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Resilient Nations.

**Terms of Reference**

**Ref: PN/FJI/049/19**

**Consultancy Title:** Gender Specialist

**Project Name:** Tuvalu Coastal Adaptation Project (TCAP)

**Duty Station:** Home Based with at least 2 Travels to Tuvalu  
Tentative number of days in country (total of 17 days for both travels)

**Duration of the Contract:**

- Contract period – 35 Working Days
- Commencement and ends dates of assignment – 2<sup>nd</sup> September to 18<sup>th</sup> October 2019
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Consultancy Proposal should be sent via email to [etenderbox.pacific@undp.org](mailto:etenderbox.pacific@undp.org) no later than **1<sup>st</sup> August 2019 (Fiji Time)** clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to [procurement.fj@undp.org](mailto:procurement.fj@undp.org). 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. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. **Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.**

**NOTE:** Proposals must be sent to the designated email ([etenderbox.pacific@undp.org](mailto:etenderbox.pacific@undp.org)). Please do not copy or directly email applications to UNDP staff.

*If the selected/successful Candidate is over 65 years of age and required to travel outside his home country; He/She will be required provide a full medical report at their expense prior to issuance to contract. Contract will only be issued when Proposed candidate is deemed medically fit to undertake the assignment.*

**Objectives:**

The main objectives of this consultancy are to:

1. Review the Gender Assessment and Action Plan under Annex 6 of the Project Document; and
2. Develop a Gender Strategy and Action Plan for the TCAP project;

**Background**

Tuvalu is the fourth smallest nation in the world. It comprises of nine inhabited islands with a population of around 11,000. The total land area is 26 km<sup>2</sup>. Funafuti atoll, where the national capital is located, is home to about half of the population. With the average elevation of 1.83m, Tuvalu is one of the most vulnerable countries in the world to the impacts of climate change, particularly to projected sea-level rise and increases in

the severity of cyclones.

The Tuvalu Coastal Adaptation Project (TCAP), financed by the Green Climate Fund (GCF), will enable the Government of Tuvalu (GoT) to implement measures that are urgently required to reduce the impact of increasingly intensive wave action on key infrastructure as a result of climate change induced sea-level rise. The primary focus of the project is to put in place robust coastal protection measures in the three islands of Funafuti, Nanumea and Nanumaga; and by building institutional and community-level capacities to prepare for the impact of increasingly intensive wave actions and intensifying extreme events in the country. The project was approved in June 2016 and commenced proper in September 2017.

During the proposal design phase, a gender assessment was conducted and the gender considerations were incorporated within the various aspects of the proposal to ensure that the project contributes to gender equality and the empowerment of women and girls in Tuvalu with the underlying principles of participation and responsibilities. These were incorporated through:

1. Engaging women and key governmental and civil society groups focusing on women and gender empowerment in Tuvalu;
2. Reviewing and aligning with Tuvalu's national government policies and strategies on gender;
3. Assessments of prevailing conditions in Tuvalu that affect gender-responsive project design;
4. Integrating gender considerations in the project indicators, targets and activities; and
5. Facilitating women's participation in areas where women are underrepresented.

The development of a Gender Strategy and Action Plan for the TCAP project is crucial to align conformity with the GCF Gender policy's aim of advancing gender equality and women's empowerment through climate change mitigation and adaptation actions.

#### **Scope of work/Expected Output**

The consultant is expected to be guided by the examples and best practices from the gender strategy and action plans of other GCF approved projects, as well as by the priorities of the Tuvalu National Gender Policy. The consultant will also be required to work collaboratively and in partnership with the Tuvalu Government's Gender Affairs Department under the Office of the Prime Minister. Similarly, to consult with the UNDP Pacific Office Gender Team as well as Regional Technical Specialists (RTA) and Gender Expert from the Bangkok Regional Hub (BRH) for guidance.

