



CALL FOR APPLICATIONS / GUATEMALA (16 June 2010)

Participatory Evaluation Reports of Aid Flows from a Gender Perspective in Cambodia, Guatemala, Morocco, Mozambique, Peru and Viet-Nam: evaluations, mapping of actors and key stakeholders, organization of capacity development and knowledge sharing workshops at national level, preparation of activities to initiate political dialogue between key actors, and public presentation of results.

GUATEMALA

Project “Supporting the monitoring of aid effectiveness with a gender perspective”

1. Background

Financing for development has always been present in international negotiations, debates and research. However, it has gained particular importance in recent years, especially since the International Conference on Financing for Development in Monterrey in 2002 where the international community both agreed to increase its funding for development and acknowledged the need to ensure aid should be used as effectively as possible. The Paris Declaration on Aid Effectiveness, endorsed by countries from around the world in 2005, represents a more comprehensive attempt to modify relationships between donor and developing countries, based on the principles of partnership. In 2008, the Third High Level Forum in Accra, Ghana took stock of progress and built on the Paris Declaration to accelerate the pace of change.

However, these international agreements on development include very limited commitments on gender equality. As the results of Accra Women’s Forum point out, it is necessary to continue strengthening key areas to advance towards gender equality, women’s rights and empowerment of women. It is thus important to strive for a greater introduction of measures to strengthen gender equality in conceptual, financial and operational terms, while also assuring the implementation of already accepted measures.

These agreements call for national and international organizations, as well as civil society organizations dedicated to women’s empowerment and gender equality, to be closely involved in the research, participates in negotiations and follow-up of the implementation of development related international agreements. In this way, monitoring aid flows and their impact on gender equality becomes a key activity and demands effective tools and capacity-development processes with key stakeholders so that the principles and actions of the gender-related agreements (Cairo, Beijing, MDG) are incorporated to the financing for development-related processes, and there is a follow-up of the advances in the implementation of the agreements, from a gender perspective.

In this context, UN INSTRAW promotes study, research, capacity building and political dialogue on the agreements and actions on financing for development, from a gender perspective.

1.1. Project Summary

The project “Supporting the monitoring of aid effectiveness with a gender perspective”, implemented by UN-INSTRAW with financial support of the Spanish Ministry of Foreign Affairs and Cooperation (MAEC), aims to strive for a greater introduction of measures to strengthen gender equality and the empowerment of women in the financing for development process.

The project has three main components. The first entails the need to monitor, evaluate and document progress on the impact of aid flows on gender equality and women’s empowerment in six selected

countries (Cambodia, Guatemala, Morocco, Mozambique, Peru and Viet Nam) according to the Accra Agenda for Action (AAA). This evaluation will also allow assessing the role that civil society plays in the monitoring and in demanding accountability of aid flows from governments.

Secondly, the project considers that both donors and aid-receiving countries must build egalitarian policies for better development results. Through the Paris Declaration on Aid Effectiveness (2005), donors and partner countries have committed to manage and implement aid in a harmonious way strengthening the mechanisms of communications between them and civil society. Thus, the project pursues the initiation of a political dialogue between key actors and build gender equality initiatives, together with the government and civil society, to achieve greater introduction of measure for gender equality in the financing for development process.

Based on this premise, the project has as one of its goals to build alliances with key stakeholders (universities, women's coalitions, movements and other civil society organizations related to gender equality) from each country under study and open new forums to discuss on international, regional and national commitments to gender equality and women's empowerment (AAA, paragraph 13c).

Lastly, the project plans to strengthen the capacities of civil society to monitor and demand accountability on aid flows from governments. It has been proven that women's organizations and non-governmental organizations are not simple observers in the context of changing approaches to the delivery of aid and they play an active role in advocating on behalf of poor and excluded groups. Nevertheless, it has been noted that women's organizations and non-governmental organizations need on-going support from donors, and a forward-looking agenda, if they are to remain active and vital in effectively engaging in the development process. That is one of the reasons; the project looks forward to building their capacity in order to provide them with enough tools and resources to become effectively engaged in policy dialogue, implementation and monitoring of aid flows as well as to provide them with a better understanding of the changing aid and policy making environment. All in all, the intention is to ensure women's organizations and non-governmental organizations remain responsive and accountable to the population they seek to represent.

Bearing in mind the above-mention data, it is essential that this monitoring and evaluation's project be presented to the civil society in general and to women's organizations, universities, research institutes and centres, coalitions and non-governmental organizations working on gender equality and aid effectiveness with an invitation for them to take part in this evaluation, capacity-building and political dialogue process from the onset.

Likewise, coordination and articulation with governments, donors and local and international agencies working on the advancement of women in each country is crucial in order to harmonize efforts and foster relations to achieve gender equality in the financing for development process.

2. Objectives and Duration of the Consultancy

The objective of this consultancy is to undertake the implementation of the four components of the project (monitoring and evaluation; initiation of political dialogue; capacity development and knowledge sharing; and communication) in Guatemala.

