

Terms of Reference

IDI External Gender Support Function

PART I

1. Background

The new [IDI Strategic Plan 2019-2023](#) sets out a strategic shift to make gender an integral part of the entire Strategic Plan period. The integration of gender equality will be both a strategic shift and a cross-cutting priority in the new Strategic Plan.

Gradually, IDI will conduct a gender analysis for each new initiative and integrate findings into the design and implementation.

This means, IDI has to ensure adequate resources and expertise to effectively integrate gender in IDI and into new initiatives. The **Strategic Support Unit (SSU) is leading** the full gender integration. SSU started the journey with a gender training for all IDI staff in January 2019 and with the establishment of an internal IDI gender project team led by SSU.

The **gender project team** will support operationalising the integration of gender equality in IDI. This will contribute to creating IDI ownership of gender equality integration across IDI at organisational and working level.

However, leveraging SSU and gender project team/task force resources will not suffice to implement all agreed measures and steps. External support will be necessary to develop products such as a tailor-made gender analysis for new IDI initiatives, other tools and possibly a gender strategy. Support will also be needed to strengthen staff capacities and to provide support on demand.

The **IDI Operational Plan and budget for 2019** includes plans and costs for external gender expertise in 2019.

Ideally, IDI will be able to work with one or two consultant (s) who is/are available for a longer period of time to accompany IDI's implementation of gender commitments under the IDI Strategic Plan.

1.2. Brief Overview of IDI's Portfolio

Strategic Plan in a Nutshell: IDI's Value Proposition

IDI is a not-for profit, autonomous **INTOSAI body** mandated to support Supreme Audit Institutions (SAIs) in developing countries to sustainably enhance their performance and capacity.

IDI is **unique** as a body established as an **integral part of the INTOSAI community**, to serve the needs of all developing country SAIs (*not tied to any country's specific geographic or political interests*). It is governed by prominent Heads of SAIs who are appointed on their professional merit, staffed with experienced professionals from the SAI, audit and donor communities, and able to draw on the financial and in-kind support of SAIs and donors across the world. This makes IDI a **trusted partner of all INTOSAI bodies, regions and SAIs**, and gives it the ability to bring the SAI and donor communities together, and to resource capacity development initiatives for the benefit of all developing country SAIs.

IDI maximises its value to SAIs by focusing on areas where its unique position and experience gives it a comparative advantage over other providers of support. IDI will make the following strategic shifts from 2019:

- Deliver its support through **four work streams** focused on developing **independent, well-governed, professional and relevant SAIs**. These will be delivered at the global, regional and SAI-level through a combination of developing Global Public Goods, lessons learned, education programmes and resource pools; being a centre for knowledge and innovation; and delivering programmes to groups of SAIs with similar needs.
- Increasingly provide **SAI-level support** to facilitate sustainable change. This will target two groups: firstly, SAIs that show commitment and readiness in their participation in IDI initiatives, but need deeper support to ensure change is sustainable; and secondly, SAIs classified as being in fragile situations and other SAIs facing significant development challenges.
- Start to fully integrate a **gender perspective** by measures including gradually integrating a gender analysis in the design and implementation of all initiatives.

IDI's involvement in global standard setting, policy dialogue on provision of support to SAIs, and country-level implementation makes it uniquely positioned to provide the feedback loop between policy and practice.

IDI also fulfils a **global role to strengthen support to SAIs**, through supporting strategic partners including INTOSAI regions, measuring and monitoring SAI performance, facilitating the matching of SAI needs to providers of support, and engaging in advocacy and communications to maintain and strengthen support to SAIs. This global role includes functions that support the aims of the **Memorandum of Understanding between the INTOSAI and Donor communities**, which are delivered based on coordination and dialogue between the INTOSAI-Donor Cooperation and IDI.

IDI's unique position has enabled it to develop a unique **approach to capacity development**, that is **needs-based, SAI-led, facilitative, empowering, gender responsive** and delivered through enabling **peer to peer support**. It combines theory with practical application through approaches such as facilitated organisational assessments, Cooperative Audits, and quality review mechanisms. It brings together **institutional, organisational and professional capacity development** to deliver sustainable change in the **independence, governance, professionalism and relevance of SAIs**.

