

Terms of Reference (ToR)
Recruitment of a Workshop Reporter
Réf: TUN/UNW/2017/002

Place:	Tunis, Tunisia
Starting date:	30 March 2016
End date:	30 November 2017
Type of contract:	National Consultancy (SSA)
Languages:	Arabic and French. Good knowledge in English is an asset
Number of working days:	20 days

1. Context and justification

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 that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

UN Women Multi-Country Office (MCO) Maghreb in Tunis, Tunisia is currently implementing a programme that seeks to leverage the global normative framework on women, peace and security¹ to address the women's rights and gender equality challenges faced in the region by countries both affected by crisis and transition, and those supporting communities displaced by crisis.

This programme will create the space, opportunities and support to amplify women's leadership in the areas of conflict prevention, humanitarian engagement, conflict resolution and long-term peace building. It will support national bodies, governments and civil society to call for and ensure the implementation of the global commitments on women, peace and security. Specifically, it will support the Arab League in its initiative to develop national action plans, with measurable indicators, on SCR 1325 and its subsequent resolutions throughout the region, while assessing the experience in Iraq to date and supporting them to accelerate NAP implementation.

The overall goal of the programme is to contribute to the creation of an enabling environment for implementation of WPS commitments, by addressing attitudinal and cultural biases through strong accountability frameworks and continued building of evidence based advocacy.

Under the overall guidance and direct supervision of the women, Peace & security program coordinator at UN Women Maghreb – Tunisia office, the consultant will provide support in documenting 5 two-

¹ UN SCR1820 (2008), 1888 (2009), 1889 (2009), 1960 (2010), 2106 (2013), 2122 (2013) and 2242 (2015).

day workshops related to on “Women, Peace and Security” in Tunisia. The assignment requires presence during the workshop and remote work to produce the reports.

2. Objectives

2.1 Overall Objective:

To produce a final report summarizing five two-day workshops on the Women, Peace, and Security agenda in Tunisia reporting main recommendations and findings

2.2 Specific Objectives:

Under the overall supervision of women, Peace& security program coordinator, the consultant will:

- Develop the reports’ format
- Take the minutes and write a report of the 5 workshop in French.

Do any suggested modifications upon review of the report by the supervisor.

3. Main tasks and activities

The consultant will have the following duties and responsibilities:

- Ensure accurate **documentation** of two-day workshop by ensuring proper collection of all documents produced during the workshop (list of participants, notes from panels, speakers’ presentations, etc.)
- **Summarize** findings of the panel discussions
- Produce a draft **report** (in French) including:
 - An executive summary (1 page)
 - An introduction explaining the context and the objectives of the workshop (1 page)
 - A description of how the workshop was held (1 page)
 - A summary of recommendations from workshop’s panels
- Getting feedback from UN Women on the draft report and ensuring the finalization of the report accordingly

4. Deliverables

By the end of the consultancy, the external resource should have produced the following:

- A draft report in French of the workshop (including attendance of the workshop)
- Final (revised) workshop report as well as the supporting documents as stated before
- The dates of the workshops will be shared on time with the consultant, the first one will be held on 30-31 Mars 2017

5. Candidate profile

Education : Bachelor degree in Social Sciences, Communications or related fields.

Experience : 2 to 4 years of relevant experience in development and communication. Experience in the usage of computers and office software packages.

Language requirements : Professional fluency in French and Arabic. Good knowledge of English is an asset.

6. Selection criteria

The consultant's application will be examined according to the following criteria:

CRITERIA		Score
		Max.1000
Section	Applicant experience	500
1.1	Experience in workshop reporting	500
Section	Application qualification	200
1.2	Bachelor degree in Social Sciences, Communication or related field	150
1.3	Master's degree in Social Sciences, Communication or related field	50
Section	Language requirements	300
2.1	Proven high writing skills in French	300

Applications with a total score of less than 700 points will be automatically eliminated.

The contract will be awarded to the offer with the lowest price among technically qualified offers.

7. Application modalities

The application must include:

1. A Technical Offer including :

- A motivation letter in French
- An updated and detailed CV
- A report/article in French written by the candidate (preferably a workshop report)

2. A Financial offer including :

- A detailed financial proposal in TND.

8. Submission details

The interested candidate is invited to send his/her application (technical and financial offer) by Email to UN Women Maghreb office to this email address: mco.maghreb@unwoemen.org mentioning the reference **Consultation TUN 2017-002**.

The deadline for the submission is 24 March 2017

9. Payment Modalities

Payment will be in TND according to the following modalities:

- 20% upon submission of each finalized report