An institution or a team of consultants will be selected for the consultancy.

The duration of the consultancy is 8 months (September 2010 – April 2011)

3. Methodology of work

This consultancy will be managed by UN-INSTRAW Capacity Development and Networking for Gender Equality and Accountability in Aid Effectiveness Project Coordinator. Other programme team members from UN INSTRAW will be involved as appropriate.

Each institution or country team selected will appoint a team leader who will be the contact person with UN INSTRAW and will be responsible for the assignment and deliverables.

During the first month of the consultancy, UN-INSTRRAW will share with the consultants the developed participatory methodology for the evaluation of aid flows by civil society from a gender perspective prepared within the framework of the current project. In addition, UN-INSTRRAW, making use of the new ICTs, will facilitate its analysis and understanding using virtual forums for discussion.

Furthermore, during these first initial steps, it is foreseen that a meeting with all the team leaders will be organized in order to analyze and discuss the proposed methodology, how any additional information could be important to take into consideration for better monitoring and evaluation of aid effectiveness from a gender perspective before embarking on assessing the situation in Guatemala.

While developing the participatory evaluation and mapping of key actors, the selected institution or country-team will have full working autonomy, upon agreements taken in the virtual forums and/or face to face meetings with UN-INSTRRAW. It will be a requisite to keep regular contact with UN INSTRAW to inform on the advancement and any possible obstacles in performing the planned activities and programme. If there is any unexpected event or a proposal to modify planned activities, the institution or country-team will inform the UN-INSTRRAW in order to guarantee coherence within the entire programme. Likewise, consultants will be responsible for maintaining UN-INSTRRAW informed on the developments of the participatory evaluation as well as actively participating, with judgment and criticism in the virtual spaces provided by UN-INSTRRAW.

Once, the main output of the consultancy has been finalized the document will be launched at an event organized by the selected institution or the country-team with the assistance of the UN-INSTRRAW.

The institution or the selected country-team will also work with the UN-INSTRRAW in a coordinated manner for the organization of capacity-development and knowledge-sharing workshops at national level to promote articulation of civil society and initiate political dialogue between key actors.

The deliverables specified below will be submitted in electronic format to UN INSTRAW in **English and the official language of Guatemala**.

4. Tasks and activities to be carried out by the Consultant

- Undertake an in-depth study and adapt the theoretical framework and methodological design prepared by UN-INSTRRAW to the specific context of Guatemala.
- Actively participate, with judgment and criticism in the virtual spaces provided by UN-INSTRRAW.
- Based on the methodology provided by UN-INSTRRAW and data to be fulfilled, undertake a mapping of key stakeholders and existing networks currently working on aid effectiveness and gender equality in Guatemala.
- Organize and estimate costs, based on the results of the above mentioned activity, capacity development and knowledge sharing workshops at the national level to promote the articulation of civil society; workshop/seminars to build capacity on monitoring aid flows from a gender perspective; two activities to improve dissemination of information on aid effectiveness; and one activity to initiate a political dialogue at the national level between key actors.
- Develop, based on the methodology provided by UN-INSTRRAW and on the results from the research, analysis, outputs from the workshops with the civil society and key actors, a participatory evaluation report of aid flows from a gender perspective.

- Organise the event to present the results of the Participatory Evaluation Report and the initiation of the political dialogue

5. Tentative Timeframe

Activity	Dates	Responsible Institution
Preparatory work: Present and distribute the methodology, desk review and analysis of the methodology provided.	1 to 5 September 2010	UN-INSTRAW
Meeting at UN-INSTRAW with team leaders from each country to analyze and discuss the proposed methodology	6 to 7 de September de 2010	UN-INSTRAW
Prepare notes for conducting the mapping of key stakeholders and the participatory evaluation	8 to 15 September	Consultants
Carry out the participatory evaluation, organize workshops and initiate dialogue at national level	15 September to 15 December 2010 (dates will be set for each expected product of this component)	Consultants
Conduct the assessment to initiate the political dialogue (mapping of key stakeholders and existing networks working currently on aid effectiveness and gender equality in each selected country, calendar and budget for organising the capacity building workshops and activities)	15 September to 15 December 2010 (dates will be set for each expected product of this component)	Consultants
Presentation at national level of the research project to key stakeholders, women's movements and organisations, universities, research institutes and other civil society organisations working on gender equality and aid effectiveness	During the first two weeks in October 2010	Consultants
Submission Drafts of Country Report Evaluation	15 December 2010	Consultants
Provide Comments on drafts	15 to 31 December 2010	UN -INSTRAW
Corrections and Submission of final drafts	1 to 15 January 2011	Consultants
Layout, editing and printing	15 January to 15 February 2011	UN-INSTRAW
Event to present the results of the Participatory Evaluation Report and the initiation of the political dialogue	End of February - First weeks of March 2011	Consultants
Organize capacity development and knowledge sharing workshops at the national level to promote the articulation of civil society; workshops/seminars to build capacity on monitoring aid flows from a gender perspective; two activities to improve dissemination of information on aid effectiveness; and one activity to initiate a political dialogue at the national level between key actors.	16 January to 31 April 2011 (dates will be set for each expected product of this component)	Consultants

