

## **Terms of Reference for Gender Expert**

**United Nations Development Programme (UNDP)**

**Global Environment Facility (GEF)**

**Government of Lesotho**

**Consultancy**

### **Terms of Reference for Gender Expert**

<b>Country</b>	<b>Lesotho</b>
<b>Project Title:</b>	Development of Cornerstone Public Policies and Institutional Capacities to accelerate Sustainable Energy for All (SE4All) Progress.
<b>Type of Contract</b>	Individual Contract – International
<b>Start Date: (date when the selected candidate is expected to start)</b>	October 2017
<b>Duration of project</b>	2016 - 2021
<b>Duration of Contract</b>	2 months, (7 weeks)
<b>Reporting to:</b>	Project Manager
<b>Duty Station:</b>	Maseru, Lesotho

#### **A. Introduction**

Gender equality and the empowerment of women are at the heart of UNDP's development mandate. First and foremost, gender equality is a matter of human rights. It is also a driver of development progress. Unless women and girls are able to fully realize their rights in all spheres of life, human development will not be advanced (UNDP Gender Equality Strategy 2014 – 2017). Gender is an important aspect of national SE4ALL Action Plans as women and men have different access to resources and opportunities and are affected differently by energy programmes and policies. The aim of gender mainstreaming is to ensure that the needs of both women and men are taken into account. In many low and middle income countries, women are the primary energy managers in households and communities. Involving women in the various steps of the energy value chain can expand both the scale and the quality of sustainable energy initiatives. Furthermore, it has been shown that taking women's needs into account is a key variable in energy interventions and is likely to have a significant impact on household and community poverty and on gender equality. Thus, where energy interventions address women's equal participation, the potential for benefits is much higher (ENERGIA/DfID, 2006). Efforts should be made to advocate for women's and girls' equal rights, combatting discriminatory practices and challenging the roles and stereotypes that affect inequalities and exclusion.

#### **B. Project Background**

The UNDP Country Office and the Government of Lesotho will, for the next five years

(2016 –2021) implement a UNDP/GEF-financed project “**Development of Cornerstone Public Policies and Institutional Capacities to accelerate Sustainable Energy for All (SE4All Progress)**”. With the total budget of \$3,900,000, the project is implemented by the Department of Energy (DOE) of the Ministry Energy and Meteorology (MEM) while UNDP works closely with the Ministry to identify specialist support needs and contract the relevant experts. The objective of the project is to catalyse investments in renewable energy-based mini-grids and Energy Centres to reduce greenhouse gas (GHG) emissions and contribute to the achievement of Lesotho’s Vision 2020 and SE4All goals. The project is expected to implement 10 mini-grids and 10 Energy Centres providing modern energy services to 1,000 rural households in the 5 districts of Molepolole, Maseru, Teyateyanan, Quthing and Thaba-Tseka. This objective will be achieved through the participation of the private sector working hand in hand with village community organisations. Project outcomes are as follows:

1. Development of cornerstone SE4All Policies and Strategies to facilitate investment in renewable energy-based mini-grids.
2. Improved capacity of energy stakeholders and government officials for decentralized clean energy planning and decision-making on the basis of quality energy data.
3. Successful establishment of a village-based energy service delivery model for replication nationally (10 mini-23grids and 10 energy centres)
4. Outreach programme and dissemination of project experience/best practices/lessons learned for replication nationally and throughout the region.

## B. Objective and Scope of Work

The Government of Lesotho and UNDP Country Office through the SE4ALL project require the services of a Gender Expert, to ensure effective and resource efficient gender-responsive outputs and outcomes, with the ultimate goal of contributing to better development results, especially for women and girls in the affected communities and districts. The Gender Expert will have the responsibility of improving the integration of gender equality considerations and achievement of gender equality results across the project's outputs and outcomes. The Expert must provide technical advice and support on mainstreaming gender issues into the operational considerations of the Ministry of Energy and Meteorology (MEM) the project team and other stakeholders. The provision of technical advice and support includes, but is not limited to, the following:

### Specific Tasks

- Develop a gender mainstreaming strategy and guidelines for the project implementation plan for the duration of the project.
- Develop a monitoring tool for gender mainstreaming in all the project activities, including indicators for assessing progress with gender mainstreaming, adapted to the project outcome, outputs and activities.
- Undertake capacity building activities on gender analysis and mainstreaming tools, including trainings of the project team, DOE and other stakeholders in the energy sectors on the use of guidelines to mainstreaming gender in the project activities. This would include a high level review of existing policies, and reflections on how such policies can be strengthen in terms of gender inclusiveness. Guidance on best practice in this regard will be anticipated. The training will cover mainstreaming in the general SE4All project

and public participation, consultations and dialogues, ensuring both men and women are able to attend and actively participate, taking into consideration that women may need special arrangements to facilitate physical access (due childcare, transportation or interferences with domestic duties).

- Develop a database of women led entrepreneurs in the energy sector and solicit regional and local support with regards to their capacity and resources. The database would allow for the monitoring of increasing women's entrepreneurial involvement within the energy sector and indicate the on-going support required.
- Linked to the above data collection process, analyze the constraints affecting women with regards to their participation in the energy sector and develop a plan to address the constraints.
- Liaise with DOE on gender relations with the scope of the project implementation as well as the broader energy sector.

#### D. Expected Outputs and Deliverables

Key deliverables are as follows:

**Table 1. Deliverables/ Outputs**

<b>Deliverable</b>	<b>Estimated Duration to completion</b>	<b>Estimated submission timelines</b>	<b>Review and Approval Required</b>
Inception Report	04 – 09 October 2017 (1 week)	09 October 2017	Department of Energy, Ministry of Energy and Meteorology, Project Manager, CTA
Gender strategy and guidelines for mainstreaming gender in SE4All Project	10 – 22 October 2017 (2 weeks)	22 October 2017	Department of Energy, Ministry of Energy and Meteorology, Project Manager, CTA
Gender monitoring tool including indicators for the project	23 – 27 October 2017 (1 week)	27 October 2017	
Gender training tools for SE4All project Lesson learning and sharing tools sensitive for the project.	30 October – 03 November 2017 (1 weeks)	03 November 2017	Department of Energy, Ministry of Energy and Meteorology, Project Manager, CTA
Facilitate gender training sessions in workshops.	06 – 10 November 2017 (1 week)	10 November 2017	Department of Energy, Ministry of Energy and Meteorology, Project Manager, CTA
Database of women led entrepreneurs in the energy sector. An analysis of the constraints affecting women in the energy sector.	13 – 17 November 2017 (1 week)	17 November 2017	Department of Energy, Ministry of Energy and Meteorology, Project Manager, CTA
<b>TOTAL</b>	7 weeks		

### **E. Institutional Arrangements**

a) The International Consultant will be engaged by the UNDP, and becomes directly responsible to the Department of Energy, but will liaise with the Project Manager for implementation of the project.

c) The Project Manager will provide day to day supervision on the assignment. The consultant will work in liaison with the Project Focal Point and Director of the Department of Energy to ensure the delivery of the project objectives as set out in this terms of reference.

d) The International Consultant will lead the preparation of reports and facilitate stakeholder sessions for validation at each stage of the assignment.

e) The International Consultant is expected to engage with the various institutions, government and development partners working in the energy sector and ensure participation of all relevant government departments, civil society, academia, media and development partners.

f) The Department of Energy will provide office space and resources and transport for all work-related activities for the duration of the contract period.

### **F. Duration of Work and Duty Station**

The assignment is expected to be carried out in 2 months' period, beginning 3<sup>rd</sup> October, until 30<sup>th</sup> November 2017. The assignment will be carried out in Maseru Lesotho. The International Consultant will conduct all stakeholder consultations and validation sessions on all the deliverables of the assignment.