2. Description of Requested Services

2.1. Objectives

The external gender function will support IDI, and in particular the SSU and the gender project team, in:

- developing tools/guides/documents that support IDI's shift to integrate gender equality into its work and organisation.
- facilitating/providing necessary staff trainings
- giving advice on how to improve IDI systems and approaches

2.2. Scope and budget

The external gender support function will ideally be provided by one or two consultants, starting in May/early June 2019 with a flexible time frame. Focus and scope will be influenced by management and gender project team decisions on requested services (see below).

The indicative amount of expertise needed is 2-5 person days per month. The entire duration of the entire call down contract is 4 years (2019-2022). A maximum budget of 800 000 NOK is available for the services in the entire period, including fees, travel and any other costs.

The gender expert (s) will be required to define their rates, stated in the currency used, in the bids.¹

IDI does not give a guarantee of a minimum amount of work and person days.
Details will be set out in the contract.

2.3. Requested services

Requested services include:

- a) support developing of a customised gender analysis guide/tool for new IDI initiatives under IDI priorities
- b) provide guidance for other tools and documents developed
- c) conduct an in-depth gender analysis upon call
- d) provide customised gender advice, reviews and trainings for IDI staff where necessary

2.4. Approach and Methods

The external gender expert (s) has/have to familiarise themselves with necessary documents (see 3). Support for most requested services mentioned under 2.3. involves desk review and does not involve travel. For the most part, advice and support can be given in close cooperation, dialogue and conference calls with the relevant contact in the IDI Strategic Support Unit. Necessary travel will be discussed and compensated (details can be found in the contract).

3. List of background documents

- IDI Strategic Plan 2019-2023 and IDI Operational Plan and Budget 2019 (<http://www.idi.no/en/about-idi/strategies-and-plans>)
- Policies: Gender Policy, Safeguarding Policy, Code of Ethics, Complaints Framework (<http://www.idi.no/en/about-idi/policies-and-controls>)
- Employee Handbook (not publicly accessible, to be provided)
- IDI Gender Equality Institutional Assessment (2016) (not publicly accessible, to be provided)

PART II – PROVISIONS REGARDING PARTICIPATION IN THE TENDER PROCEDURE

The tender will be carried out using the IDI procurement policy.

¹ Please see how the fee rate will affect the evaluation of the bids under 5.

4. Expertise Required

Essential requirements:

- Ph.D or Master's Degree in relevant discipline
- At least seven years of relevant professional experience in the substantive area (gender), of which at least 4 years at international level
- Substantial experience in designing and implementing gender analyses
- Substantial experience in design, monitoring and evaluation of gender projects, preferably also in the areas of public financial management and external audit
- Substantial experience with writing/drafting gender equality policies and strategies
- Proven experience with gender trainings in international environments
- Ability to think strategically and integrate diverse information from varied sources
- In-depth understanding of international development processes, their actors and clients, preferably also in the area of public financial management and external audit
- Fluency, both spoken and written, in English

Desirable requirements:

- Experience with reviews, monitoring and evaluation in the area
- Fluency in French, Spanish or Arabic is an asset
- Demonstrated presence and participation in gender equality and inclusive development networks

Supporting documents for the proof of the fulfilment of requirements

- Curriculum vitae
- Cover letter summarising the experience in the area
- Proof of experience (provision of two names of potential referees that IDI can contact)
- Presentation of a tax (VAT / Sales Tax etc.) certificate if the value of the contract exceeds NOK 500 000 (excl. VAT).

5. Selection criteria

The external gender expert shall be determined by an evaluation commission established within IDI. The following table shows the selection criteria and the scoring system to assess bids:

Criteria	Maximum Score
Technical #	
Experience of working as gender expert:	55
Experience with gender-based analysis of projects, programmes, initiatives, institutions	20
Experience with writing/drafting gender equality policies and strategies	15
Experience with design, implementation, monitoring and evaluation of gender projects, programmes, initiatives in developing countries	10
Experience of facilitating gender trainings and workshops in an international environment	10
Experience of working in the area of external audit:	20
Experience working with (and for) Supreme Audit Institutions	15
Demonstrated understanding of public financial management systems	5
Other	5
Working level proficiency in specified languages other than English	5
Financial	

Daily Fee Rate (based on Norwegian Kroner equivalent at time of evaluation)	20*
TOTAL	100

Proposals must score at least 60% on the technical evaluation to be considered eligible

* The lowest priced fee rate of CVs considered eligible will be scored at 20, others will be scored according to the following formula: score = (lowest fee rate / quoted fee rate) * 20

6. Use of data

In carrying out the present selection, IDI will process personal data under applicable data protection law ((EU) 2016/679 (General Data Protection Regulation).

