

# Terms of Reference

---

## INTRODUCTION

UN Women grounded in the vision of equality enshrined in the Charter of the United Nations works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the centre of all its efforts. UN Women leads and coordinates United Nations system efforts to ensure the coherent leadership in support of Member States' priorities and efforts, building effective partnership with civil society and other relevant actors.

Aligned with the Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW), the Beijing Platform for Action (BPfA), and the Sustainable Development Goals Agenda 2030 (SDGs), UN Women works in promoting an unprecedented degree of gender mainstreaming within the global development agenda. An important tool in integrating gender perspectives into public policies is through Gender-Responsive Budgeting (GRB). As a public finance tool, GRB allows one to see how budget revenues and public expenditures impact women and men differently as service consumers, infrastructures users, and taxpayers. Moreover, it creates a foundation for implementation of gender-equality principles and sustainable economic development.

As a small country with limited natural resources, Jordan's comparative advantage is its people. Inclusive development of women (who comprise half of the country's population), men, girls, and boys by addressing their gender-specific needs as embedded in social, political, and economic environments is key to achieve equitable growth and sustainable development. In this context, utilizing public resources in an effective, efficient and equitable manner is of a paramount importance. This requires the alignment of budgets to national development plans and priorities to address entrenched disparities in terms of gender and other inequalities. Therefore, mainstreaming gender-responsive budgeting (GRB) in the national planning and budgeting process is pivotal to ensure the increase of allocations for gender equality and translate the gender-sensitive policies into reality. Over the past years, Jordan has made substantial investments in its human resources, spending more than 10% of its GDP on health and education. There have been considerable achievements including the development of a women's national machinery and ratification of international conventions whose principles underpin gender equality and safeguard women's rights. Moreover, Jordan's transition to a decentralized governance serve as opportunities for women to increase their active engagement in national development for equitable growth and stake an equal claim to decision-making positions.

However, and albeit the progress that has been achieved, Jordan is still far from reaching gender equality. Despite high levels of education, Jordanian women still represent only 14% of Jordan's labour force participation.<sup>2</sup> Women's low labour force participation is one of the fundamental obstacles to Jordan's sustainable and inclusive economic development. Women participation in the labour market is characterized by deep gender segregation, both horizontally and vertically. Although, studies show that closing the gender workforce gap in Jordan would increase the overall GDP by \$12 billion, which represents 10% of the GDP per capita.<sup>3</sup> Thus, increasing women's labour force participation has positive impacts not only on the individual and household levels, but also can contribute to a higher rate of economic growth and greater economic stability.

Under outcome one: "Gender responsive labour laws and related policies in place and effective", UN Women is supporting the Government of Jordan is guaranteeing decent work by investing in labour market institutions and policies, including by enhancing the Gender responsive labour laws and related policies, government's capacity on gender responsive budgeting, financial planning and monitoring of

---

<sup>2</sup> Department of Statistics (DOS), [http://dos.gov.jo/dos\\_home\\_a/main/archive/unemp/2019/Emp\\_Q2\\_2019.pdf](http://dos.gov.jo/dos_home_a/main/archive/unemp/2019/Emp_Q2_2019.pdf)

<sup>3</sup> See more in [https://www.ilo.org/global/about-the-ilo/multimedia/maps-and-charts/enhanced/WCMS\\_556526/lang--en/index.htm](https://www.ilo.org/global/about-the-ilo/multimedia/maps-and-charts/enhanced/WCMS_556526/lang--en/index.htm)

results from a gender perspective. UN Women, thus, will provide its technical expertise to build the government's capacity on gender responsive financing planning and GRB.

UN Women is at the forefront of the global mobilization for the implementation of Gender Responsive Budgeting (GRB), where it provided support to GRB initiatives in more than 60 countries, including many countries in the Arab region. GRB is also in the core of UN Women's response under the Women, Peace and Security agenda (WPS) and Women Economic Empowerment efforts. Over the past years, and in response to the need for increased accountability for implementation of gender equality commitments policies and financing decisions related to aid and domestic resources, UN Women played an active role with all its partners, to ensure that gender equality is mainstreamed in strategies, programmes and action plans. One of the key areas of work for UN Women country office for Jordan is supporting Jordanian National Commission for Women (JNCW) and other government stakeholders in the security sector in the implementation of the Jordanian National Action Plan on UNSCR 1325 (JONAP), which was endorsed by the prime minister and the cabinet in December 2017 and formally launched it in a ceremony in March 2018.

