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CALL FOR PROPOSALS

COMPREHENSIVE GENDER ANALYSIS AND DEVELOPMENT OF A GENDER POLICY FOR THE BENGUELA CURRENT CONVENTION (BCC)

TENDER NUMBER: BCC/2018/7

CLOSING DATE & TIME

26 October 2018 – 16h00 (Namibian Time)

POSTAL & PHYSICAL ADDRESS FOR TENDER SUBMISSION

Benguela Current Convention (BCC) – Secretariat

Private Bag 5031

No. 1 Strand Street, Swakopmund

Namibia

TECHNICAL ENQUIRIES:

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**TERMS OF REFERENCE COMPREHENSIVE GENDER ANALYSIS AND DEVELOPMENT OF A GENDER POLICY
FOR THE BENGUELA CURRENT CONVENTION (BCC)**

GENERAL INFORMATION

Name of Client:	Benguela Current Convention
Services/Work Description:	Conduct a comprehensive gender analysis, gender targets and a policy for the Benguela Current Convention (BCC)
Project/Program Title:	Improving Ocean Governance and Integrated Management in the Benguela Large Marine Ecosystem” (BCLME III Project)
Post Title:	Gender Specialist – (Consortium of International Consultant and three national consultants)
Duty Station:	Home-based with travels to/within Angola, Namibia, South Africa
Expected Places of Travel:	Angola (Luanda), Namibia (Swakopmund, Windhoek), South Africa (Cape Town, Port Elizabeth)
Expected Start Date:	November 2018

I. BACKGROUND

The Benguela Current Convention (BCC) was established in January 2007 through the signing of an Interim Agreement by Angola, Namibia and South Africa. Then, on 18 March 2013, the three governments signed the Benguela Current Convention, a ground-breaking environmental treaty that entrenches the Benguela Current Commission (BCC) as a permanent inter-governmental organisation. The BCC is the first inter-governmental commission in the world to be based on the Large Marine Ecosystem (LME) concept of ocean governance – a move towards managing transboundary resources at the larger ecosystem level (rather than at the national level) and balancing human needs with conservation imperatives.

The BCC is governed through the Ministerial Conference with its operational decision-making body being the Commission, and has three permanent advisory committees: The Ecosystem Advisory Committee (EAC) comprises senior, multi-disciplinary experts providing the Commission with the best scientific, legal and socio-economic advice and management recommendations based on best available relevant information, as generated and presented by various technical working groups; the Finance and Administration Committee (FAC) has the mandate to provide oversight over the secretariat’s audit and financial control functions to ensure good corporate governance and also provides independent assurance and support to the Commission and the Secretariat by evaluating the Secretariat’s risks, control and compliance framework, and its external accountability responsibilities; the Compliance Committee is mandated to provide the Commission with information, advice and recommendations on the implementation of, and compliance with, the measures adopted to give effect to the objectives of the Convention; and the Secretariat based in the coastal town of Swakopmund that is entrusted by the Parties to coordinate and provide support to all the BCC structures by

facilitating the execution of their functions; coordinates programmes; mobilises requisite resources; and establishes partnerships with relevant organisations.

The BCC is implementing a project titled “Improving Ocean Governance in the Benguela Large Marine Ecosystem (BCLME III) Project. The project aims to contribute to a coordinated regional approach to the long-term conservation, protection, rehabilitation, enhancement and sustainable use of the Benguela Current Large Marine Ecosystem (BCLME) in order to provide economic, environmental and social benefits and wellbeing to the region through the implementation of the Benguela Current Convention and accompanying Strategic Action Programme (SAP). The BCLME III Project will strengthen the capacity of all BCC structures to implement the SAP, support establishment of necessary governance instruments that will reduce stress on the ecosystem and demonstrate implementation thereof. In addition, it aims to strengthen and encourage wider participation of stakeholders in the management of the large marine ecosystem and to catalyse private sector finance into the BCC Convention implementation and stress reduction activities. The project is also implementing community level demonstration projects that are aimed at reducing stress on ecosystems.

The BCC has prioritised gender mainstreaming as a strategy to achieve gender equality and women’s empowerment. It aspires to make women’s as well as men’s concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation in all its projects (and activities) so that women benefit equally. It is in this context that the BCC seeks to conduct a comprehensive gender analysis and to set a baseline to enable tracking and reporting on progress on gender mainstreaming and women’s empowerment efforts through BCC with support from the BCLME III project.

