**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

Date: 19/03/2019

**Country: NIGERIA**

**Description of the assignment: CONSULTANCY SERVICES FOR THE DEVELOPMENTOF A GENDER ANALYSIS FOR THE DE-RISKING RENEWABLE ENERGY PROJECT**

**Project Name: DE-RISKING RENEWABLE ENERGY**

**Period of assignment/services (if applicable): THRITY FIVE (35) to FORTY (40) DAYS**

Proposal should be submitted at the following address [icrecruitments.ng@undp.org](mailto:icrecruitments.ng@undp.org) no later than 2nd April 2019.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

**1. BACKGROUND**

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| The GEF Council has recently approved the Project Identification Form (PIF) for the full-sized project titled De-risking Renewable Energy NAMA for the Nigerian Power Sector (PIF 5345) implemented through the United Nations Development Programme (UNDP)/Energy Commission of Nigeria (ECN).  The energy sector is the largest source of GHG emissions in Nigeria, accounting for over 70% of the country’s total GHG emissions (155.34 MtCO2e in 2000). Over 85% of energy sector emissions emanated from fuel combustion activities, and the remaining from fugitive fuel emissions. The epileptic state of the power sector has been identified as a main constraint for achieving the objectives of the NV20:2020. Consequently, renewable energy development in the power sector is seen as a means for energy mix diversification and increasing energy security, improving the reliability of grid power, and delivering job creation and global environmental benefits simultaneously.  The UNDP-GEF project therefore, is designed to support the Government of Nigeria to develop a Nationally Appropriate Mitigation Action (NAMA) for the Nigerian Power Sector. This project is targeting solar PV primarily in order to achieve a transformation in the electricity mix such that at least 20GW of Nigeria’s electricity is generated from solar PV by 2030. The project will use UNDP’s De-risking Renewable Energy Investment (DREI) methodology to develop Nationally Appropriate Mitigation Action (NAMA) architecture and enabling conditions through a combination of complementary policy and financial de-risking instruments, which will be validated through the implementation of a 100 MW Photovoltaic (PV) project in Nigeria.  The project is designed in two broad elements: (1) technical assistance – to establish the enabling conditions for a Nigerian power sector RE NAMA and (2) investment – the elements of the Renewable Energy (RE) NAMA will be tested by supporting one baseline project that has been identified as having several deficiencies.  UNDP is seeking to recruit a Gender Specialist to ensure that gender considerations are fully mainstreamed into all relevant components of the project document as well as produce a participatory gender analysis and action plan for the project. The objective of the work is to explain how the project will contribute to gender equality and women’s empowerment, identify entry points for mainstreaming gender considerations in project components, ensure that the project results framework and theory of change are gender responsive and to develop a gender action plan to advance women’s empowerment and promote gender equality.  The project preparation phase will include stakeholders’ consultations and data collection for the establishment of baseline data for the project results framework. The consultant will work with the project development team to ensure that stakeholder consultations are gender responsive, to integrate the gender analysis results into the project document and to use the results to identify opportunities and gaps to help better understand and address gender concerns within the project context.  The consultant may assist with other capacity building and other aspects of project preparation to ensure gender considerations are mainstreamed into the development of the project. |