### **Gender Responsive Budgeting E-Learning Training**

Based on the aforementioned efforts, UN Women will provide technical support to strengthen the capacity of Jordanian national institutions and different government representatives on GRB and financing planning. UN Women will support to create an e-learning platform for GRB to increase key stakeholders' knowledge and skills to advance and implement GRB efforts in the country. Due to the current COVID-19 pandemic, movement and meetings restrictions, the trainings will be conducted online via an e-learning platform, which will increase the sustainability and accessibility to trainings. The GRB training course will target participants among government representatives, CSOs and Jordanian institutions.

UN Women is seeking support from a qualified service provider company to design and develop an e-learning platform/course on Gender-Responsive Budgeting. The course will target government representatives, CSOs and national stakeholders.

### **DURATION**

The duration of the entire assignment will be from December 2020 till November 2021 including planning, designing, development, piloting and evaluation.

### **STATEMENT OF NEED**

UN Women is requesting proposals for provision of e-course on GRB by designing and developing an e-course in partnership with specific related stakeholders to build the capacity of government institutions and representatives, CSOs and other national institutions on gender-responsive budgeting. Specifically, the proposal's activities should include but are not necessarily limited to the following tasks and deliverables:

- A. Submit work plan in consultation with UN Women team;
- B. Design an e-learning course (off-line) outline on gender responsive budgeting (GRB). In collaboration with UN Women team, design the course structure, storyboard, script and modules, group collaboration spaces, knowledge evaluation for the e-learning course. The course will be delivered in Arabic and should be available in an Open Source Learning Management System. UN Women team expert will provide the technical input for the training material;

- C. Translate UN Women provided GRB module from English into Arabic, adapt the translation and validate with UN Women for final approval;
- D. Develop the e-learning course based on agreed structure and outline. The company is expected to provide necessary tools, including images, power point, audio and videos, including necessary equipment to develop the e-learning course, such as customizations and flexibility in all fields and screens;
- E. Develop assessment for GRB module. UN Women must have access of users' assessments and progress throughout the course to ensure the coherence and effectiveness of monitoring missions;
- F. Provide users with access to the e-learning platform through an email account. The platform should follow the best UI/UX practices, ensuring the course is visually attractive and engaging, such as but not limited to: intelligent search tool, "Help" button, pop up and email notifications, user friendly interface, screen capture tools, among others;
- G. Launch a pilot GRB course targeting min 40 users conduct monitoring, evaluation and improve the course based on the pilot phase;
- H. Roll out the designed and UN Women approved e-learning GRB course;
- I. Launch of the final e-course among general targeted audience by September 2021; and
- J. Submit final report on the e-learning course, including overview of results, quality of functioning, how many users have used, etc. by November 2021.

#### DELIVERABLE SCHEDULE

	Deliverable	Payment Amount	Timeframe
1	Work plan submitted in consultation with UN Women team	10%	By December 2020
2	E-learning course (off-line) outline designed on gender responsive budgeting (GRB) In collaboration with UN Women team, design the course structure, storyboard, script and modules, group collaboration spaces, knowledge evaluation for the e-learning course. The course will be delivered in Arabic and should be available in an Open Source Learning Management System. UN Women team expert will provide the technical input for the training material	10%	By February 2021
3	Translation of UN Women provided GRB module from English into Arabic, adapt the translation and validate with UN Women for final approval	10%	By March 2021
4	E-learning course developed based on agreed structure and outline. The company is expected to provide necessary tools, including images, power point, audio and videos, including necessary equipment to develop the e-learning course, such as customizations and flexibility in all fields and screens. Assessment for GRB module is developed. UN Women must have access of users' assessments and progress throughout the course to ensure the coherence and effectiveness of monitoring missions.	20%	By May 2021

5	Users provided with access to the e-learning platform through an email account. The platform should follow the best UI/UX practices, ensuring the course is visually attractive and engaging, such as but not limited to: intelligent search tool, "Help" button, pop up and email notifications, user friendly interface, screen capture tools, among others.	20%	By June 2021
6	A pilot GRB course is launched targeting min 40 users conduct monitoring, evaluation and improve the course based on the pilot phase. Roll out the designed and UN Women approved e-learning GRB course	10%	By August 2021
7	Launch of the final e-course among general targeted audience	10%	By September 2021
8	Submit final report on the e-learning course, including overview of results, quality of functioning, how many users have used, etc.	10%	By November 2021
	Total	100%	

# Evaluation Criteria

## Preliminary Examination Criteria

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the Proposal	All documents and technical documentation requested in Instructions to Vendor have been provided and are complete
Vendor accepts UN Women General Conditions of Contract	Proposal Submission Form (Online Form)
Proposal Validity	Proposal Submission Form (Online Form)

## Minimum Eligibility and Qualification Criteria

Minimum eligibility and qualification criteria will be evaluated on a Pass/Fail basis.