II. SCOPE OF THE WORK

Objective

To conduct a comprehensive Gender Analysis and to establish a set of indicators and gender baseline information for the BCC, to enable the monitoring and reporting of progress during the period 2019 to 2022.

A secondary objective would be to use the outputs and outcomes from the above, to develop a Gender Policy for the BCC.

Purpose of gender analysis

A gender analysis attempts to systematically identify the different roles, rights, needs and opportunities of women and men, boys and girls and the relations between them in the project’s context. A systematic gender analysis examines gender and social roles and relations from an interpersonal, household, community, local, national and regional perspective. It attempts to understand how gendered power relations contribute to discrimination, subordination and exclusion through the study of public and private social roles adopted by men, women, girls and boys. It also considers other social factors that may contribute to discrimination, such as age, ethnicity, class or caste, etc. Gender analysis is a way of assessing how initiatives are likely to contribute to change, building evidence and documentation to contribute to broader advocacy and social movements and a key way of remaining accountable to beneficiaries and limiting any unintended harm. In terms of gender analysis, gender relations and development issues are interlinked and thus have an impact on decision making and problem solving. Gender analysis facilitates for proper formulation of realistic and expected results and targets.

The analysis for this consultancy will be done on BCLME III Project, but with overall intention to apply the outcomes to the BCC.

Through the gender analysis, the project will be able:

- To allow for gender-responsive planning and programming as well as the collection and analysis of sex-disaggregated data;
- To examine both women's and men's specific activities, conditions, needs, control over resources, access to development benefits and decision making;
- To examine their relationship and interactions and how they are positioned in relation to each other with respect to resources access, use, monitoring, analysis and management. The resources by both are obtained through interaction with the principle social institutions that frames the world; and,
- To enable integration of gender mainstreaming into the overall work, policy development/ revision and implementation by the BCC and by its member states;

Specific Tasks

(1) Desktop review:

- Survey the current legal and policy settings at all three countries as well as at BCC regarding their gender mainstreaming and women empowerment efforts¹.
- Review available materials and literature on the status of men and women in the sectors relevant to BCC and sustainable ocean governance², and determine proportion of women to men involvement, roles and significance, institutional and policy perceptions of the role and importance of women in maritime activities, status of maritime associations at national level, etc..
- Based on available information and data, define groups of women in the three countries that epitomises the roles of women in the sectors relevant to BCC and sustainable ocean governance – i.e. in subsistence or artisanal fish harvesting; land-based processing and value adding; and/or leadership/ management level roles.

(2) Gender survey at local levels through field missions and interviews (including telephone and skype, if applicable) to obtain current data to get a better understanding of gendered differences and reveal potential inequalities on the ground, leading to the baseline establishment:

- Design a short interview questionnaire that can be used to survey communities and populations to record pertinent gender data³ for the different BCC sectors.
- Carry out the survey in collaboration/consultation with national governments and sister projects within the BCC.
- Analyse survey data and develop a preliminary baseline and recommend indicators based on the UNDP Policy guidance.
- Develop a participatory gender analysis examining the different needs, roles, access to and control over resources of women and men impacted by the project within the local context; collect gender responsive baseline data relevant to project planning and monitoring; identify the share of female and male direct beneficiaries. The analysis should include a few case studies to illustrate the findings.

(3) Stakeholder consultations:

¹ See <http://hdr.undp.org/en/data> for the Gender Development Index and the Gender Inequality Index which can be useful for national-level background data.

² This typically includes, but not limited to, fisheries, maritime transport, mines and energy, tourism, and environment.

³ This include both sex-disaggregated data about numbers of men and women in BCC sectors and gender-responsive information such as how much time women and men spend on paid/unpaid work, income, access to resources and information, etc.

