



Terms of Reference

Call for Gender and Social Inclusion Experts in Brazil

- Individual Consultants or Organisations -

Skills for Prosperity Programme Brazil, October 2019

1. SUMMARY OF REQUIREMENT

- 1.1. The Department for International Development (DFID), represented by the Skills for Prosperity Programme Team in Brazil is requesting the support of a gender and social development expert (**individual consultants or organisations**) to maximise the programme's positive impact on low-income communities, girls and women and other disadvantaged groups in Brazil.
- 1.2. In line with the Prosperity Fund's objectives on poverty reduction, social and economic development and gender equality, this tender aims to seek adequate expertise and experience to improve and expand the programme's activities in Brazil, following the initial recommendations provided by the Multi-Country Scoping and Recommendation Report on Gender and Social Inclusion in Higher Education and Technical and Vocational Education.
- 1.3. The selected person/organisation will follow and build on the report's recommendations and the programme delivery partners' proposal by reviewing the recommendations and activities to ensure they take full account of the Brazilian context, providing further recommendations to maximise the programme's impact, offering support and advice to the programme lead, and assuring that the delivery partners are complying with the recommendations and targets. The expert/organisation will also have the ability to further develop and advance the gender and social inclusion focus of the Programme based on their experience and on international evidence and best practice.

2. CONTEXT

- 2.1. The UK Government, as part of HMG's Prosperity Fund is investing up to £75m in a Global Skills programme to support nine-middle income countries to tackle skills gaps, which are holding back growth and prosperity.
- 2.2. The Global Skills Programme will look to improve the affordability, quality, relevance and equity of Higher Education (HE) and Technical and Vocational Education and Training (TVET) in partner countries around the world.
- 2.3. Taking a partnership approach and drawing on UK expertise, the programme will promote sustainable and inclusive growth and poverty reduction through education and skills initiatives.
- 2.4. In Brazil, the programme expects to have a transformational impact of the current scenario on poverty reduction and gender equality. Brazil is a country with average poverty rate of 19.4%, which is nearly 40 million people living in poverty; in some regions, this rate reaches up to 45%

in the poorest states. Greater income inequality tends to be associated with lower levels of secondary attainment. According to OECD, Brazil has one of the largest shares of adults without upper secondary education and one of the highest income inequalities of all OECD and partner countries. Brazil is indeed included in the DAC list of ODA Recipients and is therefore eligible to receive official development assistance.

- 2.5. The Brazil Programme aims to improve equity, quality and relevance of education and promote an enabling environment for reform through English Language Teaching (ELT) and transferable skills. English is a crucial skill to the socioeconomic development of emerging countries, being critical for their participation in global economy, providing individuals with access to knowledge, skills and employment opportunities, enabling organisations to create international links and join global supply chains, supporting economies transition from manufacture to service-based industries.
- 2.6. The programme aims to equip youth with language skills where poor English is a barrier to access further education and employment. It aims to create a model for ELT that elevates language standards in Brazil, supporting social mobility and business opportunities.
- 2.7. The programme will operate on a two-level approach. On a **national level**, it will improve policy, planning and strategies for ELT in line with international standards and best practices. It will support the definition of specific English proficiency targets for different education levels and deliver effective action plans to improve learning outcomes. On the **states** level, it will support the implementation of ELT pilots for secondary (11-17 years old) and tertiary education on curriculum and teacher training, providing technical assistance for a relevant and adequate English curriculum and an enhanced initial teacher training and continuous professional development. Five pilot states will be selected for the implementation of interventions, one per each of the five geographical regions in Brazil.
- 2.8. The programme will be compliant with International Development Act and Gender Equality Act 2014, ensuring focus remains on poverty reduction and on the promotion of inclusive economic growth.
- 2.9. The programme will be launched in the coming months and will be implemented until March 2023, including a 3-4 months inception phase.

3. OBJECTIVES AND REQUIRED TASKS

- 3.1. The expert/organisation will provide clear guidance to ensure the programme maximises opportunities on gender and social inclusion (GSI) and expands its scope of activities utilising GSI analytical tools and based on international best practice.
- 3.2. The expert/organisation will:
 - 3.2.1. **Support the team to apply, follow and build on the recommendations provided in the study¹ to the programme delivery partners' scope of activities.** That means

¹ Multi-Country Scoping and Recommendation Report on Gender and Social Inclusion in Higher Education and Technical and Vocational Education was commissioned by HMG to support the identification of opportunities for

reviewing the recommendations to ensure they take account of the Brazilian landscape, providing further recommendations that are relevant to the local context, offering advice to the programme lead, and assuring that the delivery partners are complying with the recommendations and targets;

