

TERMS OF REFERENCE (TOR)

Development and dissemination of regional research and knowledge products on digital gender security, cybersecurity, and the rights of women and girls online

UN Women is the United Nations entity dedicated to gender equality and the empowerment of women. UN Women supports UN Member States as they set global standards for achieving gender equality, and works with governments and civil society to design laws, policies, programmes and services needed to ensure that the standards are effectively implemented and benefit women and girls worldwide. Against this background, and in response to the 2030 Agenda for Sustainable Development's call to leave no one behind, UN Women works to promote peace by supporting women of all backgrounds and ages to participate in processes to prevent conflict and build and sustain peace. In this regard, UN Women's is guided by ten UN Security Council resolutions, bolstered by a number of related normative frameworks, which make up the Women, Peace, and Security (WPS) agenda.

Cybersecurity and the security of women and girls online has emerged as a critical area of work within the Women, Peace and Security Agenda. As governments, industry, and technology companies invest in strengthening digitisation, and make efforts to bolster cybersecurity frameworks, challenges and opportunities relating to gender-inclusive cybersecurity have arisen. At the individual user level, women are facing increased instances of online harassment and threats, including women politicians, human rights defenders, and ordinary users. Safeguarding women's human rights online remains a challenge, as does international cooperation. Furthermore, the space for online engagement by women's civil society and cyber defenders is shrinking due to, among other things, women's limited access to digital devices, digital surveillance and censorship. The COVID-19 pandemic, and associated digital solutions, have provided a case study to this effect.

Within this context, UN Women Regional Office for Asia and the Pacific is undertaking a programme on Women, Peace and Cybersecurity, with the view to enhancing gender-inclusive cybersecurity and supporting a digital environment where the human rights of women and girls are promoted and protected.

To this end, UN Women is seeking services to develop and disseminate regional research and knowledge products on digital gender security, cybersecurity, and the rights of women and girls online; and, to build the knowledge of government actors and civil society organisations, tech-companies on gender-responsive cybersecurity and data privacy laws, regulations, policies and practices. Please see description of required services and results below.

The engaged party will be responsible for undertaking the following activities:

- a) Developing a **research report** on women's engagement with the digital world in Southeast Asia, including Philippines and Viet Nam.
- b) Undertaking a **review** of cybersecurity policies and laws in Southeast Asia from a gender perspective and producing an associated report.
- c) Organize a workshop with **at least 30 representatives** from national and regional NGOs/Academia to strengthen their knowledge and advocacy skills with regard to gender responsive cyber security
- d) Developing at least **one advocacy brief** highlighting recommendations on how to ensure that policies and laws related cybersecurity are gender responsive. (linked to point c above)

TIMEFRAME AND DESCRIPTION

No.	Deliverable	Description	Timeline	Payment %
1	Research report – women’s digital engagement	Research report on women’s engagement with the digital world in Southeast Asia, including engagement by ordinary users, women civil society, human rights defenders, journalists, and women in the public sphere (such as women in politics), and the online human rights and security challenges they face, such as online harassment, cyberstalking, privacy, and freedom of expression, as well as available recourse mechanisms for violations. Examples of increased opportunities for women’s engagement, such as digital activism, peacebuilding, and combatting misinformation, fake news and hate speech. Overview of global best practice on promoting and protecting human rights in online, such as Guide to Human Rights for Internet Users by the Council of Europe. The authors should be available for webinars to present the findings of the research report	No later than 30 April 2021	30%
2	Review report - cybersecurity	Review of cybersecurity policies and laws as well as their implementation in Southeast Asia from a gender perspective, including consideration of the ITU Cybersecurity Index; as well as, an overview of regional and international frameworks, guidance, and mechanisms, such as ASEAN, and engagement with the UN Group of Governmental Experts and Open-Ended Working Group on Developments in the Field of ICTs in the Context of International Security. The authors should be available for webinars to present the findings of the report	No later than 30 June 2021	15%
3	Workshop on gender responsive cybersecurity	Organize a workshop for at least 30 representatives from national and regional non-governmental organisations and academia to strengthen their knowledge and advocacy skills with regard to gender responsive cybersecurity, building on research and	No later than 30 September 2021	40%

		knowledge products developed above. The main workshop may be complemented by online webinars.		
4	Advocacy brief - cybersecurity	At least one advocacy brief highlighting recommendations on how to ensure that policies and laws related cybersecurity are gender responsive in Southeast Asia The authors should be available for webinars to present the findings of the brief.	No later than 30 November 2021	15%

REQUIRED QUALIFICATIONS

1. Company Profile

- Must be a legally registered entity.
- Must have a minimum of 2 years of experience on gender and cybersecurity issues.
- Proven track record in gender responsive research and programming
- Experience in working in Southeast Asia
- Must demonstrate strong network with academia, regional NGOs, national NGOs, tech companies.