6. Products / Key deliverables

- Mapping of key stakeholders and existing networks currently working on aid effectiveness and gender equality in Guatemala
- Assessment to initiate the political dialogue
- Participatory Evaluation Report of aid flows to Guatemala from a gender perspective
- Document with the results of a capacity development and knowledge sharing workshop at national level to promote the articulation of civil society (agenda, contents and participants)
- Document with the results of workshops/seminars to build capacity on monitoring aid flows from a gender perspective (agenda, contents and participants)
- Document with the results of the two activities to improve dissemination of information on aid effectiveness (agenda, contents and participants)
- Document with the results of one activity to initiate a political dialogue at national level between key actors (agenda, contents and participants)
- Report of all the activities carried out within the project's framework
- Report of the launching event (agenda, list of participants, photo report, etc)

7. Who can Apply

This consultancy is open to **research institutes, universities, study centres, women's organisations** legally constituted in Guatemala **or individual researchers**, nationals or legal residents in Guatemala, able to make up a team.

Please note that 60% of team members must be Guatemalan citizens.

8. Requirements

The team must have the following set of skills and qualifications:

- Proven expertise in social science research and survey methodology
- Experience in the management of qualitative and quantitative research or socioeconomic surveys in Guatemala and conducting evaluation assessments
- Proven knowledge and experience of sampling, monitoring and evaluation procedures
- Proven knowledge and skills in gender-related issues
- Previous experience and / or knowledge of any team member in Aid Effectiveness
- Ability to explain complex issues in a simple way, to raise awareness in a participatory approach and in a consensual manner with respect for various level of understanding, professional abilities and cultural differences
- Ability to work virtually, using communication technologies
- Proven record of delivery and producing high quality reports and publications in English and local languages
- Excellent written language skills in English

Note: Applications from teams not possessing all of the above skills and qualifications will not be considered.

9. How to apply

Research institutes, universities, study centres or women's organisations must submit:

- Certificate of Incorporation and By-laws of the institution applying
- Institutional memory of the organisation / Last Annual Activity Report
- Name, Curriculum Vitae and a completed and signed UN Personal History Form (P -11) of the person who will be assigned as coordinator of the consultancy – must be a Guatemalan citizen.
- Full list of core team members who will undertake also the work with an indication of the tasks assigned to each and CV of each member as well as overall personnel and facilities upon which your organisation will draw
- A cover letter explaining experience and knowledge of the organisation in developing activities similar to those mentioned in the present Terms of reference and the reasons why the organisation is interested in undertaking the consultancy (technical proposal)
- Financial proposal (see Annex I)
- Name and contact of two well recognised organisations/individuals who can provide references
- Physical address (not P.O. box), telephone number, fax number and e-mail address of organization

Teams make up by individual researchers must submit:

- Full list of team members who will undertake the consultancy, tasks and CV of each member and an indication as to who will act as team leader (60% of team members must be Guatemala citizens)
- A completed and signed UN Personal History Form (P -11) of the person who will be assigned as coordinator of the consultancy – must be a Guatemalan citizen.
- A cover letter explaining experience and knowledge of each team member in carrying out activities similar to those mentioned in the present Terms of reference and the reasons why the team is interested in undertaking the consultancy (technical proposal)
- Financial proposal (see Annex I)
- Name and contact of two well recognised organisations/individuals who can provide references for each team member
- Address, telephone number, fax number and e-mail address of contact person within the team

Deadline for receiving applications is **16 July 2010**.

In the evaluation of candidacies the weight given to **the technical and financial proposals is 49% and 51% respectively**

Only short-listed candidates will be contacted. UN INSTRAW will not respond to enquiries over the phone or by e-mail

Applications should be sent by e-mail or fax to:

UN-INSTRAW
 Cesar Nicolás Penson 102-A
 Santo Domingo, República Dominicana
 Fax: 1-809-685-2117
 E mail: applications@un-instraw.org

ANNEX I

FINANCIAL PROPOSAL

	Costs description	Unit price	Period	Price in local currency	Price in USD
1.	Human Resources				
1.1	.- Example: Researcher / Team leader				
1.2	.- Example: Researcher (full time)				
	.-				
	.-				
2.	Travel and accommodation				
2.1	.- Travel				
2.2	.- Accommodation				
2.3					
3.	Dissemination and Communication				
3.1	.- Event to present the project				
3.2	.- Event to present results				
3.3	.-				
	.-				
4.	Workshops, Seminars and Meetings				
4.1	.- Example: Rental of Equipment				
4.2	.- Example: Rental of Premises				
4.3	.-				
4.4					
5.	INDIRECT COSTSⁱ				
5.1	.- Administrative costs (specify)				
5.2	.-				
5.3	.-				
				TOTAL	

ⁱ Indirect cost shall not exceed 7% of the total of direct costs