



## **NDC Support Project for the Philippines (Project No. 00109317)**

### **TERMS OF REFERENCE**

#### **NATIONAL CONSULTANT FOR THE GENDER ANALYSIS ON THE NDC PROCESS**

#### **A. Project Title and Number**

**NDC Support Project for the Philippines (NSPP). Project ID No. 00109317.**

#### **B. Project Description**

The United Nations Development Programme (UNDP) is the UN's Global Development Network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP's core vision is to help countries achieve simultaneous eradication of poverty and significant reduction of inequalities and exclusion through three main areas of work which are: (1) sustainable development (2) inclusive and effective democratic governance, and (3) climate and disaster resilience.

At the UN climate change conference in Paris in December 2015, countries adopted the Paris Agreement that sets out a global action plan for limiting global warming to "well below 2 degrees C" starting from 2020. The Agreement, which entered into force on 4 November 2016, built upon the foundation of climate pledges from 187 countries, known as Nationally Determined Contributions (NDCs). Countries are expected to submit updated and more ambitious NDCs every five years which will become the main vehicle for illustrating a country's strategic vision on climate change in the context of sustainable development.

The important challenge is transforming these NDCs into tangible actions that lead to long term, zero-carbon and climate-resilient development. Countries will need sustained financial, capacity building and technical support to regularly prepare, implement, and report on national actions under the PA and more specifically against NDC targets for reducing GHGs. The UNDP NDC Support Programme will support Governments to achieve transformational change by using NDC implementation as a mechanism to scale up investment in climate change and deliver sustainable development. The Programme will be implemented in the country as "NDC Support Project for the Philippines (NSPP)".

Addressing gender equality and women's empowerment is a key aspect of UNDP's approach to achieving its core vision. Gender Equality and Women's Empowerment are seen as goals in their own right and are also central to the achievement of UNDP's development mandate. In this regard, UNDP is currently assisting countries in mainstreaming gender equality into the NDC planning and implementation process.

For the NSPP, UNDP is engaged in a range of strategic partnerships through the NDC Support Programme, including the IKI NDC Support Cluster, the NDC Partnership, the LEDS Global



Partnership, and the Partnership on Transparency in the Paris Agreement. Following are the areas of support to advance gender-responsive for NDC implementation:

- 1) Mainstreaming gender in the NDC development processes;
- 2) Develop/finalize NDC implementation plans and institutional structures to facilitate effective implementation both horizontally and vertically (national to sub-national);
- 3) Strengthen measurement, reporting, and verification (MRV) capacity and national data-sharing mechanisms to better analyze and communicate progress against NDC targets and mitigation actions;
- 4) Align mitigation actions to NDCs in order to transform NDC targets into concrete actions and to increase ambition, as feasible; and
- 5) Develop finance structures and enhance private sector engagement in NDCs.

### C. Scope of Work

The Climate Change Commission (CCC) through UNDP is seeking to recruit a National Consultant (Gender Specialist) for the conduct of Gender Analysis on the NDC Process to ensure that gender outputs, activities and considerations are fully implemented as part of and mainstreamed into the project. The participatory in-depth gender analysis which shall be developed would be the basis to refine and inform the execution of activities in the 2018-2020 work plan in order to make sure the activities and outputs are gender responsive and transformational. The objective is to ensure that the project contributes to advancing gender equality and women's empowerment, and the gender work is performed with high quality standards and in a timely manner as indicated in the approved Project Document (Prodoc) and the Multi Year Annual Work Plan (MAWP).

