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Terms of Reference

GENERAL INFORMATION

Title: PPG Gender Specialist (National Consultant)
Project Name: Integrated Sound Management of Mercury in Indonesia's Artisanal and Small-scale Gold Mining (ASGM) or ISMIA Gold
Report to: Programme Manager, Environment Unit
Duty Station: Home-based
Expected Places of Travel: -
Duration of Assignment: 20 (twenty) working days within 9 (nine) months

REQUIRED DOCUMENT FROM HIRING UNIT

(4)	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
	(5) Expert/ Advisor
	CATEGORY OF INTERNATIONAL CONSULTANT, please select:
	(6) Junior Specialist
(7) Specialist	
(8) Senior Specialist	
x	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

x	CV or P11
x	Copy of education certificate
x	Completed financial proposal
x	Completed technical proposal

Need for presence of IC consultant in office:

☐ partial (explain)
☒ Intermittent (explain): The consultant will be working for 20 (twenty) working days within 9 months.

☐ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: ☐ Yes ☒ No
Equipment (laptop etc): ☐ Yes ☒ No
Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services:

I. BACKGROUND

As one of the Implementing Agencies of the Global Environment Facility (GEF), UNDP is supporting developing countries to develop and implement projects aimed at the elimination and/or sustainable management of mercury to meet their obligations under the newly established Minamata Convention on Mercury. Recognizing the multi-dimensional impacts of artisanal and small-scale gold mining (ASGM) on the environment, health and poverty, the “Global Opportunities for Long-Term Development of ASGM” (GEF GOLD) programme was approved at the October 2016 council meeting of the GEF. GEF GOLD is a programmatic approach on ASGM involving three UN agencies (UNDP, UNEP, and UNIDO) and one NGO (Conservation International). The GEF GOLD programme has a global component on communications and knowledge management, which is managed by UNEP and country-level projects in eight countries: Burkina Faso (UNIDO), Colombia (UNDP), Guyana (Conservation International), Indonesia (UNDP), Kenya (UNDP), Mongolia (UNEP/UNIDO), Peru (UNDP), and Philippines (UNEP/UNIDO).

The main objective of the programme is to achieve Global Environmental Benefits by reducing mercury releases from ASGM practices through the introduction and promotion of best practices and techniques for gold extraction.

With this background, and in order to support the efforts of the Government of Indonesia to protect human health and the environment from mercury releases originating from the intentional use of mercury in ASGM, UNDP in its capacity as the Implementing Agency for the GEF, requires the support of a PPG Coordinator & Institutional and Policy Expert (National Consultant). The consultant is requested to work together with relevant parties (PPG Phase International Coordinator, UNDP Programme Manager, BPPT and KLHK) to facilitate the Project Preparation Grant (PPG) phase during which the detailed preparation of a country project for Indonesia will take place.

The consultant is expected to support the design and preparation of a UNDP/GEF project document for the GEF GOLD programme in Indonesia and support the preparation of additional supporting documents required for approval by the GEF.

General Objective

In close coordination with relevant parties, the consultant is requested to coordinate and provide guidance throughout the process of programme/project design, ensure the preparation and finalization of the UNDP/GEF Project Document (ProDoc) focusing on gender perspective required for approval by the GEF-OFP, the Government of Indonesia and UNDP.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

The Gender Specialist needs to carry out these following activities:

General Scope of Work and Activities

- Conduct a gender and child labour assessment among prioritized ASGM communities and based on its results develop/ design a project gender and child labour strategy.
- Participate in Inception and Validation Workshops
- Identify measures that can be implemented by the project that would contribute to gender equality and a reduction in child labour.
- Develop gender-based indicators and include gender-based indicators and project interventions in the PRF.
- Assure that gender and child labour considerations are mainstreamed into project activities and M&E.

Specific tasks would include undertaking:

- Follow gender methodology in “[Guide to Gender Mainstreaming in UNDP Supported GEF Financed Projects](#)”
- Conduct a gender and child labour assessment among prioritized ASGM communities and based on its results develop/design a project gender and child labour strategy.

