

**Terms of Reference
Gender Specialist on Energy Efficiency - National Consultant**

Location: South Africa (home-based with some South Africa travel as agreed in advance with UNDP and DBSA)

Application Deadline: 10 March 2017

Category: Climate change mitigation; energy efficiency

Type of Contract: Individual Contract (National – South Africa)

Assignment Type: Assistance with GEF-financed project preparation for CEO Endorsement

Languages Required: English

Starting Date: (date when the selected candidate is expected to start): 23 March 2017

Duration of Initial Contract: 30 days

Expected Duration of Assignment: 30 days

Background:

The GEF Council has recently approved the Project Identification Form (PIF) for the Full-Sized Project titled “Leapfrogging South Africa’s Markets to High-Efficiency LED Lighting and High Efficiency Distribution Transformers” (PIMS 5728) implemented through the Department of Energy of South Africa. The GEF Implementation Agencies, UNDP and DBSA, are now commencing a detailed project preparation phase between April-December 2017. At the end of the preparation phase, UNDP and DBSA will finalize a GEF CEO Endorsement Request and respective Project Documents for approval/endorsement by the GEF CEO.

The project is being designed to accelerate South Africa’s efforts to transition the economy to energy-efficient products, through the following:

- Developing the country’s market for Light-Emitting Diode (LED) lighting on the electricity demand-side; and
- Developing the market for high-efficiency distribution transformers on the electricity supply-side, ultimately resulting in climate change mitigation, stable power supply and therefore economic development and improved energy access.

UNDP, in conjunction with DBSA, is seeking to recruit a Gender Specialist in Energy Efficiency under a National Consultant contract to ensure that gender considerations are fully mainstreamed into all relevant components of the project document as well as produce a participatory gender analysis and action plan for the project. The objective of the work is to explain how the project will contribute to gender equality and women’s empowerment, identify entry points for mainstreaming gender considerations in project components, ensure that the project results framework and theory of change are gender responsive, and to develop a gender action plan to advance women’s empowerment and promote gender equality.

The project preparation phase will include stakeholder consultations and data collection for the establishment of baseline data for the project results framework. The consultant will work with the project development team to ensure that stakeholder consultations are gender-responsive, to integrate the gender analysis results into the project document and to use the results to identify opportunities and gaps to help better understand and address gender concerns within the project context.

The consultant may assist with other capacity building and other aspects of project preparation to ensure gender considerations are mainstreamed into the development of the project.

The Gender Consultant will report to the International Consultant leading the overall project preparation process. The project development team will consist of the International Consultant, an Energy Efficiency

Lighting National Consultant, a Transformers/Electricity Distribution National Consultant and the Gender Consultant.

Duties and Responsibilities

UNDP is seeking to recruit a Gender Specialist National Consultant to perform the following tasks:

1. Carry out a participatory gender analysis to fully consider the different needs, roles, benefits, impacts, risks and access to/control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) given a project's context, and appropriate measures taken to address these and promote gender equality; collect gender-responsive baseline data relevant to project planning and monitoring; identify the share of female and male direct beneficiaries.
2. Assist in organizing and carrying out gender-responsive stakeholder consultation sessions in order to solicit inputs and ensure both male and female stakeholder involvement and buy-in to the project. Guide the project development team in using participatory techniques that involve both women and men in assessments and discussions.
3. Ensure that all aspects of the project documents are gender-responsive: work with the project development team to devise the project results framework and theory of change: develop gender-responsive outcomes, baselines, targets and indicators for the project results framework and ensure that all applicable indicators are disaggregated by sex and other relevant, intersecting forms of identity; ensure that gender considerations are integrated into the project's theory of change, including in the discussion of impact, assumptions, evidence and risks.
4. Develop a Gender Action Plan for the project with annual outputs to facilitate implementation of activities that promote gender equality and women's empowerment.
5. Provide inputs to the UNDP Social and Environmental Screening Procedure, including assessing potential negative impacts of the project on gender equality and specific activities to mitigate and/or minimize them.
6. Assist the project development team in identifying and developing partnerships with gender equality/women's governmental institutions, local women's NGOs/CSOs and relevant national stakeholders.
7. As requested by the project development team, assist with capacity building and other aspects of project preparation to ensure gender considerations are mainstreamed into the project document.

Expected Outputs and Deliverables:

The consultant shall prepare and submit:

Deliverable 1: Participatory Gender Analysis: This deliverable will be fully integrated into the project document and used to inform the process of developing the results framework and theory of change. The participatory gender analysis may consist of:

- Analysis using the guiding questions in the gender analysis template (Annex 2) to understand the national and local context, and understand issues around gendered division of labour and time use, access and control, power and decision-making, and knowledge and capacities. A review of national gender statistics, time-use surveys, national action plans, and qualitative data generated through policy and academic research and participation assessments should be used to inform the analysis;

- Stakeholder consultation analysis, interviews and relevant information;
- A baseline survey on gender benefits of grid-connected electricity energy efficiency interventions in the South African market, including the impact on household and municipal energy bills and energy access.

Due date: Draft: 1 July 2017; Final: 30 September 2017

Deliverable 2: Gender considerations fully mainstreamed into project document, including:

- Working with the project development team using the findings from the gender analysis, develop the project's results framework ensuring that gender-responsive outcomes, baselines, targets, and indicators are included; ensure that all applicable indicators are disaggregated by sex and other relevant, intersecting forms of identity.