If the Proposal is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria	Documents to establish compliance
Vendor is a legally registered entity (commercial registration under the chamber of commerce)	Proposer Information Form (Online Form)/ Registration certificate
Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Instructions to Vendors.	Proposal Submission Form (Online Form)
No conflicts of interest in accordance with Instructions to Vendors.	Proposal Submission Form (Online Form)
The Vendor has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Proposal Submission Form (Online Form)

Qualification Criteria	Documents to establish compliance
History of non-performing contracts: Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Eligibility and Qualification Form (Online Form)
Litigation History: No consistent history of court/arbitral award decisions against the vendor for the last 3 years.	Eligibility and Qualification Form (Online Form)
<b>Previous Experience:</b>	
Minimum 7 years of relevant experience.	Eligibility and Qualification Form (Online Form) / Technical Proposal
Minimum 3 contracts of similar value, nature and complexity implemented over the last 3 years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Eligibility and Qualification Form (Online Form)
<b>Financial Standing:</b>	
Liquidity: the ratio Average current assets / Current liabilities over the last 3 years must be equal or greater than 1. Vendor must include in their Proposal audited balance sheets cover the last two years	Copy of audited financial statements for the last three years. / Eligibility and Qualification Form (Online Form)

Turnover: Vendors should have annual sales turnover of minimum 65,000 USD for the last three years. <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Copy of audited financial statements for the last three years. Eligibility and Qualification Form (Online Form)
--	---

### Technical Evaluation Criteria

Section 1. Vendor's qualification, capacity and experience		Points
1.1	<p><b>Reputation of organization and staff credibility / reliability / industry standing</b> Offeror shall provide a brief description of the organization, including the year and country of incorporation, and types of activities undertaken. The organization has a well-developed framework through which to deliver its vision and strategy and ensure effective business processes.</p>	20
1.2	<p><b>General Organizational Capability</b> which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support, e.g. project financing capacity and project management controls).</p> <p>a) Outline General Organizational Capability which is likely to affect implementation (i.e. management structure, financial stability and project financing capacity, size of the organization, strength of project management support e.g. project management controls, global networking, financial stability).</p> <p>b) Include a description of past and present experience and relationships that have a direct relationship to the performance of the TOR. Include relevant collaborative efforts the organization may have participated in.</p> <p>c) Explain any partnerships with local or other organizations relevant to the performance of the TOR. Special attention should be given to providing a clear picture of roles, responsibilities, reporting lines and accountability. Letters of commitment from partners and an indication of whether some or all have worked together previously.</p> <p>d) Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of roles, responsibilities, reporting lines and accountability.</p>	20
1.3	<p><b>Quality assurance procedures, risk and mitigation measures</b> Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills). Quality assurance procedures and mitigation measures.</p>	20
1.4	<p><b>Relevance of specialized knowledge and experience on similar engagements done in the region / country</b></p> <p>a) Provide information confirming relevance of:</p> <ul style="list-style-type: none"> <li>- Specialized Knowledge</li> <li>- Experience on Similar Programme / Projects</li> <li>- Experience on Projects in the Region</li> </ul> <p>b) Describe the experience of the organization performing similar goods, services or works. Experience with another UN organizations/ major multilateral / or bilateral programmes is highly desirable.</p> <p>c) Provide at least 3 references with the following information:</p> <ul style="list-style-type: none"> <li>- Client</li> <li>- Contract value</li> <li>- Period of performance (from/to)</li> <li>- Role in relation to undertaking the goods/services/works</li> <li>- Reference Contact Details (Name, Phone, Email)</li> </ul>	30
1.5	<p><b>Organization Commitment to Sustainability</b></p> <ul style="list-style-type: none"> <li>• Organization is compliant with ISO 14001 or ISO 14064 or equivalent</li> <li>• Organization is a member of the UN Global Compact</li> </ul>	10