- Participate in the Inception and Validation Workshops.
- Identify measures that can be implemented by the project that would contribute to gender equality and a reduction in child labor.
- Develop gender-based indicators and include gender-based indicators and project interventions in the PRF.
- Assure that gender and child labor consideration are mainstreamed into project activities and the project's Monitoring and Evaluation.

Coordination and Supervision

The consultant will be supervised by the Programme Manager UNDP Country Office and the UNDP MPU/Chemicals Regional Technical Advisor to facilitate the implementation of the programme. He/she should carry out his/her tasks in accordance with the rules and procedures of UNDP and those of the Government of Indonesia.

Place of Work

The consultant shall perform his/her functions remotely but will be in regular contact with the international PPG coordinator, other national and international consultants by skype, e-mail and other means.

Expected Deliverables/ Outputs

Deliverables/ Outputs	Target Due Date	Review and Approval	Working Days	%
1. Outline of report with a clear indication of the information required by the presentation of the UNDP/GEF Project Document (prodoc)	05.06.2017	International PPG Financial Expert & Programme Manager	5 days	25%
2. Draft of Final Report in English (including gender-based indicators and gender-based project interventions in the Project Results Framework (PRF))	28.07.2017	International PPG Financial Expert & Programme Manager	10 days	50%
3. Final Report in compliance with the requirements of UNDP/GEF	31.10.2017	International PPG Financial Expert & Programme Manager	5 days	25%

III. WORKING ARRANGEMENTS

Institutional Arrangement

- The consultant will carry out his/her functions under the direct supervision of Programme Manager in Environment Unit and will coordinate closely with Programme Adviser in Bureau Regional Hub (BRH), PPG International Coordinator, and International Gender Consultant.
- Any other tasks that are not included above but during the assignment period later deemed important to ensure the quality of the deliverables could be proposed by the incumbent and shall be agreed jointly.

Duration of the Work

The consultant will perform his/her assignment with the following timeline:

- He/she will have 20 total of working days within 9 months to complete his/her assignment.
- The expected effective working date is started in June 2017.
- He/she should submit the deliverables within the suggested time frame in compliance with the international requirement.

- Delay on submitting report will impact on the completion of works and release of payment.

Duty Station

The consultant will be a home-based contract modality.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

1. Academic Qualifications:
 - 1.1. Master OR equivalent combination of education and the solid/ extensive relevant professional experience in related area.
2. Years of experience:
 - 2.1. At least five (5) years of experience in gender related development, implementation, support and management, including design, monitoring activities, evaluation and monitoring.
 - 2.2. Good knowledge of international conventions related to the management of chemical substances and/or hazardous waste (Stockholm, Basel, Rotterdam, Minamata and SAICM).
 - 2.3. Experience and/or familiarity with International Organization projects, processes, guidelines and structure will be considered an advantage.
3. Competencies and special skills requirement:
 - 3.1. Understanding of the political, cultural and socio-economic context and development challenges in Indonesia;
 - 3.2. Confidence and comfortable to liaise and communicate with very senior government officials
 - 3.3. Good interpersonal and cross-cultural communication skills;
 - 3.4. Ability to negotiate and troubleshoot relationships with national stakeholders; and
 - 3.5. Advanced proficiency in operating Microsoft office applications

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [70%]

* Financial Criteria weight; [30%]

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
Technical	70%	
<ul style="list-style-type: none"> • <i>Criteria B: Brief Description of Approach to Assignment</i> <ol style="list-style-type: none"> 1. Master degree or equivalent combination of education and the solid/extensive relevant professional experience in related area 2. <i>At least Five (5) years of experience in gender related development, implementation, support and management of environmental projects, including design, monitoring activities, evaluation and monitoring; management of chemicals substance and/or hazardous waste (Stokholm, Basel, Rotterdam, Minamata and SAICM)</i> 		40
		10
		20

3. <i>Experience in political, cultural and socio-economic context and development challenges in Indonesia</i>		5
4. <i>Experience in coordination and communication with Senior Government Officials</i>		5
• Criteria B: Brief Description of Approach to Assignment		60
<u>Financial Criteria</u>	30%	