2. Composition of the team

The team composition is expected to include at least an overall team leader.

The overall Team Leader should have:

- Master's degree (or equivalent) in International Development Studies, Social Sciences, Politics, Law, Human Rights, Gender, Women Studies, Economics, Monitoring and Evaluation or related field.
- Minimum of 5 years relevant experience in the area of policy and/ or programming on cybersecurity.
- Substantive experience in undertaking similar projects is preferred, especially projects that are gender sensitive or focus on women's empowerment.
- Proven experience in producing researches and reviews related to gender and cybersecurity.
- Proficient in English, knowledge of a language of Southeast Asian country is an asset.

The Team leader will be assessed on the following

- General qualification
- Knowledge of the region
- Technical expertise on Gender and Cybersecurity
- International Working Experience, with a focus on Southeast Asia
- Professional Experience in the area of specialization as required by the ToR
- Language Qualifications

The team composition may include additional team member(s) **(not a must)**.

If additional team members are included, **the team member(s) should have:**

- Minimum Bachelor's degree
- Minimum 1-3 years of relevant experience in gender and cybersecurity
- Strong experience working academia, NGOs, tech companies

- Proven experience on undertaking similar projects is preferred, especially projects that are gender sensitive or focus on women's empowerment
- Strong English Writing Skills

Team members will be assessed on the following:

- General qualification
- Knowledge of the region
- Technical expertise on Gender and Cybersecurity
- International Working Experience, with a focus on Southeast Asia
- Professional Experience in the area of specialization as required by the ToR
- Language Qualifications

ROLES AND RESPONSIBILITIES OF THE PARTIES

UN Women will provide technical guidance where possible. The service provider shall be required to bear all the related costs and work independently to successfully achieve the end findings.

The service provider will be responsible for the following costs:

- The professional fee must be quoted in the lump sum amount per deliverable. The lump-sum amount must be detailed on how the professional fee of each team member is calculated.
- Indirect costs such as printing, stationeries, communications concerning the scope of work of services must be included in the financial proposal.
- Travel costs for technical team members of service providers: all envisaged travel costs such as most direct and most economic local travel, living allowance, terminal expenses, etc. must be included in the financial proposal. If there are changes in travel plans that may lead to amendments of travel costs (including tickets, lodging, and terminal expenses), the contractor should notify UN Women before the travel date. Based on approval provided by UN Women, the relevant contract amendment shall apply.
- Logistics arrangements for scoping mission, data collection, field visits, interviews, etc.
- All costs related to survey administration including logistics arrangements for data collection, field visits, interviews, etc.
- All costs related to quality assurance, data entry, data cleaning, and data processing.

COMMUNICATION AND REPORTING OBLIGATIONS

The supplier will report to the UN Women Programme Management Specialist – Governance, Peace and Security, a.i. and will work closely with the UN Women team and the Governance, Peace and Security Programme Specialist who is managing this programme in particular.

SUBMISSION PACKAGE

Submission packages include:

- Technical Proposal
- Financial proposal which specifies a total lump sum amount breaking down the professional fees per deliverable and any related expenses, i.e. travel costs (including visa cost, if necessary), and other related costs
- Updated CVs for the team members
- Company/Organization profile
- Company/Organization registration
- Names of three former clients for reference checks
- Sample of previous work undertaken: For the proposal to be considered, the company must submit 2 samples of similar or relevant work.

EVALUATION METHODOLOGY AND CRITERIA

1. Preliminary Evaluation

The preliminary evaluation is done to determine whether the offers meet the administrative requirements and Eligibility Criteria of the RFP. The standard eligibility criteria for suppliers wishing to engage in a contract are laid out below. Further information on doing business with UN Women/ how to become UN Women vendor can be found on [UN Women's website](#).

Legal Capacity: Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding Contract with the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women).

Conflict of Interest: Bidders must disclose any actual or potential conflict of interest and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to UN Women. Conflict of interest is present when:

- A Bidder has a close business or family relationship with a UN Women personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by UN Women to provide consulting services for the preparation of the design, specifications, Terms of Reference, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further by UN Women.

Ineligibility Lists: A Bidder shall not be eligible to submit an offer if and when at the time of proposal submission, the Bidder:

- is included in the Ineligibility List, hosted by [UNGM](#), that aggregates information disclosed by Agencies, Funds or Programs of the UN System;
- is included in the [Consolidated United Nations Security Council Sanctions List](#), including the [UN Security Council Resolution 1267/1989 list](#);
- is included in any other Ineligibility List from a UN Women partner and if so listed in the RFP Instructions;
- is currently suspended from doing business with UN Women and removed from its vendor database(s).

