

# Request for Proposals

Title: Gender Assessment and Analysis

Date Solicitation is Issued: October 10<sup>th</sup>, 2023

Solicitation Number: 014.09.27.2023.GA

Closing Date: November 5<sup>th</sup>, 2023

Closing Time: Midnight, EST (UTC -05:00)

Entities That May Apply: Firms and Individuals

Contractual Mechanism: Cost Reimbursable Contract

## **I. BACKGROUND**

The Pan American Development Foundation (PADF) believes in creating a hemisphere of opportunity, for all. We work across Latin America and the Caribbean to make our region stronger— more healthy, peaceful, just, inclusive, resilient, and sustainable for current and future generations. For 60 years, we have served the most vulnerable communities, investing resources throughout the hemisphere. We partner with and enable civil society, governments, and the private sector for the greater good of the region.

With 60 years of experience across Latin America and the Caribbean and strong partnerships with local communities, civil society, and public and private sectors, we have an impeccable track record of success with extensive in-country networks and sound financial controls. We are uniquely positioned to develop and implement adaptable programs across multiple technical areas, quickly deploy to any country in Latin America and the Caribbean and activate existing local networks, measure and evaluate our impact with comprehensive performance indicators, and communicate our progress through integrated communications strategies.

PADF is a leading non-profit organization dedicated to advancing sustainable development in the Americas. With a commitment to promoting gender equality and women's empowerment, PADF recognizes the imperative of integrating a gender perspective across all aspects of its programs and operations. To ensure a comprehensive understanding of its gender-related programmatic strengths and areas for growth, PADF is seeking an experienced consultant(s) to conduct a Gender Assessment and Analysis.

## **II. PROJECT OVERVIEW**

The primary objective of this consultancy is to conduct an assessment and analysis of PADF's integration of gender within its programs. The consultant will also provide recommendations on how best to organize internally to support innovation, learning, and effectiveness of gender programming. The assessment will evaluate how PADF's activities and practices align with

gender-blind, gender-sensitive/adaptive, and gender-transformative approaches. The consultant will offer insights into the current status of interventions, employing power analysis and considering intersectional factors. The consultant will then furnish recommendations for improving the quality of gender integration in PADF programs and for more effective organizational structures to ensure that quality.

### **III. LOCATION(S) OF ASSIGNMENT**

PADF HQ: Washington DC, United States of America. The work may be conducted remotely.

Site visits include: Three to five countries, at least one in Mexico or Central America, one in South America and one in the Caribbean.

Other Field Office visits may be required.

### **IV. TERMS OF REFERENCE, DELIVERABLES AND DELIVERABLES SCHEDULE (All applicable Taxes, Fees, and other costs should be included in the price proposal.)**

#### **Scope of Work:**

##### **Program Analysis:**

In conjunction with the different program directors, the consultant will select a representative group of projects by types, donors, and regions to:

- Review and analyze whether they are gender-reinforcing, gender-neutral/blind, gender-sensitive, or gender-transformative in design, implementation, and outcomes.
- Assess how gender considerations are integrated into program design, planning, budgeting, monitoring, and evaluation.
- Identify successful practices and actionable recommendations for improvement in gender integration within each program.

The consultant will work with PADF leaders to review and analyze the current organizational structure for conducting gender programming at PADF and provide recommendations for enhancements to increase innovation, learning, and effectiveness of gender programming within the framework of our operations and practices.

##### **Assessment Framework:**

The consultant will use the following framework to analyze PADF's gender integration approaches:

- Gender Reinforcing: Interventions that reinforce and amplify existing sexist stereotypes and harmful gender norms, roles, and inequalities.
- Gender Blind: Programs and practices that do not differentiate sex-based needs or unintentionally reinforce existing gender inequalities.
- Gender Sensitive: Programs and practices that consider the different needs and priorities of women, men, girls, and boys and take steps to address them.