#### 1) Conduct of an in-depth gender analysis on the NDC Process

The Consultant will develop an in-depth gender analysis to better understand where women and men are situated in climate priority sectors, the barriers for women's empowerment and participation in contributing to each sector, and the opportunities for policy articulation to strengthen the integration of gender equality into NDC planning and implementation processes. This includes:

- a) Sectoral analyses, analysis of sex and gender disaggregated data for evidence-based identification of gender differences in actions;
- b) Setting of programming objectives **in at least 2 key sectors**, development of indicators, and a baseline for monitoring and reporting;
- c) Multi-stakeholder consultations (interviews, surveys, working sessions) and Participatory Process Focus Group Discussion/ National Workshop. The analysis proposed will include the following components alongside any other relevant analysis as deemed necessary by the Consultant:



i. **Situational Analysis of National Context**

An understanding of the situation of women and men in the country, as well as gender differences in contributions, division of labour, employment, access to resources, and participation in decision-making in key climate change sectors. Resources and analysis for this activity includes collection and analysis of sex disaggregated data as well as identifying data gaps in important climate change affected areas of the economy and natural resources management.

ii. **Relevant Sector Policies or Strategies**

An analysis of the current climate change legal, policy and institutional frameworks in key sectors and their connection to national policy or strategy on integrating gender equality and 2030 Agenda/ Sustainable Development Goals (Example: a review of the mechanisms and bodies which allow or encourage participation from gender machineries, women's organizations or involve women in decision making, policy development or implementation of climate programmes. In addition, a review of legal rights or mechanisms connected to climate change sectors including rights to land for women; equal employment and equal pay legislation for participation in climate change-related sectors of the economy (energy, transportation, etc.), linkages to address gender-based violence issues, etc. will be relevant under this component.

iii. **Analysis of the integration of gender into national climate policy and planning instruments, such as LEDS, NAPs, NAMAs, REDD+, DRR Planning, National Communications/ BURs.**

An assessment of the extent to which gender has been integrated into these instruments and how these are aligned with the NDC to enhance and implement gender-responsive mitigation and adaptation. In addition, this component will include an identification of the specific and relevant actions for gender integration, if there are no significant references.

iv. **Development of an Action Plan to integrate or mainstream gender into the project outputs/activities.**

v. **Capacity for monitoring and reporting**

An assessment of the capacity to develop monitoring and reporting frameworks which incorporate gender dimensions, including definition of indicators, outcomes or outputs; analysis or inputs on gender responsive monitoring and reporting.

## 2. **Tasks and Responsibilities**

The Consultant will perform the following tasks:

- a) Develop a detailed methodology and work plan for the in-depth gender analysis, an approximate timeline needed to complete the study and the required technical resources;
- b) Conduct a desk review/scoping study of the relevant climate and gender-related policies, mechanisms, institutional structures and frameworks to assess the national gender situational analysis. It will also identify priority sectors and conduct a capacity needs assessment within key climate sectors and gender machineries for gender mainstreaming in the NDC process;
- c) Conduct interviews, surveys, and working sessions as part of a multi-stakeholder consultative process to stakeholders (e.g. CSOs, AWIT-FE sectors, NGOs, Academe, Indigenous Peoples Groups, and other vulnerable members of the society);
- d) Organize a Participatory Process Focus Group Discussions or National Workshop on gender integration into the NDC planning process;
- e) Develop a concise report on the process and outcome of the gender analysis, and identify opportunities and recommendations for policy articulation to strengthen gender integration into the NDC process;
- f) Review and recommend appropriate actions/activities related to the following:
  - i. Modules to be used in the conduct of the workshop on the Gender and Development (GAD) Plan and Budget;
  - ii. Project Engendered Logical Framework;
  - iii. Matrix/instruments to be used in collecting sex-disaggregated data during project implementation;
  - iv. Harmonized Gender and Development Guidelines Checklist for Climate Change Adaption/ Mitigation Related Projects;
  - v. "Use of Gender Analysis Tools in relation to NDC planning and implementation"; and
  - vi. Establishment of Gender-Responsive Sustainable Finance Mechanism(s) to scale up NDC mitigation action.

#### **D. Expected Outputs/Deliverables**

The Consultant shall prepare and submit:

1. An Inception Report or a preliminary document detailing methodology framework, work plan, timeline, a list of national government institutions, civil society stakeholders, academia, private sector to be interviewed, and other related activities.
2. A First Draft of the Gender Analysis (First Interim Report) which should include Desk Review of relevant climate and gender-related policies, instruments, mechanisms, institutional structures and frameworks highlighting key priority sectors and stakeholder groups for further analysis and a report of the preliminary findings from the interviews and multi stakeholder consultative process. This draft should include comments from government counterparts, UNDP and other relevant actors previously identified. The Consultant should

also prepare a power point presentation detailing key findings at this stage on the gender analysis and the key priority sectors.