Code of Conduct: All Bidders are expected to embrace the principles of the [United Nations Supplier Code of Conduct](#), reflecting the core values of the Charter of the United Nations. UN Women also

expects all its suppliers to adhere to the principles of the [United Nations Global Compact](#) and recommends signing up to the [Women’s Empowerment Principles](#).

2. Cumulative Analysis Methodology:

A proposal selected on the basis of *cumulative analysis* where total score is obtained upon a combination of the weighted technical and financial attributes.

A two-stage procedure will be utilized in evaluating of the proposals; the technical proposal will be evaluated with a minimum pass requirement of [70%] of the obtainable [700] points assigned for technical proposal. A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of [70%] of the obtainable score of [700] points prior to any price proposal being opened and compared. The financial proposal will be opened only for those entities whose technical proposal achieved the minimum technical threshold of [70%] of the obtainable score of [700] points and are determined to be compliant. Non-compliant proposals will not be eligible for further consideration.

The total number of points which a firm/institution may obtain for its proposal is as follows:

Technical proposal: [700 points]

Financial proposal: [300 points]

Total number of points: [1000 points]

Evaluation of financial proposal :

In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion.

A formula is as follows:

$$p = y (\mu/z)$$

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

The contract shall be awarded to the proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal.

Evaluation of technical proposal:

An Evaluation Committee will be constituted by the MNRE UN Women to evaluate the proposals.

The technical proposal is evaluated and examined to determine its responsiveness and compliancy with the requirements specified in this solicitation documents. The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria and the associated weighting (total possible value of [700] points):

1.0 Expertise and Capability of Proposer		Points obtainable
Expertise of organization submitting proposal		
1.1	Organizational Architecture	10
1.2	Adverse judgments or awards: <ul style="list-style-type: none"> The proposer is in sound financial condition based on the financial documentation and information furnished in their proposal which should not show any financial concerns, such as negative net worth, bankruptcy proceedings, insolvency, receivership, major litigation, liens, judgments or bad credit or payment history. 	10

	<ul style="list-style-type: none"> The proposer has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future. 	
1.3	General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of management support)	10
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect delivery, but properly done it offers a chance to access specialized skills.)	10
1.5	Quality assurance procedures, warranty	20
1.6	<p>Demonstrated relevant knowledge and experience:</p> <ul style="list-style-type: none"> Specialized Knowledge Experience on Similar Programme / Projects Experience on Projects in the Region, <p>Specifically the organisation:</p> <ul style="list-style-type: none"> Must be a legally registered entity. Must have a minimum 2 years of experience on gender and cybersecurity issues. Must have a proven track record in gender responsive research and programming Must have experience in working in Southeast Asia Must demonstrate strong network with academia, regional NGOs, national NGOs, tech companies. 	100
		160
2.0 Proposed Work Plan and Approach		Points obtainable
Proposed methodology		
2.1	Analysis Approach, Methodology – including Proposer’s understanding of UN Women’s work, adherence to procurement principles and TOR.	320
2.2	Management Services – Timeline and deliverables.	80
2.3	Environmental Considerations: Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder’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.	10
		410
3.0 Resource Plan, Key Personnel		Points obtainable
Qualification and competencies of proposed personnel		
3.1	<p>Composition of the team proposed to provide, and the work tasks (including supervisory)</p> <p>Curriculum vitae of the proposed team that will be involved either full or part time.</p>	

<p>The overall Team Leader should have:</p> <ul style="list-style-type: none"> ▪ Master’s degree (or equivalent) in International Development Studies, Social Sciences, Politics, Law, Human Rights, Gender, Women Studies, Economics, Monitoring and Evaluation or related field. ▪ Minimum of 5 years relevant experience in the area of policy and/ or programming on cybersecurity. ▪ Substantive experience in undertaking similar projects is preferred, especially projects that are gender sensitive or focus on women’s empowerment. ▪ Proven experience in producing researches and reviews related to gender and cybersecurity. ▪ Proficient in English, knowledge of a language of Southeast Asian country is an asset. <p>The team composition may include additional team member(s) (not a must). If additional team members are included, the team member(s) should have:</p> <ul style="list-style-type: none"> ● Minimum Bachelor’s degree ● Minimum 1-3 years of relevant experience in gender and cybersecurity ● Strong experience working academia, NGOs ● Proven experience on undertaking similar projects is preferred, especially projects that are gender sensitive or focus on women’s empowerment ● Strong English Writing Skills 	130
<p>70% of 700 points = 490 points needed to pass technical evaluation</p>	<p>700</p>