### **G. Qualifications and Experience**

The Consultant must meet the following minimum mandatory requirements:

- A Master's degree in Gender or related discipline
- More than 7 years of professional work experience, as technical expert and advisor in gender equality in development programmes and projects.
- Experience and knowledge of planning, design, monitoring and evaluation of gender equality project and programmes, as well as integrating governance and environmental considerations into programming;
- Familiarity with UNDP and GEF rules, regulations and administrative procedures.
- Fluency in English
- Excellent communication and reporting skills
- Ability to coordinate and lead and to engage in a multi-cultural setting

### **H. Scope of Bid Price and Payment Schedule**

The proposed price must be a lump-sum which is an "all-inclusive package" including duty travels and daily subsistence allowances

- The contract price is fixed regardless of changes in the cost components, any changes will go through a variation negotiation

- The Consultant will be required to submit timesheet which shall form the basis for payment including expected deliverables
- Schedule of payment will be as table below:

**Table 2. Payment Schedule**

<b>Deliverable/outputs</b>	<b>Estimated Duration to completion</b>	<b>Estimated submission timelines</b>	<b>% of lump sum to be paid</b>
• Inception Report	02 – 09 October 2017 (1 week)	09 October 2017	10%
• Gender strategy and guidelines	09 – 22 October 2017 (2 weeks)	22 October 2017	20%
• Gender monitoring tool including indicators for the project	23 – 27 October 2017 (1 week)	27 October 2017	20%
• Gender training tools • Gender training sessions • Gender knowledge management products and lesson learning and sharing tools	30 October – 03 November 2017 (1 weeks)	03 November 2017	40%
• Database of women led entrepreneurs	13 – 17 November 2017 (1 week)	17 November 2017	10%
<b>TOTAL</b>	6 weeks		100%

#### **I. Recommended Presentation of Offer**

- P11 indicating all experience from similar projects, as well as the contact details (e-mail and telephone number) of at least three (3) professional references using the template provided by UNDP (Annex I)
- Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex II)
- **Methodology** – Brief description of why the individual considers him/herself as the most suitable for the assignment and a detailed methodology on how they will approach and complete the assignment.
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs using template provided by UNDP (Annex III)

#### **J. Criteria for Selection of the Best Offer**

Highest Combined Scoring method will be applied to assess both the technical and financial proposals. The weight of the technical criteria is 70%; the weight of the financial proposal is 30%. Only candidates with a minimum of 70% in the technical evaluation will be considered for the financial evaluation.

**Table 3. Evaluation Criteria for International Consultant**

<b>Criteria</b>	<b>Weight</b>
<i>Technical</i>	70%
<b>Qualifications:</b>	
<ul style="list-style-type: none"><li>• A Master's degree in Gender or related discipline</li></ul>	15%
<b>Methodology:</b>	15%
<b>Experience:</b>	
<ul style="list-style-type: none"><li>• More than 7 years of professional work experience, as technical expert and advisor in gender equality in development programmes and projects</li></ul>	15%
<ul style="list-style-type: none"><li>• Experience and knowledge of planning, design, monitoring and evaluation of gender equality project and programmes, as well as integrating governance and environmental considerations into programming;</li></ul>	15%
<ul style="list-style-type: none"><li>• Familiarity with UNDP and GEF rules, regulations and administrative procedures.</li></ul>	5%
<ul style="list-style-type: none"><li>• Fluency in English</li><li>• Excellent communication and reporting skills</li><li>• Ability to coordinate and to engage in a multi-cultural setting</li></ul>	5%
<i>Financial</i>	30%
<b>Total = technical + financial (70% + 30%)</b>	100%

**Annexes to the TORs:**

- **Annex I – P11 form**
- **Annex II – Letter of Confirmation of Interest and Availability**
- **Annex III – Financial proposal template**

**Offers with the requirements listed above may be submitted to:**

**United Nations Development Programme  
The Resident Representative,  
REF: IC, International Consultant, Gender Expert, SE4ALL  
United Nations Road  
3<sup>rd</sup> Floor UN House  
P.O. Box 301  
MASERU, LESOTHO  
Tel: +266 22313790 Fax: +266 22310042**

Email: [ls.procurement@undp.org](mailto:ls.procurement@undp.org)

Prepared by Project Manager:

Name: Maboholcoa Tau Signature: 


Date: 14/09/2017

Approved by Director – Department of Energy

Name:  Signature: 

Date: 15/09/17

Authorised by UNDP Sustainable Development Advisor:

Name: LIMOMANE PESHOANE Signature: 

Date: 15/09/2017

