

Terms of reference



GENERAL INFORMATION

Title: Gender and Safeguards Expert

Project Name : *Conserving biodiversity and reducing land degradation using an integrated landscape approach*

Reports to: UNDP Programme Specialist under the overall guidance of the Deputy Resident Representative

Duty Station: Jamaica

Expected Places of Travel (if applicable): Jamaica

Duration of Assignment: 30 days

REQUIRED DOCUMENTATION FROM CONTRACTOR

	Letter of presentation highlighting main qualifications and experience relevant to this TOR CV
	CV or P11 form
	Copy of education certificate
	Completed financial proposal

I. BACKGROUND

The objective of the GEF Project Preparation Grant (PPG) is to develop the project concept into a full project: *Conserving biodiversity and reducing land degradation using an integrated landscape approach.*) This project aims to enhance conservation of biodiversity and ecosystem services through mainstreaming of biodiversity into planning policies and practices related to Jamaica's productive landscapes and key sectors. The project will address the linkages between land degradation and biodiversity loss in order to successfully reduce these threats. The project strategy includes the integration of a strengthened national enabling and institutional framework. It is expected that the project will facilitate improved capacities for effective and informed decision-making with regards to biodiversity and ecosystem services being mainstreamed into key sectors. The project will further strengthen capacities to develop and integrate landscape level, land use planning that incorporates tools for informed land use decision-making. It is anticipated that these tools will effectively operationalize planning efforts and support biodiversity and ecosystem services, through sustainable, productive land management practices, that reduce pressure on biodiversity and key landscapes while safeguarding environmentally sensitive areas (including KBAs).

This will further provide connectivity between protected areas and longer-term sustainability of biodiversity. Integrated ecosystem management practices will reduce fragmentation and land degradation, while enhancing sustainable biodiversity friendly livelihoods. This strategy will be accomplished through four main project components:

Component 1: Systemic and institutional capacity for integrated landscape management at national level.

Component 2: Application of landscape planning and management in key biodiversity areas.

Component 3: Sustainable livelihoods mainstream BD compatible practices.

Component 4: Knowledge management for Sustainable Land Management (SLM), Climate Smart Agriculture (CSA) and biodiversity conservation.

The final outputs of the GEF PPG are:

1. UNDP-GEF Project Document (ProDoc), using the 2017 standard template.
2. Mandatory annexes to the ProDoc, including gender analysis and action plan, and stakeholder engagement plan, among others, and project specific annexes (e.g. landscape profile, institutional and legal analysis, feasibility studies etc).
3. GEF CEO Endorsement Request and all co-financing letters.
4. Validation Workshop report (as appropriate for projects with a moderate and high SESP risk rating).

Any additional studies and other reports produced under the GEF PPG and not included in Annex to the project document should be submitted to UNDP and saved for future reference.

Key Dates for the GEF PPG

Milestone	Date
Internal submission date for UNDP-GEF review and clearance	31 January 2019
CEO Endorsement Deadline after which the project will be cancelled.	1 May 2019

UNDP Jamaica will lead the project development process and manage the GEF PPG budget in full consultation with the UNDP-GEF Technical Adviser. An established Working Group will guide the GEF PPG team, and review and endorse the GEF PPG deliverables. The Working Group is responsible for ensuring that the deliverables outlined in this GEF PPG are completed on time and in line with UNDP and GEF requirements as well as national priorities. The Working Group will include representatives from: UNDP Jamaica CO, NEPA, Forestry Department, Ministry of Economic Growth and Job Creation, Planning Institute of Jamaica and other stakeholders. The UNDP-GEF RTA and GEF OFP will also participate in the Working Group. A team of consultants will be contracted to assist in the development of the Prodoc led by the Lead Consultant.