- Gender-Power Transformative: Evidence-based programs and practices that actively challenge and change unequal gender relations, norms, and power dynamics.
- Intersectionality: Interconnected nature of social categorizations such as sex, disability, gender, race-ethnicity, and class, which create overlapping and interdependent systems of discrimination or disadvantage.

### **Timeline:**

The consultancy is expected to be carried out over a period of six months starting in November or December 2023 and running through April/May 2024.

## **Deliverables**

### **Deliverable 1: Inception Report:**

An initial report outlining the consultant's understanding of the assignment, proposed methodology based on consultations and conversations with PADF team, data collection tools, and work plan.

### **Deliverable 2: Gender Assessment Report:**

A draft comprehensive report detailing the findings of the assessment, including:

- Analysis of selected projects' gender integration level using the framework of gender-blind, gender-sensitive, and gender-transformative approaches.
- The analysis of selected projects should also be intersectional and include power dimensions to ensure historically marginalized populations are included, particularly members of the LGBTQI+ community, Indigenous and afro descendant.
- Identification of gaps and opportunities for enhancing gender integration within projects and project responsiveness to donor recommended approaches for gender programming.
- Identification of gaps and opportunities for data collection, evidence generation and application and learning within programs and across the organization.
- Recommendations for improving gender mainstreaming at PADF, including actionable steps, strategies, organizational structures, exemplary and best practices.

PADF will review the draft and provide questions or request clarifications prior to the consultant finalizing the report.

### **Deliverable 3: Final Report:**

A PowerPoint (or visualization) and a narrative report delineating the key findings and a vision for improved gender integration at PADF.

PADF expects that the consultant will provide written documents and present the key findings and potential vision for improved gender integration to members of the PADF leadership team, as necessary.

The final report will include actionable items with a suggested timeline for completion and quick wins as well as short-term and longer-term items. A forward-looking segment will delineate PADF's quantifiable objectives for future women's empowerment programs, gender integration, and evidence generation and a strategic roadmap for transitioning from gender-neutral practices to more gender-sensitive and gender-transformative strategies.

The consultant will propose the specific content for the final report in their methodology.

PADF looks forward to receiving comprehensive assessments and actionable recommendations that will enable the organization to enhance its commitment to gender equity and inclusion across all aspects of its work.

**V. SUBMISSION DETAILS**

- a. **Deadline.** Proposals must be received no later than November 5<sup>th</sup>, 2023, Midnight, EST (UTC -05:00). Late submissions will not be accepted. Proposals must be submitted via email to [procurement@padf.org](mailto:procurement@padf.org) All proposals are to be submitted following the guidelines listed in this RFP.
- b. **Validity of bid; proposals, including cost/price, shall remain valid for 120 days, from the submission deadline.**
- c. **Clarifications.** Questions may be submitted to [procurement@padf.org](mailto:procurement@padf.org) by the specified date and time in the timeline below. The subject of the email must contain the RFP number and title of the RFP. PADF will respond in writing to submitted clarifications by the date specified in the timeline below. Responses to questions that may be of common interest to all bidders will be posted to the PADF website and/or communicated via email.
- d. **Amendments.** At any time prior to the deadline for submission of proposals, PADF may, for any reason, modify the RFP documents by amendment which will be posted to the PADF website and/or communicated via email.
- e. **Timeline of Events**

Request for Proposals Issued	October 11, 2023
Clarifications: Email questions submitted to PADF	October 22, 2023
Clarifications provided to known bidders	October 25, 2023
Complete Proposals Due	November 5, 2023
Interviews for selected bidders (Bidders will have to sign a nondisclosure agreement if they have been invited to participate in the interview process)	November 13-17, 2023
Approximate Selection Made	November 27 <sup>th</sup> , 2023