- In collaboration with the BCC, national governments and existing women’s groups/ associations in the three countries, conduct stakeholder consultations to share information from the desk review, gender survey and baseline setting with indicators.
 - One regional consultation for the validation of outputs before finalization of the deliverables.
- (4) Presentation and report writing:
- Draft a Gender Analysis report, using relevant UNDP Gender Policy(ies) for guidance, that (a) gives an accurate and valid synopsis of the status of women in the sectors relevant to BCC in each country and region; (b) gives the status of women’s associations or groups per country and their contribution to the gender mainstreaming and women empowerment efforts in the BCC-related sectors (in relation to status of this in Africa); (c) relays the priority actions on how to advance gender equality and women’s empowerment in the BCC-relevant sectors through specific empowerment and capacity development activities; and (d) proposes an action plan for the BCC to implement during 2019-2022 to concretely establish gender mainstreaming in the commission and empower women to become more involved;
 - Develop a presentation on “Gender Mainstreaming in the BCC” that presents the above points (a) to (d).
- (5) Integration of the findings into the overall project strategies:
- Support the integration of the findings of the gender analysis into the project’s Results Framework, by proposing gender-responsible outputs and ensuring that all applicable indicators are disaggregated by sex so that the project can track its contribution to the gender mainstreaming and women empowerment in the BCC-related sectors in three countries.
 - In consultation with the Project Manager, BCC and UNDP, establish the baseline, mid-term and end-of-the-project target for each gender-responsive output and indicator.
- (6) Develop a gender policy for the BCC:
- Use the results from the analysis to facilitate the development of a gender policy for the BCC.

III. EXPECTED DELIVERABLES

No.	Deliverables	Timeline	Review and Approvals Required
1	Inception report	November 2018	UNDP and BCC
2	Draft Situation Analysis Report, summarizing the findings of desk review, gender survey through the field mission and interviews	February 2019	UNDP and BCC
3	Draft Action Plan for BCLME III Project and Gender Policy for BCC	April 2019	UNDP and BCC
4	Validation workshop report	April 2019	UNDP and BCC
5	Final Situation Analysis Report, Gender Action Plan for BCLME III Project, including a proposed gender-responsive Project Results Framework with gender-responsible outputs, sex-disaggregated indicators, baseline and targets. Gender Policy for BCC	May 2019	UNDP and BCC

IV. INSTITUTIONAL ARRANGEMENTS / REPORTING RELATIONSHIPS

The consulting firm/consortium will work under the overall supervision of the Executive Secretary of the BCC.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECTIVE IC

The BCC Secretariat will provide both administrative and logistics support for the field mission and other travel related activities.

VI. DURATION OF THE WORK

The consulting firm will be engaged from November 2018 to May 2019, following the selection process of the best candidate. The consulting days for each member of the firm/consortium should not exceed 25 days.

VII. QUALIFICATIONS OF THE SUCCESSFUL CONSULTING FIRM

a. Eligibility

The ideal consulting firm/consortium should be a registered firm with proven experience in gender analysis and mainstreaming. Preference will be given to a firm / consortium registered in any of the BCC member state.

b. Team Composition

The consulting firm/consortium will consist of a team leader and no less than one member/expert from each of the three BCC member states. The team leader will be overall responsible for the delivery of the outputs. He/she will coordinate activities to ensure consistency, alignments and quality. The national experts will facilitate activities at national level.

c. Qualifications of Team Leader

The Team Leader will possess expertise in, at minimum, the following:

- Master degree in gender -studies/ mainstreaming/ analysis and/or equality or, any other relevant field (e.g. Development Studies with focus on Gender);
- A minimum of 7 years of demonstrated relevant work experience, specifically in gender analysis, baseline analysis and gender indicator development;
- Demonstrated ability of having conducted at least 3 gender analysis and/or setting gender baselines and/or establishing gender mainstreaming indicators;
- Demonstrated application and use of the SMART concept for developing and proposing indicators;
- Demonstrated experience of carrying gender work in the environment and/or marine sectors. Specific involvement in marine fisheries, tourism, transport, mining and environment would be an added advantage;
- Familiarity with UNDP, GEF and the Benguela Current Convention is an added advantage but not mandatory.
- Excellent speaking and writing skills of one of the official languages (Portuguese / English) is a requirement and a working knowledge of the other official language of the BCC is desirable;
- Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff); and
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.
- Excellent writing skills

d. Qualifications of National experts

The National Expert will possess expertise in, at minimum, the following:

- A relevant Honours 's Degree

- At least 3 years of relevant working experience in the relevant field;
- Demonstrated ability to facilitate processes and to work with a broad array of stakeholders.

