



TERMS OF REFERENCE

Position:	Gender Specialist- Low Emission Capacity Building (LECB) Project
Project:	Nationally Determined Contribution (NDC) Support Programme in Trinidad and Tobago – Conduct a Gender Analysis and Develop an Action Plan in the Context of NDC Implementation
Duty Station:	Port of Spain, Trinidad and Tobago
Duration of Project:	4 months
Type of contract:	Individual Contract

1. Background

As a Party to the United Nations Framework Convention on Climate Change (UNFCCC) and the agreements thereunder, Trinidad and Tobago is committed to reducing its contribution to greenhouse gas (GHGs) emissions and the effects of climate change. The Convention is of particular importance to this highly industrialized, Small Island Developing State (SIDS) that faces adaptation challenges and is vulnerable to impacts such as increases in temperature, changes in precipitation, sea level rise, increased flooding, loss of coastal habitat and hillside erosion.

In August 2015, Trinidad and Tobago was the first Caribbean country to officially submit its intended Nationally Determined Contribution (iNDC) to the UNFCCC Secretariat, under the Paris Agreement. The NDC is based on the Carbon Reduction Strategy (CRS, 2015) and is consistent with implementing the provisions outlined in the National Climate Change Policy (NCCP, 2011). Specifically, this international obligation commits Trinidad and Tobago to achieving an overall cumulative reduction in GHG emissions from the three main emitting sectors (power generation, transport and industry) of 15% (103 Mt CO₂e) by 2030 from business as usual (BAU), conditional on international financing. The country has also committed unconditionally to reduce its public transport emissions by 30% (1.7 Mt CO₂e) from BAU by 2030.¹

In the context of the UNFCCC's call for developed countries to support developing countries' efforts to address GHG emissions in alignment with their development priorities, the United Nations Development Programme (UNDP) Low Emission Capacity Building (LECB) Programme was launched in January 2011 as part of a joint collaboration with the European Union (EU), the German Federal Ministry of the Environment, Nature Conservation and Nuclear Safety (BMUB) and the Government of Australia. This

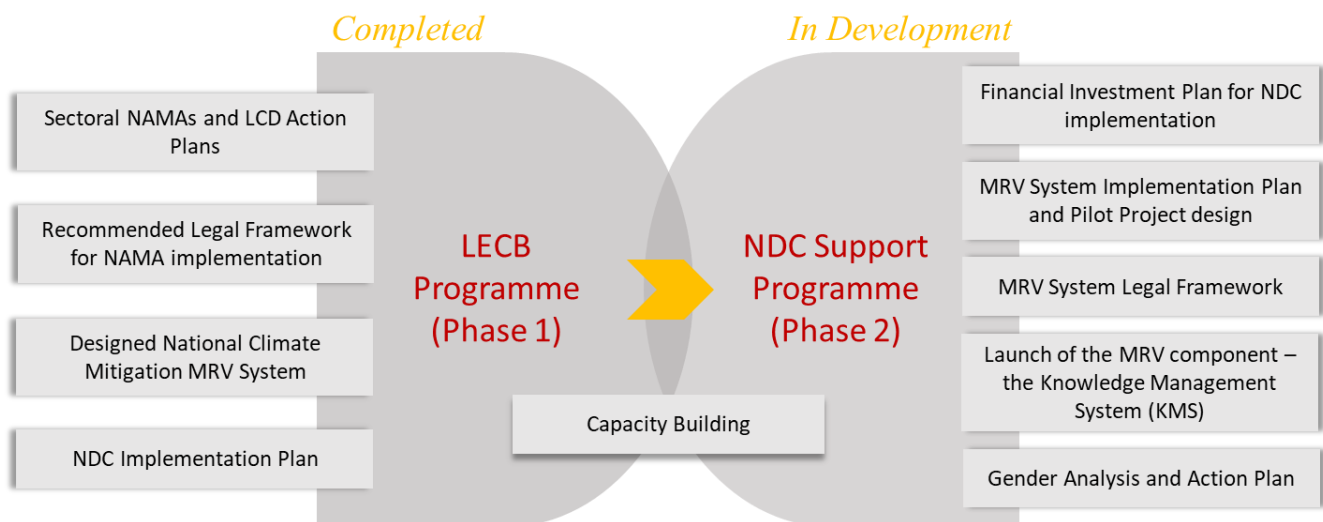
¹<http://www4.unfccc.int/ndcregistry/PublishedDocuments/Trinidad%20and%20Tobago%20First/Trinidad%20and%20Tobago%20Final%20INDC.pdf>

global programme supported twenty-five (25) countries, including Trinidad and Tobago, with:

- Improving climate change mitigation actions through the development of Low Carbon Development (LCD) Strategies and Nationally Appropriate Mitigation Actions (NAMAs).
- Strengthening systems for Monitoring, Reporting and Verification (MRV) and national GHG inventories.
- Supporting the development and attainment of Nationally Determined Contributions (NDCs) under the Paris Agreement, which entered into force on 4th November 2016.

The Government of the Republic of Trinidad and Tobago (GoRTT), through the Ministry of Planning and Development (MPD), and the UNDP, successfully coordinated a National LECB Project, focusing on the power generation, transport and industry sectors. This project commenced in July 2014 and was completed by December 2017.

In January 2018, along with twenty-five (25) other pre-selected countries, Trinidad and Tobago transitioned into a second phase of the LECB Programme, now known as the **NDC Support Programme**. Building on the foundational work achieved by the LECB Programme, the UNDP, European Union and German and Spanish governments aim to support Governments to attain zero carbon development and transformational change through the implementation of NDCs. The linkages between the two phases of the programme's activities in Trinidad and Tobago are illustrated below.



The NDC Support Programme in Trinidad and Tobago is being executed by a Project Team with oversight provided by a Steering Committee and comprises the following project activities:

Output 1: Develop and strengthen financial approaches for NDC implementation

Activity 1.1 Develop a Financial Investment Plan for NDC implementation

Output 2: Monitoring, Reporting and Verification (MRV) System implemented to support low carbon development and track the implementation of the NDC

Activity 2.1 Develop an Implementation Plan and design a Pilot Project for the National Climate Mitigation MRV System

- Activity 2.2 Develop a Climate Change Code and make recommendations for the legal framework to support the National Climate Mitigation MRV System
- Activity 2.3 Design and fully launch the core component of the National MRV System – the Knowledge Management System (KMS)

Output 3: Gender-responsive actions taken within the context of NDC implementation

- Activity 3.1: Conduct an in-depth Gender Analysis in the context of NDC implementation
- Activity 3.2: Develop an Action Plan and conduct Sensitization Sessions for incorporating gender components into NDC planning

2. Request for Consultancy

Governments and international organizations worldwide have accepted gender mainstreaming as a strategy towards achieving gender equality. Trinidad and Tobago is no exception to this global initiative and the established Gender Affairs Division of the Office of the Prime Minister in fact has the following mission “to promote gender equity and equality through the process of gender mainstreaming in all Government policies, programmes and projects”.² Supporting the mandate of this government division is the National Policy on Gender and Development (2018) which provides a solid basis for improving the lives of men, women and children of society, reinforcing the links between gender equality and sustainable development goals, and promoting gender mainstreaming in all sectors.

Recognizing the importance of gender equality, Parties to the UNFCCC have included a gender-responsive agenda item under the Convention, as well as overarching text in the Paris Agreement. As a Party to the Convention, and having submitted the NDC in July 2015, Trinidad and Tobago must therefore deliver on this commitment to address issues of gender in the context of climate change. Consequently, the implementation of Trinidad and Tobago’s NDC will have a more effective impact due to the enhanced capabilities to address any potential gender gaps.

Through the NDC Support Programme, a gender lens will be applied to enable a more gender-responsive approach to NDC planning and implementation processes, thereby enriching national climate change strategies and outcomes. The main objective of the NDC Support Programme Output 3 includes analysing the local situation, issues and opportunities that will inform the mainstreaming of gender into climate action in Trinidad and Tobago. In light of this, and on behalf of the GoRTT, the UNDP is seeking a suitable professional to work with the Ministry of Planning and Development and the Project Team, **to complete the following Activities of the NDC Support Programme in Trinidad and Tobago:**

- **Activity 3.1:** Conduct an in-depth Gender Analysis in the context of NDC implementation.
- **Activity 3.2:** Develop an Action Plan and conduct Sensitization Sessions for incorporating gender components into NDC planning.