7. Submission of bids and requests for clarification:

Requests for information/clarification shall be submitted by email to petra.schirrhofer@idi.no

The time limit for receipt of tenders is: **15 May 2019 COB.**

Please submit your offer to: petra.schirrhofer@idi.no and idi@idi.no

Annex 1: The call-down Contract

between

the Supplier of Services and the INTOSAI Development Initiative (IDI)

(2019-2022)

1. Services to be performed

Specified in the Terms of Reference (ToR).

2. Time schedule and Duration of Services

The gender expert (s) /consultant (s) shall start the services upon call with the signature of contract by both parties. The duration of the whole call down contract is four years (2019-2022). Detailed dates for services and ToR may be specified upon mutual written consent.

3. Recipient

IDI is the recipient of the Services provided by the gender expert (s).

4. Compensation for services/remuneration and reimbursement of expenses

4.1 The **compensation for the services** rendered under this Call-down Contract shall include:

- a) **Payment terms:** The daily consultancy fee rate is <currency> [.....] [fee rate and currency will be agreed between the consultant (s) and IDI]. A working day is eight hours. IDI also accepts payments per hours. Daily and hourly rates are inclusive of any taxes and fees that the external gender expert (s) may have to pay.

The gender expert (s) is only required to work when called upon by IDI. IDI does not give a guarantee of work and a minimum number of person days.

IDI will agree with the consultant (s) on the number of hours/days for each piece of work. ToR may or may not be needed depending on the complexity of the task.

The indicative amount of expertise needed is 2-5 person days per month. The maximum amount of person days during the contract period is 135 and the maximum amount in NOK for the whole call down contract shall not exceed NOK 800 000.

- b) **Flight costs:** In case of necessary travel (e.g. for trainings or meetings), IDI will compensate economy flight tickets.
- c) **Per diems:** In case of travel, IDI will pay applicable UNDP per diem rates.
- d) **Other travel expenses:** IDI will compensate for accommodation costs in case of travel.

The payments for the services as described in this article will be paid to the bank account desired by the gender expert (s) on submission of a claim in plain paper. Based on mutual agreement

between IDI and the consultant (s) payments will be done on a bi-monthly or on a milestone payments basis.

4.2. Remuneration and reimbursement of expenses shall be paid to the Contractor's account at:

Bank Account:

Bank Name:

Address:

Account Holder:

IBAN:

BIC /SWIFT:

Reference: IDI external gender support function

5. Responsible IDI Official

The responsible manager for this contract is Petra SCHIRNHOFER (petra.schirnhofer@idi.no)

6. Duty of Care

Suppliers engaged under this Call-down Contract will be solely responsible for their own health, safety and security for any insurances whilst working and travelling for IDI. Suppliers will have to adhere to the following IDI policies (see <http://www.idi.no/en/about-idi/policies-and-controls>):

- Safeguarding policy
- Anti-corruption policy
- Code of Ethics

7. Place of jurisdiction, applicable law, disputes and termination/revision of contract

7.1. This agreement:

- may be reviewed upon mutual written consent by the parties hereto;
- may be terminated by any party hereto upon 1 month notice of termination in writing

7.2. Any disputes arising out of this contract shall be referred to the competent Norwegian courts. Place of jurisdiction is Oslo. Disputes arising from or in connection with this contract shall be governed exclusively by the laws of the Kingdom of Norway, under exclusion of any conflict of law rules or referrals to foreign law.

8. Special obligations

8.1. The supplier shall treat any information rendered available to the pursuant of this agreement as privileged and confidential and any document, report or matter produced by the gender expert (s) exclusively pursuant to the services provided or to be provided hereunder shall be the sole and exclusive property of the IDI.

8.2. The gender expert shall not assign the benefit or burden of this agreement to any other person, firm or company.

Done in Oslo, Norway this ...2019.

Gender expert

Einar Gørrissen
INTOSAI Development Initiative (IDI)