3.2.2. **Ensure we maximise the positive impact of our interventions**, identifying wider social development policy spaces where the programme could operate and existing and potential entry points to improve the current scenario in the country. This will be done by an analysis of upcoming opportunities and a deep review of the programme delivery partners' proposal to ensure the programme is maximising its impact on poverty reduction and gender equality;

3.2.3. **Help plan a robust inception phase** alongside the Skills team and the programme delivery partners' team, providing support on specific GSI aspects in both the national and regional contexts;

3.2.4. Provide local-based technical support to the Skills for Prosperity Team in Brazil and programme delivery partners to **define/select beneficiaries and identify and mitigate any risks of unintended harm, providing clear recommendations for a transformational impact**;

3.2.5. Provide social development and gender specific knowledge and expertise to **support the programme's monitoring and evaluation processes in Brazil, helping design indicators to monitor that**;

3.2.6. **Further develop and advance the gender and social inclusion focus of the programme based on international evidence and best practice.**

3.3. To accomplish the above, the expert will be requested to work on the following deliverables:

3.3.1. **Prepare an Inception Phase GSI Action Plan** based on the programme delivery partners' proposal, the programme country proposal and additional information that should be identified to explore opportunities in Brazil to maximise impact on GSI. Based on gender and inclusion analysis, develop a recommended plan of action that identifies opportunities and entry points for integrating gender and inclusion into the programme. The recommendations for gender and inclusion mainstreaming should reflect the country priorities and programme focus, mirror the programme's logframe and GSI framework (with increasing levels of ambition on opportunities for empowerment and transformation) and include the development of gender and inclusion specific programme components, gender and inclusion responsive targets and indicators, timelines, assigned responsibilities and implementation arrangements. This document should include (but not limited to):

3.3.1.1. Review relevant HMG (specifically FCO and DFID) documents on the requirements for gender and inclusion. This includes: Gender Equality Act (2014), Prosperity Fund Gender and Inclusion Policy, Guidance and Framework (2018), DFID Strategic Vision on Gender Equality (2018), and DFID Guidance on Gender and Social exclusion analysis (2009)

3.3.1.2. Analysis and recommendations of potential beneficiaries in the pilot states

3.3.1.3. Deep analysis of the potential impact of the programme on different groups, following the Prosperity Fund Gender and Inclusion Programme Framework to determine the level of ambition

impact across the nine countries where the programme will be implemented. The final version of the report will be shared with the person/institution following contract signature.

- 3.3.1.4. Assess and identify additional potential gender and inclusion differentiated impacts of the programme
- 3.3.1.5. Identify good practices of increasing gender and inclusion in secondary and tertiary education in Brazil. Identified good practices could be from within UN, government, public or private sector organisations or NGOs. Compile and prepare a range of case studies to demonstrate a cross-section of good practice from within the identified sectors
- 3.3.1.6. Analysis of Theory of Change and Programme Logframe on Gender and Inclusion, with inputs on indicators and assumptions
- 3.3.1.7. Risk analysis on GSI to be considered in the inception phase
- 3.3.1.8. Analysis of the delivery partners inception phase plan, with recommendations of activities and approaches to maximise impact
- 3.3.1.9. Analysis of governance structures and stakeholder mapping, with recommendations of actions and stakeholders to engage during inception phase
- 3.3.1.10. Recommendations to programme delivery partners to maximise inception phase on GSI
- 3.3.1.11. Recommendations to programme teams on monitoring of GSI activities and reporting by delivery partners during inception phase
- 3.3.1.12. Incorporate long-term sustainability considerations
- 3.3.1.13. Include an annex of data sources utilised

3.3.2. Based on the above, **design and deliver a GSI workshop** to the programme team and delivery partners' team, with a detailed analysis and recommendations to maximise the GSI impact in the programme.

3.3.3. At the end of the inception phase (March 2020), **deliver a GSI Programme Recommendation and Action Plan report**, based on the activities that will be implemented during the inception phase and evidence from delivery partners and programme teams, with clear recommendations around:

- 3.3.3.1. Activities to be implemented
- 3.3.3.2. Monitoring and reporting
- 3.3.3.3. Replication of activities to other vulnerable groups and regions
- 3.3.3.4. Sustainability of activities
- 3.3.3.5. Engagement with related stakeholders from all sectors
- 3.3.3.6. Analysis and recommendations of targeted beneficiaries in the pilot states during inception phase
- 3.3.3.7. Deep analysis of the potential impact of the programme in different groups, following the Prosperity Fund Gender and Inclusion Programme Framework and based on activities delivered during inception phase
- 3.3.3.8. Analysis of latest Theory of Change and Programme Logframe on Gender and Inclusion, with inputs on indicators and assumptions based on activities delivered during inception phase
- 3.3.3.9. Risk analysis on GSI to be considered following inception phase
- 3.3.3.10. Analysis of the delivery partners programme implementation plan, with recommendations of activities and approaches to maximise impact
- 3.3.3.11. Analysis of governance structures and stakeholder mapping, with recommendations of actions and stakeholders to engage following inception phase
- 3.3.3.12. Recommendations to programme delivery partners to maximise activities, supporting their GSI focal point to capture all relevant aspects during programme implementation