3. Expected Results and Key Deliverables

The Project Consultant, with guidance from the NDC Support Programme Project Team, has the following principal responsibilities and deliverables, as well as other related tasks that the Project Team

² <http://www.opm-gca.gov.tt/Gender/What-We-Do-at-Gender>

may identify as necessary to the success of the Project in attaining its objectives:

I. Workplan

- i. Describe the work to be undertaken, inclusive of methodology/approach, strategies, required consultations, schedule and other related activities.

II. Conduct a Gender Analysis in the context of NDC implementation

- i. From a gender perspective, review relevant national climate policy or planning instruments including, but not limited to, the National Climate Change Policy (NCCP, 2011), Carbon Reduction Strategy (CRS, 2015), Trinidad and Tobago's NDC and NDC Implementation Plan, as well as any other related outputs from the LECB Programme and NDC Support Programme.
- ii. Analyze national gender trends, including sex-disaggregated data and gender differences in terms of contributions, division of labour and employment, access to resources, and participation in decision making in key climate change sectors.
- iii. Identify key stakeholders that are critical to gender issues relevant to NDC implementation and conduct necessary interviews and focus group sessions.
- iv. Analyze the existing legal, policy and institutional frameworks related to climate change and gender and identify opportunities and challenges within key sector policies and strategies to mainstream gender.
- v. Identify key entry points for gender-responsive NDC implementation.
- vi. Based on i-vii above, prepare a Gender Analysis Report in the context of NDC implementation.

III. Develop an Action Plan for incorporating gender components into NDC planning and implementation activities

Building upon the outcomes of the Gender Analysis, develop an Action Plan that:

- i. Includes recommendations for mainstreaming gender into NDC-relevant sector policies and strategies.
- ii. Identifies indicators for gender mainstreaming to track and report on gender-responsive mitigation and adaption responses.
- iii. Proposes a schedule of implementation and resource requirements, along with potential actions for further capacity building at the policy, legal, institutional and programmatic levels for gender integration.

IV. Develop Communication Tools and conduct Sensitization Sessions for incorporating gender components into NDC planning and implementation activities

- i. Develop communication tools that can be utilized to highlight the findings of the gender analysis and actions for NDC planning.
- ii. Conduct Sensitization Sessions to inform relevant stakeholders of the necessary actions required to incorporate gender components into NDC planning and implementation, to discuss challenges and opportunities that could be addressed in the NDC process.
- iii. Provide a report on the outcomes of the sensitization sessions including presentations, attendance and stakeholder feedback, agreed on actions for the future.

4. Qualifications and Experience

The candidate should be highly motivated and capable of working independently. The ability to work and/or collaborate with a wide variety of stakeholders from governments, agencies, private companies, NGOs, and research institutions is essential. In addition, the Project Consultant should possess:

- A Master's degree or higher in Gender, Social Sciences or Sustainable Development, with at least seven (7) years working experience.
- Proven ability to undertake gender analyses, design relevant criteria and develop gender strategies.
- Experience in conducting research and analysis on gender equality and at least one other related theme, including climate change mitigation and/or adaptation, NDC, environment and/or sustainable development.
- Strong understanding of the links between climate change/environment and gender issues.
- Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations.
- Good knowledge of the national power generation, transport and industry sectors and other related issues would be desirable.
- Good organizational skills, especially for facilitating stakeholder consultations, training programmes, events and writing reports.
- Excellent interpersonal, as well as, oral and written communication skills in English.

5. Duration

The assignment must be completed within four (4) months of the start date.

6. Reporting Requirements

The Project Consultant will report directly to the Project Team. In addition, he/she is expected to meet as necessary with the Project Team, Personnel of the Ministry of Planning and Development, and the NDC Support Programme Steering Committee. At the end of the contracted time period, the Project Consultant shall submit all project outputs to the Project Team, which will be assessed for validity and completeness of required information and should be in the desired format identified by the client. Once approved by the NDC Support Programme Steering Committee, all outputs including protocols and methodologies developed for the consultancy, become the property of the client to utilise and disseminate as deemed necessary.

7. Main Deliverables and Terms of Payment

The following main deliverables shall be submitted and payments issued upon final acceptance by the Project Steering Committee:

Main Deliverables	Timeframe	% of Payment
Workplan	2 weeks	10%
Gender Analysis Report	1 month	20%
Action Plan for incorporating gender into NDC planning and implementation	1 month	30%
Developed Communication Tools	1 month	20%
Report on Sensitization Sessions	2 weeks	20%