3. A Second Draft of the Gender Analysis (Second Interim Report) including an Action Plan containing among others the outcomes of the multi-stakeholder consultative process, potential actions for further capacity building at the policy, legal, institutional and programmatic levels for gender integration, and recommendations to address the existing barriers. It should include the result of the review and recommendations for actions/activities as presented under Section 2(f) of the Scope of Work. This version should consist of a refinement of the analysis from the first draft and should also include comments from the government counterparts and key actors previously identified.
4. A Draft Final Report highlighting the process and findings of the in-depth gender analysis and relevant capacity building actions to integrate gender into the NDC planning and implementation processes. The Consultant should also create a summarized document of the findings in the form of matrix, flowchart or any other format as required by UNDP and the Government.
5. Final Report to be submitted after the deliberation of the Draft Final Report by the NSPP Project Management Team, and the Climate Change Office of the Climate Change Commission. The Final Report shall comprise of the revised Draft Final Report together with the report on the post implementation review and evaluation. The final version of the system shall be delivered.

All deliverables shall undergo a peer review. The Consultant shall present the major findings on the subject deliverables in a consultation meeting to be convened by the NDC Support Project for the Philippines for the purpose. The Consultant may be further required to attend additional consultation meetings to answer questions and clarify issues that may arise from the review of its deliverables.

Following is the summary table of the expected outputs/deliverables of the Consultant:

**Table 1. Schedule of Outputs/Deliverables**

| OUTPUTS/<br>DELIVERABLES                            | ESTIMATED<br>DURATION<br>TO<br>COMPLETE | TARGET DUE<br>DATES<br>(Upon<br>signing of<br>the<br>contract) | RESPONSIBLE<br>PARTY/ PERSON | REVIEW AND APPROVALS<br>REQUIRED   |
|---|---|--|------------------------------|--|
| 1. Approval and acceptance of IR<br>(First Payment) | Five (5)<br>working<br>days             | Twenty (20)<br>days  | CCC-PMU                      | Asec. Romell Antonio O.<br>Cuenca<br>Deputy Executive<br>Director, CCC-Climate |

|  |                       |                              |         |  |
|--|-----------------------|------------------------------|---------|--|
| 2. Approval and acceptance of FIR<br><b>(Second Payment)</b> | Five (5) working days | Seventy (70) days            | CCC-PMU | Change Office; and Project Manager, NSPP<br>Email Address: racuenca.ccc@gmail.com  |
| 3. Approval and Acceptance of SIR<br><b>(Third Payment)</b>  | Five (5) working days | One hundred five (105) days  | CCC-PMU | <b>Sandee G. Recabar</b><br>Chief, CCO-IOD<br>Technical Officer, NSPP<br>Email Address: recabarsg.ccc@gmail.com                              |
| 4. Approval and Acceptance of DFR<br><b>(Fourth Payment)</b> | Five (5) working days | One hundred forty (140) days | CCC-PMU | <b>Aimee S. Evangelista</b><br>Sr. SRS and Deputy Technical Officer, NSPP<br>Email Address: evangelistaas.ccc@gmail.com                      |
| 5. Approval and Acceptance of FR<br><b>(Fifth payment)</b>   | Five (5) working days | One hundred sixty (160) days | CCC-PMU | <b>Francisco A. Benito</b><br>Chief Technical Adviser, NSPP<br>Email Address: franzbenito@yahoo.com<br><br>National Steering Committee (NSC) |

## E. Institutional Arrangement

1. For the duration of the contract, the Consultant shall report to the Executive Director, CCC-CCO, and the NSPP Project Manager, and shall work in close coordination with the Project Technical Officer, Deputy Technical Officer, Chief Technical Adviser, the PMU and, if necessary, with relevant government agencies and project partners
2. The Consultant should be based in Manila for accessibility and availability should discussions/reporting on progress of activities is required by either the CCC or UNDP.
3. Domestic travel contingent upon the scope of work may be required.
4. The Consultant will be given access to relevant information necessary for execution of the tasks under his or her assignment; and

5. The Consultant will be responsible for providing his or her own working station (i.e. laptop) and must have access to reliable internet connection.