- 3.3.3.13. Recommendations to programme teams on monitoring of GSI activities and reporting by delivery partners following inception phase, including next steps for future monitoring trends
 - 3.3.3.14. Incorporate considerations to long-term sustainability
 - 3.3.3.15. Include an annex of data sources utilised
 - 3.3.3.16. Others aspects to be defined during the inception phase
- 3.4. **Please note that the GSI expert/organisation will not be delivering themselves the interventions and programme activities on gender and social inclusion, but will be rather advising the management and delivery of the programme to achieve a maximised impact.**
- 3.5. The expert will work with the Skills for Prosperity team in Rio de Janeiro. Most of the work can be done remotely, but we expect the expert/organisation to travel to the following locations for the activities described below:
- 3.5.1. One working session with programme team based in Rio de Janeiro
 - 3.5.2. One day workshop to be delivered to programme team and delivery partners in São Paulo
 - 3.5.3. One day presentation of final report to programme and delivery partners teams in São Paulo
- 3.6. The local gender and social inclusion expert/organisation will be providing support to the programme team in a **maximum of 35 days between November 2019 and March 2020**. We expect the expert's work to include the following activities:
- Nov-Dec 2019: Preparation for inception**
- Programme familiarisation and review baseline documents on Gender and Social Inclusion and Skills, Business Case, Country Proposal and programme delivery partners' proposal, kick-off with programme teams and delivery partners (remotely)
 - Working session with programme team to discuss programme in more details, test out ideas to be explored on GSI and define structure and expectations for Inception Phase GSI Action Plan (in person in Rio de Janeiro)
 - Preparation of Inception Phase GSI Action Plan (remotely)
 - Workshop on Gender and Social Inclusion with programme and delivery partners teams (in person in São Paulo)
 - Submission of Inception Phase GSI Action Plan (soft copy)
- Jan-March 2020: Inception Phase**
- Weekly or fortnightly meetings (to be agreed according to programme stage) with programme teams (and with delivery partners if needed) to share information and updates on inception phase (remotely)
 - Preparation of GSI Programme Recommendation and Action Plan report based on the above and on international best practice (remotely)
 - Submission of Inception Phase GSI Action Plan (soft copy)
 - Presentation of final report with recommendations to programme and delivery partners teams (in person in São Paulo)
- 3.7. In case of any unexpected changes in the dates above, the Authority and the Contractor will discuss to adapt the same activities to a reviewed timeline.
- 3.8. The reports need to be submitted in English (UK standards), with English proofreading to be included in the contractors' financial proposal, if needed.

4. RESPONSIBILITIES AND REQUIRED COMPETENCES

- 4.1. The awarded person/organisation will report to the Head of the Skills for Prosperity Programme in Brazil, based in Rio de Janeiro.
- 4.2. The expert/organisation will be responsible for all the research needed, including data collection, processing, analysing and reporting. The awarded Contractor must agree with the confidentiality of all information received by the Skills for Prosperity Team and not share any information publicly under condition of prior approval by the Skills for Prosperity Team.
- 4.3. The Authority will be responsible to arrange facilities for working sessions and workshops at the British Consulate and with the programme delivery partners. The Authority will not be organising logistical arrangements, such as flights and accommodation and will not be providing computers and devices for the expert/organisation.
- 4.4. By mutual agreement, both parties will schedule the days of work per month according to the programme's priorities and calendar of activities.
- 4.5. The Skills for Prosperity Team will review all documents and reports produced by the expert/organisation and reserves the right to request amendments and further clarifications if required, to ensure compliance with Prosperity Fund and the programme's priorities. All reports will need to be approved by the programme team.
- 4.6. The selected expert should:
 - 4.6.1. Understand:
 - the UK's International Development Act (2002);
 - the UK's Gender Development Act (2014);
 - the overseas development assistance (ODA) rules of the Organisation for Economic Cooperation and Development (OECD); and
 - United Nations (UN) declarations, policies, programmes, activities and indices on social inclusion and gender equality.
 - 4.6.2. Demonstrate deep knowledge and robust experience on Brazil's national, regional and local legislation, policies, programmes, activities and indices related to gender equity and social inclusion.
 - 4.6.3. Be confident about making appropriate and impactful gender and social inclusion recommendations for the education and skills sectors in Brazil.
- 4.7. **Essential abilities:**
 - 4.7.1. Robust social development knowledge with a focus on **both gender and social inclusion** and previous experience working in strategic and impactful projects and programmes across Brazil;
 - 4.7.2. A postgraduate university degree in Social Sciences or other relevant discipline, preferably with a specialisation in gender and/or inclusion and programme management.
 - 4.7.3. A track record of at least 7 years providing advice to programmes, conducting research, analysing data and preparing and publishing comprehensive reports on gender and social inclusion;