## **VI. MINIMUM REQUIREMENTS**

- Strong background in gender programming and women’s rights within social sciences, human rights, international development, or closely related fields.
- Demonstrated expertise in conducting gender assessments (e.g., audits), toolkits and /or analyses in Latin America
- Understanding of gender and social inclusion frameworks set out by diverse governments and international organizations (e.g., OAS, U.N. World Bank). Experience living or working in different countries in Latin America and the Caribbean with demonstrated understanding of the conditions present at diverse locations where PADF operates.
- Proven experience in applying gender mainstreaming frameworks, feminist, and intersectionality methodologies with civil society organizations and communities and in engaging with individuals, organizations, private sector, and governments.
- Keen aptitude for critical analysis to evaluate complex interventions and provide insightful and practical perspectives to incorporate in existing programs.
- Exceptional writing skills capable of producing articulate and engaging content.
- Proficiency in English and Spanish languages.

## **VII. PROPOSAL DOCUMENTS TO INCLUDE. The proposal can be submitted in English or Spanish**

- a. Signed cover page on bidder’s letterhead with the bidder’s contact information.
- b. Technical Proposal.
  - i. Qualifications of Key Personnel. Please provide one to three CVs, each limited to a maximum of two pages, showcasing how the proposed individuals or team meet the minimum requirements outlined in section six (Minimum Requirements). Ensure that each CV includes detailed information on the individuals' relevant experience, and the geographical locations where they have successfully delivered results.
  - ii. Capabilities, Experience, Past Performance. Please provide detailed examples and concise summary descriptions of similar projects or assignments. This should include links to published materials and other relevant information. Include three client references (name, job title, institution, and contact information). Maximum pages for this section: four pages.
  - iii. Technical Approach and Methodology. Describe in detail the approach to carry out the requirements described in the Terms of Reference. Maximum: five pages.
  - iv. Writing sample: Include a writing sample in either English or Spanish.
- c. Cost Proposal. The total budget estimated for this consultancy should not surpass \$70,000 USD. See a suggested budget template below. The budget can be submitted in word or in Excel.

### VIII. EVALUATION CRITERIA

<b>Evaluation Criteria</b>	<b>Score (out of 100)</b>
<b>Relevant Experience:</b> The consultants' firsthand experiences, both professionally and personally, in projects or areas of expertise closely aligned with the scope of work and the Latin American and Caribbean region. Does the experience include examples of successful women and/or gender-related initiatives, highlighting the outcomes and impacts?	<b>30</b>
<b>Qualifications and Expertise:</b> Educational background, certifications, guides, and public engagements or publications. How work, publications and speaking engagements demonstrate thought leadership and deep understanding of the subject matter?	<b>30</b>
<b>Methodology and Approach:</b> Is the proposed methodology well-structured, feasible, and aligned with project goals? Does the proposed methodology use evidence, data, or examples to support claims or arguments?	<b>30</b>
<b>Communication Skills:</b> Ability to communicate ideas clearly. Is the proposal and written sample clear and easy to understand? Are the arguments and supporting evidence presented in the written sample clear, logical, and persuasive?	<b>10</b>

### BUDGET

Please include a budget using the table below:

#### Cost Reimbursable

<b>Description</b>	<b>Unit of measure (day, month etc)</b>	<b>Quantity</b>	<b>Unit cost/rate</b>	<b>Total Cost</b>
Consultant 1				
Consultant 2				
Sub-total Personnel				
VAT or other taxes (as applicable)				
Other related Costs (please specify)				

<b>Total Cost of Financial Proposal</b>				
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All travel costs (flights and per diem) for this consultancy will be covered by PADF. **Please do not include them in the budget table above.** The winning bid must comply with the [Fly America Act](#) for air travel and adhere to the Department of State [Per Diem Rates](#) for hotels, as well as Meals and Incidentals (M&IE). M&IE Per Diem will be reimbursed at 75% of a full day's rate for the first and last days of travel. All other travel days will be reimbursed at the full day rate. The total budget estimated for this consultancy should not surpass \$70,000 USD.