**2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

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| The objective of the work is to explain how the project will contribute to gender equality and women’s empowerment, identify entry points for mainstreaming gender considerations in project components, ensure that the project results framework and theory of change are gender responsive and to develop a gender action plan to advance women’s empowerment and promote gender equality. Specifically:  The project preparation phase will include stakeholders’ consultations and data collection for the establishment of baseline data for the project results framework.  The consultant will work with the project development team to ensure that stakeholder consultations are gender responsive, to integrate the gender analysis results into the project document and to use the results to identify opportunities and gaps to help better understand and address gender concerns within the project context.  The consultant may assist with other capacity building and other aspects of project preparation to ensure gender considerations are mainstreamed into the development of the project. **Scope of the Work** The Consultant will work under the supervision of a supervisory team consisting of *UNDP Country Office, Nigeria and the Project’s PMU*. The overall work will be coordinated by UNDP’s Specialist, New York, but supported by Local Consultant to undertake the following services:   * Carry out a participatory gender analysis to fully consider the different needs, roles, benefits, impacts, risks and access to/control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) given a project’s context, and appropriate measures taken to address and these and promote gender equality; collect gender responsive baseline data relevant to project planning and monitoring; identify the share of female and male direct beneficiaries. * Assist in organizing and carrying out gender responsive stakeholder consultation sessions in order to solicit inputs and ensure both male and female stakeholder involvement and buy-in to the project. Guide the project development team in using participatory techniques that involve both women and men in assessments and discussions. * Ensure that all aspects of the project documents are gender responsive: work with the project development team to devise the projects results framework and theory of change: develop gender-responsive outcomes, baselines, targets, and indicators for the project results framework and ensure that all applicable indicators are disaggregated by sex and other relevant, intersecting forms of identity; ensure that gender considerations are integrated into the project’s theory of change, including in the discussion of impact, assumptions, evidence and risks * Develop a Gender Action Plan for the project with annual outputs to facilitate implementation of activities that promote gender equality and women’s empowerment. * Provide inputs to the UNDP Social and Environmental Screening Procedure including assessing potential negative impacts of the project on gender equality and specific activities to mitigate and/or minimize them. * Assist the project development team in identifying and developing partnerships with gender equality/women’s governmental institutions, local women’s NGOs/CSOs and relevant national stakeholders. * As requested by the project development team, assist with capacity building and other aspects of project preparation to ensure gender considerations are mainstreamed into the project document.   **Final Outputs:**   * A gender analysis to explain how the project will contribute to gender equality and women’s empowerment and identify entry points for mainstreaming gender considerations in project components will be produced.  **Deliverables/Timeline** The following is a list of key deliverables, timelines and corresponding payments   |  |  |  |  | | --- | --- | --- | --- | | Activity | Deliverables | Timeline | Payment | | Activity 1 | **Participatory Gender Analysis:**   * Analysis using the guiding questions in the gender analysis template (Annex 2) to understand the national and local context, and understand issues around gendered division of labour and time use, access and control, power and decision making, and knowledge and capacities. A review of national gender statistics, time-use surveys, national action plans, and qualitative data generated through policy and academic research and participation assessments should be used to inform the analysis; * Stakeholder consultation analysis, interviews and relevant information; * A baseline survey on women’s participation in project activities/ meetings; women’s livelihood and economic activities; women’s: women and men’s participation in decision making processes; men and women as project beneficiaries | *[End of Month 1]* | 30% | | Activity 2 | **Gender considerations fully mainstreamed into project document, including**:   * Working with the project development team using the findings from the gender analysis, develop the project’s results framework ensuring that gender-responsive outcomes, baselines, targets, and indicators are included; ensure that all applicable indicators are disaggregated by sex and other relevant, intersecting forms of identity. * Working with the project development team using the findings from the gender analysis, develop a gender-responsive theory of change; ensure gender considerations are integrated into the project’s theory of change, including discussion of impact, assumptions, evidence and risks. | *[End of Month 3]* | 30% | | Activity 3 | * **Gender Action Plan:** A Gender Action Plan for the project with concrete outputs to facilitate implementation of activities that promote gender equality and women’s empowerment. | | Activity 4  Activity 5 | **Note to file on process to mainstream gender considerations into the project document:**  The note to file is an opportunity for the consultant to highlight any key lessons, issues, risks and recommendations (for example, notes for the mid-term review, recommendations to the Regional Technical Advisor or Project Manager) related to gender mainstreaming during any aspect of the project document development process and project implementation not covered elsewhere  Final, proof-read (word, [translation}, designer’s PDF) versions of Tap report | *[End of Month 6]* | 40% |  **\*\*\*\*\*\*Travel (tbc)** In the course of the assignment, the Service Provider will be expected to undertake two missions to Nigeria. The first mission is anticipated to last approximately [3] work days, the second mission [2] work days (excluding travel time). The dates for the missions will be agreed upon between the Service Provider and UNDP in Nigeria. |

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| I. Academic Qualifications:   * Master’s degree in gender studies, gender and development, environment, sustainable development or closely related area   II. Years of experience:   * at least 7 years of practical working experience in gender mainstreaming, women’s empowerment and sustainable development in gender analysis; * Experience carrying out participatory gender analysis; experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis; developing gender action plans. * Proven experience in analysis of gender issues in Nigeria. * Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations. * Experience in facilitating gender responsive stakeholder meetings is highly desired; * Experience with project development and results-based management methodologies is highly required;   III. Competencies:  The candidate must be sound in technical report writing skill and proven ability to engage with multiple stakeholders to achieve desired results.  He/she must be fluent in written and spoken English. Previous working experience with UN agencies is an asset. |

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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| Interested individual consultants must submit the following documents/information to demonstrate their qualifications:  1. Proposal:  (i) Explaining why they are the most suitable for the work  (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)  2. Financial proposal  3. Personal CV including past experience in similar projects and at least 3 reference**s** |

**5. FINANCIAL PROPOSAL**

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| The consultancy shall be for 40 days spread over a period of 4 months (February to May, 2019, and carries no expectation of continuity. The consultancy is deliverable based and the fees shall be paid in three installments and contingent on the deliverables specified against each installment. The milestones shall be paid upon satisfactory acceptance of the deliverable by UNDP. Upon acceptance of the deliverables, UNDP shall issue a Certificate of Satisfactory Performance to the consultant which shall form the basis for the payment of the due milestone.   |  |  | | --- | --- | | 1st Installment (20%) | Upon submission of Inception Report/Plan | | 2nd Installment (50%) | Upon submission of Mid-Term report | | 3rd Installment (30%) | Upon submission of Final Consultancy Report. |   The consultant shall be entitled to payment of Daily Subsistence Allowance (DSA) and travel costs for any official travel approved by UNDP in line with its financial regulations and rules. |

**6. EVALUATION**

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| Individual consultants will be evaluated based on the following methodologies:  *Cumulative analysis*  *The award of the contract shall 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*  *\* Technical Criteria weight; [70%]*  *\* Financial Criteria weight; [30%]*  *Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation*   |  |  |  | | --- | --- | --- | | ***Criteria*** | ***Weight*** | ***Max. Point*** | | *Technical* | *70%* |  | | * minimum of master’s degree in gender studies, gender and development, environment, sustainable development or closely related area | *10* | | * at least 5 years of practical working experience in gender mainstreaming, women’s empowerment and sustainable development in gender analysis; |  | *15* | | * Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations especially community-based organizations | *25* | | * Sound in technical report writing, collecting and formulating gender responsive indicators and sex-disaggregated data skill and proven ability to engage with multiple stakeholders to achieve desired results | *20* | | *Financial* | *30%* |  | |

**ANNEX**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**