | Team leader (100% of full-time) | <ul style="list-style-type: none"> Provide overall coordination on implementation of tasks and related deliverables Lead communication with the key partners and stakeholders Lead the development of an inception report, action plan, methodology, tools, field manual and drafts and final version of the baseline assessment report Direct and supervise the team members in carrying out | <ul style="list-style-type: none"> A master's degree or its equivalent in one or more of the following: sociology, social sciences, development, peacebuilding, gender or migration studies, or related field Minimum five years of experience on designing and leading assessments, studies, surveys, and/or evaluations Knowledge in the area of gender equality and women empowerment, migration, community-level development and/or peacebuilding |

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|----|--|---|--|
| | | <p>collection, research and analysis of relevant documentation and other data, and reporting.</p> <ul style="list-style-type: none"> • Oversee and assure the quality of data collection • Lead the analysis of the assessment evidence • Compile narrative progress and final reports | <ul style="list-style-type: none"> • Strong conceptual and analytical abilities and quantitative and qualitative data analysis skills to produce well-written reports • Knowledge of gender-responsive and human rights-based approaches in assessments and / or evaluation exercises • Fluency in English and Russian, knowledge of Kyrgyz or Uzbek will be an advantage |
| 2. | <p>Team member(s) (50% of full-time) (e.g., gender specialist, peacebuilding specialist, and/or researcher)</p> | <ul style="list-style-type: none"> • Provide technical support to the team leader in all the aspects of conducting the baseline assessment, including during data collection phase and translation and interpretation where/if necessary | <ul style="list-style-type: none"> • A bachelor’s degree or its equivalent in one or more of the following: sociology, social sciences, development, peacebuilding, gender or migration studies, or related field • Minimum two years of experience on conducting or participating in assessments, studies, surveys, and/or evaluations • Demonstrated analytical and presentation skills and the ability to collect data and structure information • Fluency in Russian and Kyrgyz, knowledge of English and Uzbek will be an advantage |

VI. Inputs

- UN Women will provide the Contractor with background and resource materials beyond those available online or otherwise published that the Contractor will need to obtain directly