Important Note:

The Consulting firm/consortium is required to have the abovementioned professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Consulting Firm/Consortium is expected to submit both the Technical and Financial Proposals. Accordingly; Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
▪ Qualification of Team Leader, Qualification of National Experts		10%*
▪ Experience of Team Leader & National Experts		30%**
▪ Relevant Experience of the Firm in similar works		20%**
▪ Comprehensiveness of the methodology/approach		40%**
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consulting firm will indicate the cost of services in US dollars when applying for this consultancy. The consulting firm will be paid based on the effective UN exchange rate (where applicable), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

All travel, subsistence allowances and other logistical costs would be covered directly by the BCC Secretariat.

The qualified consulting firm shall be remunerated for services upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Instalment of Payment	Deliverables	Percentage of Payment
1 st Instalment	Inception report	10%
2 nd Instalment	Draft Situation Analysis Report, summarizing the findings of desk review, gender survey through the field mission and interviews	20%
3 rd Instalment	Draft Action Plan for BCLME III Project and Gender Policy for BCC	30%

Instalment of Payment	Deliverables	Percentage of Payment
4 th Instalment	Final Situation Analysis Report, Action Plan for BCLME III Project and Gender Policy for BCC	40%
		100%

INSTRUCTIONS TO TENDERERS

1. TIMEFRAMES

- 1.1. The "BCC/2018/7" contract will be awarded to a successful bidder within 45 days of closing of this tender.
- 1.2. The successful bidder will commence work within four (4) weeks from the date of signature.
- 1.3. The work must be completed three months after the award of the contract.

2. SUBMISSION OF TENDER PROPOSALS

- 2.1. The Tender should be delivered or posted to the Postal and Physical Address for Tender Submission specified on the cover page above.
- 2.2. The bidder must submit:
 - (a) Six (6) hard copies plus 1 electronic copy (CD or memory stick) of the Technical Proposal in a **sealed envelope separate from the financial proposal**; and
 - (b) Six (6) hard copies plus 1 electronic copy (CD or memory stick) of the Financial Proposal in a **sealed envelope separate from the technical proposal**.
- 2.3. All envelopes should be properly sealed and clearly marked as indicated below:
TECHNICAL PROPOSAL OR FINANCIAL PROPOSAL

TENDER NUMBER: BCC/2018/7

NAME OF THE BIDDING COMPANY/ORGANISATION/FIRM/INDIVIDUAL

- 2.4. The deadline for the submission of tenders is 26 October 2018 (16h00 Namibian Time). **No late submission of tenders will be accepted.**
- 2.5. The Financial Proposal should remain valid for 90 (ninety) days from the tender closing date.

3. PRIME CONTRACTOR RELATIONSHIP

- 3.1. In the case of the successful bidder being a joint venture or a consortium, the BCC Secretariat shall enter into a contract with the prime contractor only.
- 3.2. After the award has been made, the BCC Secretariat reserves the right to source alternative quotations as part of its procurement governance process, in order to ensure the SUPPLIER(s) demonstrated a proactive approach in reducing cost such as travel expenses, etc.

4. FINANCIAL ARRANGEMENTS

- 4.1. Bidders are solely responsible for their own costs in preparing the tender.
- 4.2. Payments for all Products and Services (professional fees and reimbursements) covered by this tender shall be made within 30 (thirty) days subject to receipt of appropriate invoices, the satisfactory completion of work, and adherence to the BCC Secretariat's Financial Policy.
- 4.3. The BCC Secretariat shall not be liable for any losses, damages, costs, charges or expenses caused by defects or damage to the bidders cleaning equipment and supplies.
- 4.4. The BCC Secretariat shall not be liable for any losses, damages, costs, charges or expenses caused by injuries to the bidder's staff during the execution of their duties.

5. CONFIDENTIALITY

- 5.1. Tenders submitted will not be revealed to any other bidders.
- 5.2. The BCC Secretariat reserves the right to seek clarification or verification of any information contained in the tenders.

5.3. All information pertaining to BCC obtained by the bidder as a result of participation in this tender is confidential and must not be disclosed without written authorisation from the Executive Secretary of BCC.

6. OWNERSHIP OF DATA

6.1. All tenders, including any supporting documents and or training materials or any other documentation with reference to this tender, submitted to the BCC Secretariat becomes the property of BCC.