The GEF PPG consultancy team will be composed of the following:

- 1) International Project Development Expert with expertise on Biodiversity and Integrated Landscape Management (Team Leader)
- 2) International or National Expert in Integrated Landscape Management, Land Use planning, Sustainable Land Management and Land Degradation Neutrality
- 3) National Biodiversity and Ecosystems Specialist
- 4) National Gender and Safeguards Expert, with expertise in community and traditional practices.
- 5) National Stakeholder Engagement Specialist, with expertise in participatory planning and knowledge management
- 6) National Forestry and productive systems specialist, with expertise in sustainable livelihood focused interventions

The Gender and Safeguards Expert will support the team leader and ensure that the interests of all project stakeholders, especially vulnerable groups and women, are adequately taken into account in project design and that adequate provision is made for their participation in both the PPG and implementation phases of the project.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Deliverables

- 1) Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:
 - a. Prepare the **gender analysis and mainstreaming action plan** (including quantifiable indicators to ascertain effectiveness of gender participation and benefits from the project and work closely with the Team Leader to ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;
 - b. Support action points, including risk assessments, from the **UNDP Social and Environmental Screening Procedure (SESP)** at the PIF stage ("pre-screening") are fully implemented during the PPG, and update that screening in an iterative fashion throughout the PPG, including to describe in detail specific project management interventions to manage social and environmental risks, including if necessary preparation of (a) participatory framework that outlines the process by which stakeholders and affected persons (including beneficiaries) are actively engaged in the planning, implementation the project; (b) grievance redressal mechanism for the project; and any other management measures for risk management.
 - c. Support the preparation of the project's results framework ensuring that the outcomes & outputs are logical and coherent and the indicators (including gender disaggregated indicators) are specific, measurable, attainable, realistic and time-bound, identification of risks and assumptions related to the outcomes and support the development of indicator baselines and targets;
 - d. Contribute to preparation of project site profiles, in particular relating to social issues, special populations, people and gender dimensions; and
 - e. Support completion of **any additional studies** that are determined to be needed for the preparation of the ProDoc and all other final outputs.
- 2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:
 - a. Prepare the **Gender Action Plan and Budget**;
 - b. Contribute to the updated **SESP**, as needed, based on assessments undertaken during Component A;
 - c. Support the development of **environmental and/or social management plan(s)** for all risks identified as Moderate or High in the SESP; and
 - d. Support the agreements on **project management arrangements**.
- 3) Validation Workshop (Component C):
- 4) Contribute to the validation workshop; and
- 5) Support all necessary revisions that arise during the workshop, as appropriate.
- 6) Final Deliverables:
 - a. *Gender Strategy*
 - b. *Costed Gender Action Plan*
 - c. *SESP with relevant and defined management prescriptions (the latter either as part of the ProDoc or as separate annexes)*
 - d. In addition, this national expert will liaise with and feed relevant succinct information to the International Project Design Expert to support the drafting of the ProDoc, in particular but not necessarily limited to the socio-economic context section, the Stakeholder Analysis section, and the Social and Environmental Safeguards Annex. This consultant will also provide support

in the identification of appropriate sex-disaggregated indicators for the Project Results Framework, baselines, targets and sources of verification to include in the project Strategic Results Framework.

*Consultant should be guided by the **GEF “Guide to Conducting a Participatory Gender Analysis and Developing a Gender Action Plan for projects supported by UNDP with GEF financing”** in their approach to work .

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Proposed Completion deadline	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Deliverable 1 : Inception report to include: <ul style="list-style-type: none"> Detailed work-plan and methodology for undertaking work 	3 days	15 June 2018	Deputy Resident Representative or designate UNDP –GEF Technical Adviser Technical Working Group
Deliverable 2 : Gender Analysis	7 days	29 June 2018	Deputy Resident Representative UNDP –GEF Technical Adviser Technical Working Group
Deliverable 3: Draft Gender Action Plan and Budget and SESP	5 days	17 July 2018	Deputy Resident Representative UNDP –GEF Technical Adviser Technical Working Group
Deliverable 4: Gender considerations mainstreamed into project document: <ul style="list-style-type: none"> -Gender analysis to inform project results framework and theory of change. -SESP integrated into risk management and project design 	5 days	17 August 2018	Deputy Resident Representative UNDP –GEF Technical Adviser Technical Working Group
Deliverable 5: Draft Gender Strategy and Second draft Costed Gender Action Plan and SESP	5 days	17 September 2018	Deputy Resident Representative UNDP –GEF Technical Adviser Technical Working Group
Deliverable 6: Final Gender Strategy, Costed Gender Action Plan and Report on Consultancy and SESP	5 days	17 October 2018	Deputy Resident Representative UNDP –GEF Technical Adviser Technical Working Group

