



Terms of Reference

for Gender Advisor under the scope of Göksu-Taşeli Watershed Development Project

1. BACKGROUND

The overall objective of Göksu-Taşeli Watershed Development Project (GTWDP), as phase one of a two-Project Program, is to reduce rural poverty by supporting economic diversification through value chain development and sustainable natural resource management.

The Project targets to increase farmers' income from improved agricultural production and marketing activities in the targeted area with strengthened resilience to climate shocks. The Project would also contribute to improving the standards of living of the nomadic Yörük tribes in the highlands of the Taurus Mountains, through capacity building that would assist them to organize for improved management of the common natural resources. The project outcomes include:

- i) Sustainably increased farm productivity;
- ii) Higher product prices received by smallholder producers.

The GTWDP is being implemented in selected villages of 11 districts of Konya (Ahırlı, Bozkır, Taşkent, Hadim, Yalhöyük, Akören and Güneysınır), and Karaman (Karaman Center, Başyayla, Sariveliler and Ermenek) provinces of Central Anatolia. These districts are located in the Göksu sub-catchment, one of the four in the East Mediterranean Watershed.

The Project area includes 238 villages that are situated in the mountainous parts of the 11 districts where the elevation varies between 600 m and 1 800 m. Each component would focus on elements of the identified value chains (VCs).

Ministry of Agriculture and Forestry (MoAF) has the overall responsibility for the management and the implementation of GTWDP. UNDP's role is to support the project in dealing with flow of funds arrangement, recruitment of project staff, contracting of technical assistance, accounting, auditing and assistance in procurement of goods, civil works and services. The Project will be supervised by IFAD (Financier) and Ministry of Finance and Treasury (Borrower).

The GTWDP includes three components, namely

- i) Agricultural Productivity and Natural Resource Management;
- ii) Market Access Enhancement; and
- iii) Project Management

The above-mentioned fields of implementation are expected to have various and different impacts on women's and men's daily lives as well as gender relations within the field. On the other hand, existing gender relations and women's and men's differentiated gender needs may affect the project implementation in various and different ways.

Bearing this in mind, within the scope of GTWDP, different needs and experiences of women and men are an integral part of project implementation, planning and policy making processes. The aim of gender equality is to be a main approach for the project. In order to achieve this objective, efforts are being made to develop a common understanding of gender equality since the beginning of the project.

In this context, UNDP will contract a Gender Advisor (GA) who will support Gökusu-Taşeli Watershed Development Project' inclusive and gender-responsive activities.

2. OBJECTIVE AND SCOPE

Maximizing the inclusion of the voices and choices of women in the planning and execution of the Project will be the Gender Advisor's main function. The overall objective of this assignment is to provide support to strengthen the economic and social wellbeing of women and men equally at individual, community and institutional levels. To achieve the overall objective, the main duties of this individual contracts are as follows;

- S/he will be responsible for mainstreaming gender throughout the project implementation, including but not limited to undertaking necessary interventions and provide relevant inputs for highlighting gender related issues.
- S/he will assist and support project teams (PPMUs in Konya and Karaman) to enhance gender responsive project implementation capacities.
- The overarching responsibility of the Consultant will be to enhance the Project's impact on women's visibility and entry to the value chain and access to market to in order to accumulate human, social, physical and financial assets.
- S/he will be responsible to ensure that gender-disaggregated data collected and collated for the M&E system of the Project and for reporting to IFAD.
- In order to better capture women's needs and constrains the Gender Advisor will use inputs from the Baseline Survey to guide the Gender and Social Inclusion Study¹. The gender focus of the Diagnostic Survey and gap analysis will be reviewed by the Consultant. Barriers for women's participation and benefitting from the programme will be identified during the Study and appropriate solutions will be proposed in the Gender Action Plan.

The activities will be developed in close cooperation with Central Project Management Unit (CPMU) in MoAF, LED Projects Coordinator and ISG PSPS Portfolio Manager of UNDP Inclusive, UNDP Gender Advisor and Sustainable Growth Portfolio as well as related staff.

The IC will be mobilized with Framework based Individual Contract. Specific expectations from the IC will be articulated in specific service requests to be made by UNDP during the course of the contract.

If required by the UNDP, the Individual Contractor may provide additional consultancy services related to her/his competencies.