6.2. Ownership of all data belonging to BCC whether under its control or the bidder's control shall continue to vest in the BCC. Any data of whatever nature resulting from the provision of the Products and Services shall be the property of BCC and may be used by BCC without restriction. All data or information that may be shared with the successful bidder during the provision of the Products and Services shall upon termination of the contract, be returned to the BCC Secretariat.

7. MODIFICATION OF TERMS

7.1. The BCC Secretariat reserves the right to add, modify or omit certain portions of the tender scope at any time at its sole discretion. This includes the right to cancel this tender at any time prior to entering into a contract with the successful bidder.

8. EVALUATION OF TENDERS AND AWARD CRITERIA

8.1. ELIGIBILITY CRITERIA

(a) **The proposal will only be considered if all the following documents listed in the Table below are provided, where applicable:**

No	Documents inclusive
1.	1 Sealed envelope with 6 hard copies plus 1 electronic copy (CD or memory stick) of the Technical Proposal
2.	1 Sealed envelope with 6 hard copies plus 1 electronic copy (CD or memory stick) of the Financial Proposal
3.	A Profile of the Company / Consultancy Firm / Consortium / Individual
4.	Curriculum vitae and copies of all individuals that will carry out the work as specified in the deliverables
5.	Copy of Certificate of Registration or Incorporation with the relevant national authorities (Companies or corporations)
6.	An original current Certificate of Good Standing from the Ministry of Finance (for Namibians) or an original Income Tax Clearance Certificate or exemption thereof from the relevant national authorities
7.	Copy of Certificate of Good Standing from the Social Security Commission of Namibia (applicable and compulsory for Namibia-based tenderers).

8.	Affirmative Action Certificate from the Ministry of Labour (applicable for Namibia-based tenderers only)
9.	Letter from Bankers confirming bank account details

- (b) This tender is open to any service provider with necessary competency to successfully carry out the work as specified in this Call for Proposal.

8.2. **AWARD CRITERIA**

- (a) The contract will be awarded from the qualifying tenders on the basis of the most economically advantageous proposal by applying the following award criteria:
- (i) Technical Knowledge, Qualifications and Experience;
 - (ii) Company Profile and Reputation of the Bidder.
 - (iii) Price

8.3. **CONTRACT ADMINISTRATION**

- (a) The award will be subject to the successful conclusion of a Service Level Agreement (SLA) to confirm the Terms and Conditions of the Tender.
- (b) The BCC Secretariat reserves the right to negotiate the terms of the tender proposal and the value

9. **TECHNICAL PROPOSAL**

A detailed proposal indicating a clear understanding of the Terms of Reference will be required.

10. **GENERAL INFORMATION**

- 10.1. One-page letter of introduction identifying the bidder and signed by the person(s) authorised to bind the bidder to statements made in the proposal.
- 10.2. A record of previous similar assignments undertaken by the bidder.
- 10.3. Bidders must provide a minimum of three (3) customers (names, addresses and telephone numbers) who may be contacted for references in connection with the scope of works.
- 10.4. These references should be current, stipulate the nature of work undertaken, the financial value of the Services offered and where the work was executed.
- 10.5. The BCC Secretariat reserves the right to undertake a full background check on all references submitted prior to awarding the contract.

11. **FINANCIAL PROPOSAL**

The schedule of costs / financial proposal must take the following format:

- (a) All costs must be quoted in Namibian Dollars (NAD).
- (b) The total cost of the proposal (best and final offer).
- (c) All prices must be quoted excluding VAT.
- (d) A breakdown of the pricing and cost components for Services set out in this invitation to tender (ITT).
- (e) Prices and costs included in this financial proposal must cover all the bidder's costs, including but not limited to surcharges, cancellations, transportation cost, warehouse charges, installation charges and all other charges associated with meeting the requirements.

- (f) The price for each Service as specified in cost schedule must be set out.
- (g) Consideration must be given to the bulk pricing discounts to be offered to the BCC Secretariat, based on services to be carried out.
- (h) Should the bidder not provide a particular Service, please indicate this as set out in the Tender. The bidder will not be excluded from the evaluation of those Services offered.
- (i) After the award has been made, the BCC Secretariat reserves the right to source alternative travel quotations as part of its procurement governance process, in order to ensure the services provider(s) demonstrated a proactive approach in reducing cost, e.g travel cost.