III. WORKING ARRANGEMENTS

Institutional Arrangement

- a) Consultant will report directly to the Programme Specialist under the overall guidance of the Deputy Resident Representative, working closely the UNDP Jamaica Programme Team and the GEF –UNDP Technical Advisor.
- b) Approval of deliverables will be contingent on feedback from Government of Jamaica counterparts, UNDP Jamaica and UNDP-Technical Advisor.
- c) Consultant is expected to collaborate with the local Ministry of Economic Growth and Job Creation, The National Environment and Planning Agency, The Forestry Department and related agencies. Consultations with relevant civil society, community based and private sector groups will be a requirement
- d) Consultant will be expected to work collaboratively with the national and international consultants to complete the deliverables

Duration of the Work

- a) Consultant is expected to be engaged for 30 working days over an eight month period with the final deliverable to be submitted on or before 30 January 2019
- b) The anticipated start date for the consultancy is 8 June 2018.
- c) UNDP and relevant partners will review and provide comments on deliverables within 10 business days of receipt of the deliverable.

Duty Station

- a) Jamaica

Travel Plan

The Consultant will be required to travel to project sites to facilitate completion of the deliverables and should include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Master's degree in Gender studies, Social Sciences, Sociology, Development Studies or other relevant field; (Mandatory – pass or fail)

Years of experience:

- Minimum 3 years of demonstrable experience in conducting gender analyses; experience in collecting and formulating gender responsive indicators and sex disaggregated data;
- Minimum of 3 years of expertise in gender aspects of environmental issues relevant to GEF focal areas, such as biodiversity and climate change;
- Minimum of 3 years of experience in Project development and Results based methodologies
- Demonstrated experience working on policy and programmatic issues with national and local governments and civil society

- Experience working in the Caribbean or Small Island Developing States;

III. Competencies and special skills requirement:

- Skills in teamwork and consensus-building/partnership-building in a multicultural setting.
- Excellent drafting ability and presentation and communication skills, both oral and written in English
- Engagement with diverse stakeholders at multiple levels (grassroots/community, national, regional, international)
- Ability to explain complex issues to UNDP staff and external partners;

TOR Annex 1: List of Documents to be reviewed :

1. The PIF Document
2. UNDP-GEF Gender Toolkit
3. UNDP Gender Equality Strategy
4. GEF Gender Action Plan
5. UNDP Social and Environmental Standards

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

Using this weighted scoring method, 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 49 points would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>	70	70
<p>1. <i>Criteria A: qualification requirements as per TOR:</i></p> <p>Master's degree in Gender studies, Social Sciences, Sociology, Development Studies or other relevant field or other relevant field; (Mandatory – pass or fail)</p> <p>Years of Relevant Experience</p> <ul style="list-style-type: none"> • Minimum 3 years of demonstrable experience in conducting gender analysis; experience in collecting and formulating gender responsive indicators and sex disaggregated data; - 15 points 		

<ul style="list-style-type: none"> • Minimum of 3 years of expertise in gender aspects of environmental issues relevant to GEF focal areas, such as biodiversity and climate change; - 15 points • Minimum of 3 years of experience in Project development and Results based methodologies – 10 points <p>Adequacy of Competencies for the Assignment</p> <ul style="list-style-type: none"> • Demonstrated experience working on policy and programmatic issues with national and local governments and civil society – 10 points • Excellent drafting ability and presentation in English as evidenced by sample work(previous Gender Analysis and Plan completed by Consultant preferred) – 10 points • Experience engaging with diverse stakeholders at multiple levels (grassroots/community, national, regional) – 10 points 		
<ul style="list-style-type: none"> • <i>Criteria B: Brief Description of Approach to Assignment(Technical Proposal)</i> 		
<ul style="list-style-type: none"> • <i>Criteria C: Assessment of Sample work submitted, specifically Gender Analysis and Plan developed (if any)</i> 		

Approval

Signature

Name

Elsie Laurence-Chounoune, Deputy Resident Representative

Date

23 May 2018