## F. Duration of Contract

The Consultant shall be engaged for a period of about five (5) months . The period of engagement includes estimated lead time for UNDP and/or Project Implementing Partners to review outputs, give comments, certify approval/acceptance of outputs, etc., as shown in Table 1.

## G. Duty Station

The Consultant is not expected to report on a daily basis to the Project Management Office but shall be available on an on-call basis. Location shall be either in NSPP Office at West Insula Building, West Avenue, QC and/or CCC Office at First Residences, Jose P. Laurel St., Malacanang Compound, Manila.

## H. Qualifications

| Qualification   | Points Obtainable (100 points) |
|---|--------------------------------|
| <u>Education</u><br>Atleast with Masters Degree in any of the related areas: gender, climate change, environment, sustainable development. PhD is an advantage - 20%  | 20%                            |
| <u>Experience</u><br>Professional experience for at least 7 years in the area relevant to the Project with the ability to administer and manage development projects and donor funds  | 40%                            |
| <ul style="list-style-type: none"> <li>Experience undertaking gender analysis, design relevant criteria and gender strategy</li> <li>Demonstrated knowledge and expertise in climate change/environment, NDCs, LEDS, NAPs, NAMAs, REDD+, DRR, CC mitigation and adaptation</li> </ul> | 20%                            |
| <ul style="list-style-type: none"> <li>Experience in conducting stakeholder consultation meetings, workshops and focus group discussions.</li> </ul>  | 15%                            |
| Excellent analytical, writing and communications skills both in Filipino and English.   | 5%                             |
| <ul style="list-style-type: none"> <li><i>Demonstrated ability to work in an independent manner</i></li> </ul>  |                                |
| <b>TOTAL</b>  | <b>100</b>                     |





Note: CCC-NSPP is an equal opportunity agency. All qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity (SOGI), civil status, disability, religion, ethnicity or political affiliations.

#### **I. Contract Price and Schedule of Payments**

The contract price is all-inclusive, fixed and output-based regardless of extension of the herein specific duration. The Consultant shall receive payments based on the following schedule:

1. 15% upon submission and acceptance of the Inception Report with detailed approach/strategies and the corresponding work plan;
2. 15% upon submission and acceptance of the First Interim Report;
3. 15% upon submission and acceptance of the Second Interim Report;
4. 25% upon submission and acceptance of the Draft Final Report; and
5. 30% upon submission and acceptance of the Final Report.

#### **J. Presentation of Proposal/ Offer**

1. Duly accomplished UNDP Letter of Confirmation of Interest and Availability;
2. Duly accomplished UNDP Personal History Form (UNDP P11 Form) and curriculum vitae;
3. Technical description of the methodology/ approach and timeline of how this assignment will be conducted AND brief description of why the individual considers himself/ herself as the most suitable for the assignment; and
4. Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. Application Letter with the applicant's personal curriculum vitae indicating complete contact details and all past experiences from similar projects.

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

Only those candidates that meet the minimum level of education and relevant years of experience requirements will be considered for the technical evaluation. The technical evaluation will include a desk review to select the shortlisted candidates. The technical evaluation may also include interviews with shortlisted candidate(s).

The award of the contract will be made to the Individual Consultant whose offer has been evaluated using the "Combined Scoring method" - where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%.

Only candidates obtaining a minimum of 49 (70%) points on technical evaluation will be considered for the Financial Evaluation.





|  |   |
|--|---|
|  | <b>Technical Proposal = 100% and will be multiplied by 70 in the final selection report</b> |
| Qualification per CV   | 20%   |
| Description of Approach to Assignment (Technical/ Brief Description) | 50%   |
| Interview  | 30%   |
| Total:   | 100%  |