3. ACCRONYMS AND ABBREVIATIONS

Unless otherwise noted;

- UNDP refers to United Nations Development Programme Country Office in Turkey
- GTWDP refers to Gökusu Taşeli Watershed Development Project
- IC refers to Individual Consultant
- CPMU refers to Central Project Management Unit
- IFAD refers to International Fund for Agricultural Development
- PPMU refers to Provincial Project Management Unit
- M&E refers to Monitoring and Evaluation
- GA refers to Gender Advisor
- ISG refers to Inclusive and Sustainable Growth

¹ Format for Gender Mainstreaming Strategy (IFAD Guidelines)

- LED refers to Local Economic Development
- HHs methodology
- PSPS Portfolio refers to Public Sector Policies and Services Portfolio

4. DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONTRACTOR

The below listed activities are subject to development and change with consent of ISG-PSPS Portfolio Manager, LED Projects Coordinator, and related team members. These possible developments and changes will be shared with the contractor throughout the contract execution, the Individual Contractor will conduct activities in accordance with this Terms of Reference.

If required by the UNDP, the Individual Contractor may provide additional consultancy services related to her/his competencies.

Within the scope of the Assignment; the Consultant is expected to provide consultancy services for the below listed generic activities:

Subject	Generic Activities
Technical Advisory Services on Gender Mainstreaming	<ul style="list-style-type: none"> • Providing qualitative and quantitative assessments, reports, trainings, activity plans etc. • Working in close collaboration with teams (in Konya and Karaman), tasks force established at all levels to organize/ implemented and monitor community mobilisation/sensitisation activities, including application of selection criteria for the beneficiaries based on the agreed criteria in the Project Implementation Manuel (PIM). • Supporting overall formation and strengthening of smallholder groups and oversee the work of the gender advisor in the FST. • Taking necessary steps to ensure implementation of a gender action plan including working in close collaboration with committees to ensure community mobilisation/sensitisation activities are organized in order to capture women; ensuring affirmative actions are undertaken for their participation (i.e. quotas); The advisor will also be responsible for inclusion and application of specific tools from the household methodology into capacity building activities of groups. • The IC will work in close collaboration with the PPMU: The main task will be to identify on the basis of analysis (participatory methodologies) the opportunities that the project will offer along the value chain for non-farm actors, especially women, youth and other disadvantaged categories. • A menu of options will be identified, and it will guide activities related to common interest groups of women. The advisor will support formation of groups and coaching along the life cycle of the project working in close collaboration with the other ICs as well as with local counterparts. • Ensure that there are adequate communication materials; review existing training materials and evaluate whether additional

	<p>information shall be included for specific sectors/issues. Ensure that the materials the project develops are gender sensitive.</p> <ul style="list-style-type: none"> • Based on the area for training identified, for women and subsequent collaboration with service providers to provide ad hoc trainings, draft ToRs for service providers in collaboration with the team. The trainings will also target farmer’s organisations. • Working in close collaboration with service providers for Gender Mainstreaming Strategy and Action Plan and ensure adaptation of key tools in existing materials and teams at district level are trained in the methodology.
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5. DELIVERABLES

Individual Contractor is expected to invest (*at maximum*) 60 working/days throughout contract duration.

The framework contract will be executed based on assignments detailed in each specific service requests to be prepared by the UNDP. Service requests will be developed by the Projects Coordinator and Portfolio Manager and the time schedule for each assignment will be determined by UNDP in consultation with the consultant. Service request will be effective upon signing and return by the consultant.

The deliverables of the Contract will be completed in line with the major activities defined in Section 4 of this terms of references.

Reporting language: Reporting language will be English and Turkish and will be specified in each Service Request.

6. INSTITUTIONAL ARRANGEMENT

UNDP will provide all relevant background documents. UNDP is not required to provide any physical facility for the work of the Individual Contractor(s).

UNDP will cover pre-approved travel and accommodation costs of the Individual Contractor when traveling outside of the duty-station and upon submission of relevant documentation. Meetings with the Ministry will be facilitated through UNDP.

UNDP is not required to provide any physical facility for the preparatory and reporting works of the Individual Contractor. However, depending on the availability of physical facilities (e.g. working space, computer, printer, telephone lines, Internet connection etc.) and at the discretion of the UNDP, such facilities may be provided at the disposal of the ICs. UNDP will facilitate meetings between the IC and other stakeholders, when needed.

UNDP ISG LED Projects Coordinator will directly supervise the Individual Contractor. Individual Contractor will be directly responsible to, reporting to, seeking approval/acceptance of output from Projects Coordinator.

All reports/project documents should be submitted in Turkish and if requested by the LED Projects Coordinator and ISG PSPS Portfolio Manager some reports also could be requested in English as well.

7. REQUIRED QUALIFICATIONS

The following table demonstrates the required qualifications of the consultants to be mobilized within this Assignment.