**IX. TERMS AND CONDITIONS**

**Resulting Award**

This RFP does not obligate PADF to execute a contract, nor does it commit PADF to pay any costs incurred in the preparation or submission of the proposals. Furthermore, PADF reserves the right to reject any and all offers, if such action is considered to be in the best interest of PADF. PADF will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.

**Confidentiality**

All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. PADF may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. PADF's evaluation results are confidential and applicant scoring will not be shared among bidders.

**Protection from Sexual Exploitation and Abuse (PSEA)**

As part of the contractor's internal controls and standards of employee conduct, the contractor must ensure that its employees adhere to these standards of conduct in a manner consistent with the standards for United Nations (UN) employees in Section 3 of the UN Secretary-General's Bulletin – Special measures protection from sexual exploitation and sexual abuse (ST/SGB/2003/13).

**Contracting with Small, Minority, and Women's Businesses**

PADF will take all necessary steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

## Debarment and Suspension

Entities that appear on any exclusion lists, System for Award Management (SAM), Office of Foreign Assets Control (OFAC), UN Sanctions List, and other watchlists, will not have their bid evaluated and will not be eligible to receive any subaward that may result from this Request for Proposals.

## Clean Air Act

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. The winning bid will comply with the aforementioned regulation, and with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA), as well as PADF.

## Byrd Anti-Lobbying Amendment

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – The winning bid certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.



**ANNEX I, VENDOR INFORMATION**

Please Annex the following information in your submitted proposal:

<b>VENDOR INFORMATION FORM</b>		
1.	<b>Vendor Type</b> (Please indicate if a Firm or Individual Consultant)	
2.	<b>Registration Status</b> (Please indicate Employer Identification Number, Social Security Number, or other registration number)	
3.	<b>Vendor's Legal Name</b>	
4.	<b>Company Contact full name</b>	
5.	<b>Email Address</b>	
6.	<b>Full Business Address</b> (Including city, country, and postal code, if applicable)	
7.	<b>Category</b> (Not-For-Profit, For-Profit, Other)	
8.	<b>Based in U.S.?</b> (Yes or No)	
9.	<b>Phone Number</b>	
10.	<b>Government Owned Business?</b> (Yes or No)	
11.	<b>Signed and Printed Name</b>	
12.	<b>Date</b>	

## **ANNEX II, PADF CODE OF CONDUCT**

PADF has an intrinsic set of values which can be categorized by H.E.A.R.T, which are categorized as:

**Honesty:** We work and express ourselves in an open, transparent, and clear manner.

**Excellence:** We strive for the highest results and standards, and work with clear and transparent processes deliverables, evidence and rigor. We are committed to those we serve, giving our time, energy and dedication to what we believe in.

**Accountability:** We pride ourselves on our integrity. We accept responsibility for our actions. We rigorously manage our results, our deliverables, our documentation, and our knowledge.

**Respect:** We value diversity and other points of view. We are inclusive and empathetic. We foster cooperation, collegiality and teamwork, working together toward the same ends. We seek to create a work environment of decency, working fairness, sincerity and trustworthiness.

**Teamwork:** We work as ONE PADF committing to our common goals and objectives. We foster cooperation, collegiality and teamwork. We make high-quality decisions as a team. We proactively and openly share knowledge, materials, and expertise. We foster and embrace innovation, creativity and diverse points of view. We are one team.

Offerors and their agents shall at all times act with integrity. Offerors and their agents shall not:

- Offer gifts, employment, and other benefits to Pan American Development Foundation employees and others who are in a position to influence the award of a contract.
- Attempt to seek confidential information in respect to tendering and contract formation processes associated with this RFP from Pan American Development Foundation employees and others who have access to confidential information.

All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with PADF's H.E.A.R.T. values.

Any violation of the Code of Conduct, as well as concerns regarding the integrity of the procurement process and documents, should be reported to PADF via its Ethics Hotline at [www.safecall.co.uk/report](http://www.safecall.co.uk/report)