Due date: Draft: 31 July 2017; Final: 30 September 2017

- Working with the project development team using the findings from the gender analysis, develop a gender-responsive theory of change; ensure gender considerations are integrated into the project's theory of change, including discussion of impact, assumptions, evidence and risks.

Due date: Draft: 31 July 2017; Final: 30 September 2017

Deliverable 3: Gender Action Plan: A Gender Action Plan for the project with concrete outputs to facilitate implementation of activities that promote gender equality and women's empowerment.

Due date: 15 August 2017

Deliverable 4: Note to file on process to mainstream gender considerations into the project document:

The note to file is an opportunity for the consultant to highlight any key lessons, issues, risks and recommendations (for example, notes for the mid-term review, recommendations to the Regional Technical Advisor or Project Manager) related to gender mainstreaming during any aspect of the project document development process and project implementation not covered elsewhere.

Institutional Arrangement:

The consultant will report to, and seek approval/acceptance of outputs from, the task team leader (the International Consultant), UNDP, DBSA and the Department of Energy.

The contractor is expected to have her/his own office space, laptop and access to internet and a printer during the assignment (the cost of these facilities should be included in the financial proposals, if required).

The Gender Specialist Consultant will be recruited and ready to start work by 15 March 2017.

Payment terms:

Deliverables	Description	Proposed due date	Payment Schedule
1. Detailed assignment work plan	<ul style="list-style-type: none"> – Review of PIF with the project team (1 International and 2 National Consultants) and exploration/validation of project rationale, design, co-financing and stakeholders as described in the PIF – Proposed gender-driven deviations from, or elaborations on, the PIF and stakeholder consultations to validate proposed deviations – Work plan finalised incorporating gender elements, and commencement of assignment 	1 April 2017	10%
2. Data collection, baseline analysis and technical studies	<ul style="list-style-type: none"> – Participatory gender analysis – Draft report 	1 July 2017	20%

3. ProDoc and GEF CEO Endorsement (draft)	<ul style="list-style-type: none"> – Mainstreaming of gender considerations in project design and documentation – Gender-responsive theory of change 	31 July 2017	10%
4. Gender action plan	<ul style="list-style-type: none"> – Finalisation of gender action plan 	15 August 2017	10%
5. Finalisation of gender-based workstreams	<ul style="list-style-type: none"> – Finalisation of gender analysis report – Finalisation of gender-oriented project design elements with full write-up of rationale and implementation arrangements – Finalisation of gender-responsive theory of change 	30 September 2017	20%
6. Final ProDoc and GEF CEO Endorsement	<ul style="list-style-type: none"> – Finalisation of gender elements of the final deliverables for submission to GEF Secretariat: <ul style="list-style-type: none"> ○ CEO Endorsement Request ○ GEF Tracking Tool ○ Social & Environmental Screening ○ Gender Action Plan ○ GHG Emission Reduction calculations ○ Responses to GEF Secretariat, STAP and GEF Council comments ○ Co-finance letters ○ UNDP Project Document ○ DBSA Project Document 	31 October 2017	20%
7. Post-submission review process	<ul style="list-style-type: none"> – Formulation of gender-related responses to GEF Secretariat review comments – Where required, amendments to gender-related elements of project design (revised CEO Endorsement Request, relevant annexes and Project Documents) 	November to December 2017	10%

Duration of the Work:

The duration of the consultancy is 30 days within the period 23 March – 31 December 2017.

Duty Station:

The consultancy assignment will be home-based, with potential travel to stakeholder offices, project preparation workshops and other meetings, all within South Africa. All travel will be pre-agreed with UNDP and DBSA.

All related travel expenses will be covered and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents.

Required Skills and Experience:

The selection of consultants will be aimed at maximizing the overall qualities in the following areas [weighting applied to each quality is shown in brackets, summing to 100]:

- Demonstrated understanding of issues related to gender and sustainable development; at least 7 years of practical working experience in gender mainstreaming, women's empowerment and sustainable development [20]
- Experience carrying out participatory gender analysis; experience collecting and formulating gender-responsive indicators and sex-disaggregated data and preparing gender-responsive project analysis; developing gender action plans [20]
- Proven experience in analysis of gender issues in South Africa [20]



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- Demonstrated understanding of the links between sustainable development, social and gender issues;
- Demonstrated experience working on policy and programmatic issues with national and local governments and other stakeholders including community organizations [10].
- Experience in facilitating gender-responsive stakeholder meetings is highly desired [10];
- Experience with project development and results-based management methodologies is highly desired [10];
- Excellent analytical, writing, advocacy, presentation, and communications skills are required [10].

Education:

- Master's degree in gender studies, gender and development, environment, energy, sustainable development or closely related area.

Language:

- English

Response Format

To facilitate the analysis of responses, all interested parties are required to prepare their response in accordance with the instructions outlined in this section. All proposals should be electronically generated. The International Consultant will be hired on a UNDP Individual Consultant (IC) contract.

Applicants are required to submit the following:

- A Technical Proposal: Letter of Interest, stating why you consider your service suitable for the assignment and a brief methodology on the approach and implementation of the assignment;
- Personal CVs highlighting qualifications and experience in similar projects;
- Work references - contact details (e-mail addresses) of referees (organisation for whom you've produced similar assignments);
- Financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the assignment.

Applicants are required to submit the following documents to **procurement.za@undp.org** on or before the **15 March 2017** with the subject line: **Job Code Title and Reference Number**.

When submitting her/his application, the National Consultant is asked to clearly mark on the cover letter the position being applied for: National Consultant on Gender and Energy Efficiency