- 4.7.4. Robust experience working with a great variety of local and international stakeholders on social and gender inclusion;
 - 4.7.5. Very good communication and presentation skills;
 - 4.7.6. Ability to work in a complex political, economic and social environment with minimal supervision;
 - 4.7.7. Strong verbal and written English and Portuguese skills.
 - 4.7.8. Previous experience working with bilateral and multilateral development organisations as well as government, civil society and private sector interlocutors;
 - 4.7.9. In-depth understanding of Brazilian, UK and international gender and inclusion legislation, policies, best practice, indices, programmes and activities.
- 4.8. **Both individual consultants and organisations are encouraged to apply.** For individual consultants, only applicants with a formal link to an organisation or having their own register (*CNPJ* in Brazil) will be considered in this call.

Only applicants complying with the abovementioned requirements will be considered for selection.

5. BUDGET AND PAYMENT

- 5.1 The budget will be based on the agreed day rates, times the number of days required. The payment will be made in **two instalments upon delivery and approval of Inception Phase GSI Action Plan and GSI Programme Recommendation and Action Plan report**. Travel and subsistence should be included in this bid, as well as proofreading of final reports.
- 5.2 **The maximum budget for the required work is £21,000, which should include taxes, day rates, travel and subsistence and any other costs.** Any proposals above this range will not be considered. Bids under this amount are welcome as this is the maximum budget allowed for a bid to be considered for selection.
- 5.3 The tender process will be conducted to ensure applicants are evaluated fairly to ascertain the most economically advantageous tender from the point of view of the purchasing Authority.
- 5.4 Account will be taken of any factor emerging from the tendering process which impacts a bidder's suitability and relates to information previously provided by the bidder as part of the pre-qualification process, in particular any additional information which comes to light in respect of its financial standing.
- 5.5 Bidders are requested to ensure their answers are concise and relevant to this specific contract, and refrain from uploading extensive generic corporate documentation or marketing literature. Excessive generic material may result in the bid being deemed unacceptable and excluded from the process.

- 5.6 Applicants will be evaluated from both technical and commercial perspectives to ensure the best value for Tax Payers' money is being achieved. Evaluation criteria include I. understanding of the brief and knowledge of the subject matter (20%), II. proven experience and expertise on gender and social inclusion in Brazil, according to abilities listed on section 4 (50%), and III. Pricing (30%).
- 5.7 A Selection Board will assess all proposals received, interview the shortlisted candidates and select the awarded person/institution. Proposals not selected will receive an automatic response.

6. ETHICAL WALLS

- 6.1 Subject to providing acceptable strategies for interface management, Conflict of Interest mitigation/management and separate of duties, we confirm that Supplier(s) – including Sub-Contractors - can participate in the call for Gender and Social Inclusion Expert. The onus lies with the bidder to identify, assess the risk of, and suggest measures to mitigate, any perceived or actual conflicts of interest. This mitigation proposal will be subject to DFID approval.
- 6.2 A conflict of interest can be deemed to exist where a party (either an individual or an entity) has an existing interest or relationship which could result in an impairment of objectivity.
- 6.3 DFID shall have the right to require that the Supplier has put in place “Ethical Walls” where any previously provided contracted support to DFID/FCO Prosperity Fund Programmes, e.g. Scoping Studies, has been undertaken, and that all information and deliverables relating to those contracted services completed pursuant to those (to include all working papers, draft reports in both tangible and intangible form) have, and will not be shared or made available to other employees, suppliers or agents of the Supplier and that such matters are not discussed by the relevant staff with other employees suppliers or agents of the Supplier, in the preparation of the response to this Terms of Reference.
- 6.4 Ethical Wall measures will also require to be demonstrated (to DFID's satisfaction) in any bids submitted to this Terms of Reference.
- 6.5 In the event of a failure to implement Ethical Walls as described above, DFID reserves the right to immediately terminate the contract or exclude the Supplier from bidding where prior knowledge provides for competitive advantage.

7. APPLICATIONS

- 7.1 **The proposals must be in English** and include:
- a) Full CV;
 - b) Motivation letter;
 - c) Recent example of the candidate's analytical work (report or study);
 - d) A methodology for completing work, with more information on how the expert will be proceeding to work on the indicated deliverables;
 - e) Commercial bid, including details on fees, travel, subsistence and all included costs and expenses.

7.2 The parties interested to apply for this work should submit their proposals to anaclara.barbosa@fco.gov.uk by **COP 27 October 2019**. Applications received after this deadline will not be considered in the selection process.