General Qualifications	General Professional Experience	Specific Professional Experience
<ul style="list-style-type: none">▪ University degree in Social/Political Sciences, Gender Studies, Economics, International Relations, or other related social sciences.▪ Proficiency in Turkish and English is required.▪ Computer skills (i.e. MS Office applications).▪ Advanced degree (master or higher) on a relevant field is asset.	<ul style="list-style-type: none">▪ At least (7) seven years of general professional experience is required.	<ul style="list-style-type: none">▪ Minimum 5 years' experience in gender mainstreaming or gender equality is required.▪ Minimum 2 years of working experience on women empowerment in the rural areas.▪ Strong track-record of gender mainstreaming capacity development for governmental institutions such as finance and economic planning ministries at institutional and operational levels is asset.▪ Working experience in international organizations (such as UNDP, IFAD etc.) is asset.
Notes: <ul style="list-style-type: none">• Internship(paid/unpaid) are not considered professional experience.• Obligatory Military service is not considered professional experience.• Professional experience gained in an international setting is considered international experience.		

8. TIMING AND DURATION

The Assignment is expected to start on 06 June 2019 and expected to be completed by 06 June 2020. Consultant is expected to invest (at maximum) 60 working/days throughout contract duration.

9. DUTY STATION

Place of work for the assignment is home-based, Ankara, Konya and Karaman.

It may be expected that the ICs travels within the scope of the work. It is required that the terms of such travels are approved by the UNDP LED Projects Coordinator or ISG PSPS Portfolio Manager with the coordination of MoAF prior to each travel. The details of the travels will be outlined in relevant specific service requests.

In case travel is needed, all travel and accommodation costs of these missions out of the residence of the IC will be borne by UNDP. The costs of these missions may either be;

- Arranged and covered by UNDP CO from the respective project budget without making any reimbursements to the IC (any assignment-related travel (economy class), accommodation (bed & breakfast) outside duty station will be arranged by the travel agency UNDP works with, when necessary, by receiving prior approval of UNDP) or,
- Reimbursed to the consultant upon the submission of the receipts/invoices of the expenses by the consultant and approval of the UNDP. The reimbursement of each cost item is subject to following constraints/conditions provided in below table;
- Covered by the combination of both options.

The following guidance on travel compensation is provided per UNDP practice.

Cost item	Constraints	Conditions of Reimbursement
Travel (intercity transportation)	Full-fare economy class tickets	1- Approval of UNDP before the initiation of travel 2- Submission of the invoices/receipt, etc. by the IC with the UNDP's F-10 Form 3- Approval of UNDP
Accommodation	Up to 50% of the effective DSA rate of UNDP for the respective location	
Breakfast	Up to 6% of the effective DSA rate of UNDP for the respective location	
Lunch	Up to 12% of the effective DSA rate of UNDP for the respective location	
Dinner	Up to 12% of the effective DSA rate of UNDP for the respective location	
Other Expenses (intra city transportations, transfer cost from /to terminals, etc.)	Up to 20% of effective DSA rate of UNDP for the respective location	

10. PAYMENTS

The contract to be signed between UNDP and the Individual Contractors will *not* entail a financial commitment from UNDP. UNDP's Financial commitment will be established on an ad-hoc basis every time as services are officially requested by UNDP.

Payment terms and conditions will be specified in the specific service requests. Payments made within 30 days upon acceptance and approval of the corresponding service request by UNDP on the basis of actual number of days invested in that respective service request and the pertaining Certification of Payment document signed by the expert and approved by Led Projects Coordinator or ISG-PSPS Portfolio Manager. Payment terms and conditions along with the daily fee rate (indicated in the contract) and number of days invested (not to exceed maximum number of days in the service request) will be the basis of payment to the IC. Payments will be made against submission of the deliverable(s) by the Individual Contractor and approval of such deliverables by Projects Coordinator and Portfolio Manager. UNDP will cover pre-approved travel and accommodation costs of the Individual Contractor(s) when traveling outside of the duty-station and upon submission of relevant documentation.

The total amount of payment to be affected to the Consultant within the scope of this contract **cannot exceed** equivalent of 60 working/days.

The consultant shall be paid in US\$ if he/she resides in a country different than Turkey. If he/she resides in Turkey, the payment shall be realized in TRY through conversion of the US\$ amount by the official UN exchange rate valid on the date of money transfer.

The amount paid to the IC shall be gross and inclusive of all associated costs such as social security, pension and income tax etc.

Tax Obligations: The Individual Contractor is solely responsible for all taxation or other assessments on any income derived from UNDP. UNDP will not make any withholding from payments for the purposes of income tax. UNDP is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the Individual Contractor.



THE GLOBAL GOALS

For Sustainable Development