	<ul style="list-style-type: none"> <li>Organization demonstrates significant commitment to sustainability through some other means (for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues)</li> </ul>	
<b>Total Points for Section 1</b>		100
<b>Section 2. Proposed methodology approach and implementation plan</b>		<b>Points</b>
	<b>Analysis Approach, Methodology</b>	
2.1.1	<p>To what degree does the proposer understand the task? Have the important aspects of the task been addressed in sufficient detail? Does the proposer have a clear plan to design and develop an e-learning platform on gender-responsive budgeting?</p> <p>a) Provide in sufficient detail a description of the organization's approach and methodology for meeting or exceeding the requirements of the Terms of Reference;</p> <p>b) Explain the organization's understanding of UN Women's needs for the goods/services/works and how the different service elements shall be organized, controlled and delivered;</p> <p>c) Describe the available performance monitoring and evaluation mechanisms and tools and how they shall be adopted and used for a specific requirement;</p> <p>c) Identify any gaps/overlaps in UN Women's coverage based on the information provided.</p> <p>d) Describe how your organization will adhere to UN Women's procurement principles in acquiring services on behalf of UN Women. UN Women's general procurement principles:</p> <ul style="list-style-type: none"> <li>i) Best Value for money</li> <li>ii) Fairness, integrity and transparency</li> <li>iii) Effective competition</li> <li>iv) The best interests of UN Women</li> </ul>	50
2.1.2	To what extent does the proposer have the technical capacity and tools to develop and engaging e-learning course based on the best UI/UX practices for the mentioned targeted audience?	100
2.2.1	<b>Management - timeline, deliverables and reporting</b> Has a monitoring plan been included? Are indicators specific, measurable, achievable, and relevant and time bound (SMART)? Does the project integrate a sound monitoring plan for assessing the effectiveness of the training methods and capacity development?	100
2.2.2	To what extent does the Offer has knowledge on delivering similar e-learning courses to Jordanian audiences, including similar experiences in gender-related content, targeting government representatives, CSOs and Jordanian stakeholders?	100
2.2.3	To what extent will the offered services be sustainable?	25
2.2.4	Is the work plan and general framework adopted appropriate for the task? Is the workplan clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the activities? Is there a clear reporting framework to UN Women?	100
2.3	<b>Environment-related approach to the service/work required</b> a) Provide a detailed description of the methodology for how the organization/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. b) If applicable, submit Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Vendor's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g. use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures.	25
<b>Total Points for Section 2</b>		500
<b>Section 3. Management Structure and Key Personnel</b>		<b>Points</b>
<b>3.1</b>	<b>Team Leader</b>	
3.1.1	<p>The offeror shall:</p> <p>a) Describe the availability of team leader required for the Terms of Reference.</p> <p>b) Describe the work tasks (including supervisory) for the team leader</p> <p>c) Provide the CV using the format provided.</p> <p>Education: Master's Degree in online and distance learning, Information Systems Design, Training or Education, Human Computer Interaction, instructional design, adult learning, or online and distance education or related fields or a Bachelor's degree in combination</p>	10

	with 7 additional years of qualifying experience may be accepted in lieu of the master's degree	
3.1.2	Minimum of 5 years of professional experience of working providing technical support and management for the delivery of online and/or blended learning programmes	15
3.1.3	Experience of conducting the similar assignments, services on the national level including for governmental agencies	15
3.1.4	Fluency of Arabic and English languages.	10
<b>3.2</b>	<b>Contractors, developers</b>	
	<b><u>Composition of the team</u></b> The offeror shall: a) Describe the availability of resources in terms of personnel and facilities required for the Terms of Reference. b) Describe the structure of the proposed team/personnel, and the work tasks (including supervisory) which would be assigned to each. c) For each of the key personnel provide the CV using the format provided.  Education: Bachelor's degree in online and distance learning, Information Systems Design, Training or Education, Human Computer Interaction, instructional design, adult learning, or online and distance education or related fields	10
3.2.1		
3.2.2	Minimum 7 years of solid work experience in designing, developing and creating e-learning content and modules on online platforms	20
3.2.3	Fluency in Arabic and English.	10
3.2.4	Gender Profile: Gender balance of the proposed project/team	10
<b>Total Points for Section 3</b>		<b>100</b>
<b>TOTAL POINTS</b>		<b>700</b>