The following are some of the areas the consultant will be expected to focus on to facilitate development of the Strategy and the Action Plan:

- Review the Gender Assessment and Action Plan under Annex 6 of the Project Document;
- Review available national laws and policy document(s) in Tuvalu - on gender;
- Review key project planning documents to inform suggestions on specific gender-implementation strategies and actions;
- Review the roles and responsibilities of project partners with regards to developing the Gender Action Plan;
- Review Gender strategies of other approved GCF adaptation projects;
- Consult with the GCF's Gender Policy and Action Plan;
- Consult with the GCF document on mainstreaming gender in GCF programmes;
- Assess existing institutional, policy and legal frameworks of sectors relevant to ensuring gender mainstreaming in the project's implementation;
- Assess gender sensitiveness of the:
  - project outcome,

- project objectives,
- project activities,
- project indicators and targets
- Identify gender inequality issues specific to the project's proposed activities, such as barriers to women's and girl's participation in decision making, capacity building and climate change adaptation planning;
- Identify opportunities to address the gender related barriers;
- Identify gaps and strategies for collecting age and sex disaggregated data for conducting gender analysis and project reporting;
- Identify appropriate gender sensitive indicators, targets and activities in the implementation of the project; and
- Conduct consultation meetings with the relevant public and private sectors, line ministries, women's groups and NGOs, development partners and the local communities to improve gender equality and empowerment outcomes for the project.

## I. EXPECTED OUTPUTS & DELIVERABLES

The expected deliverables and outputs from this consultancy are outlined in the table below:

No.	Deliverables/Outputs	Estimated Duration to Complete	Estimated Timeline
1	Preparation of Inception Report to include the following: a) detailed recommendations from the review of the Gender Assessment and Action Plan under Annex 6 of the Project Document; b) detailed technical approach, methodology to be adopted and a concise work plan to achieve the TCAP Gender Strategy & Action Plans;	10 days	September 13 <sup>th</sup> , 2019
2	Gender-targeted, stakeholder consultations in Tuvalu with field travel to all the project sites (Funafuti, Nanumea and Nanumaga islands)	17 days	Between September 3 <sup>rd</sup> to October 4 <sup>th</sup> , 2019
3	Final Gender Strategy and Action Plan that includes an associated timeline and budget (incorporating feedback from the project team and the project's corporate team)	10 days	October 15 <sup>th</sup> , 2019

### Resources Provided

- The Consultant is required to provide for his/her own computer as well as the travel, accommodation and transportation costs during his consultancy. UNDP shall allocate a working space for the Consultant at the TCAP Tuvalu PMU Office during the period of assignment in Tuvalu.

### Supervision/Reporting

- The Consultant will report to and work under the guidance of the TCAP Project Manager while seeking inputs from the Deputy Team Leader, RSD at the UNDP Pacific Office in Suva and the Regional Technical Advisor (RTA) based in Bangkok.

**Requirement for Qualifications & Experience**

- Minimum Master's degree in development, gender, rural development, climate change adaptation or related fields;
- At least 10 years' experience in conducting gender analysis and developing gender strategies in the climate change adaptation sector;
- Demonstrated expertise in gender issues in the climate change adaptation sector;
- Demonstrated experience on working with stakeholders in the government as well as development partners on gender issues;
- Proven experience of conducting similar nature of assignment in the past preferably for UN organizations;
- Familiarity with technical issues related to coastal adaptation;
- Ability to operate in different cultural settings and with a variety of stakeholders who are culturally and gender sensitive;
- Experience on working in the Pacific or sub-tropical environment - ideally in an atoll island environment such as Tuvalu;

**Language**

Fluency in English – both written and oral

**Compliance with UN Core Values**

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment;

**II. EVALUATION CRITERIA**

The Consultant will be evaluated based on the qualifications and the years of experience, as outlined in the "Requirements for Qualification & Experience" section. In addition, the consultant will also be evaluated on the following:

- Technical Criteria weighting – 70%
- Financial Criteria weighting – 30%;

The proposal with the highest cumulative scoring will be awarded the contract.

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

**Evaluation Matrix for both Technical & Financial proposals**

No.	Evaluation Criteria	Percentage
	<b>Technical Evaluation</b>	
1	Minimum Master's degree in development, gender, rural development, climate change adaptation or related fields;	10%
2	At least 10 years' experience in conducting gender analysis and developing gender strategies in the climate change adaptation sector	10%
3	Demonstrated expertise in gender issues in the climate change adaptation sector	10%

4	Demonstrated experience on working with stakeholders in the government as well as development partners on gender issues	5%
5	Proven experience of conducting similar nature of assignment in the past preferably for UN organizations	10%
6	Familiarity with technical issues related to coastal adaptation	10%
7	Ability to operate in different cultural settings and with a variety of stakeholders who are culturally and gender sensitive	5%
8	Experience on working in the Pacific or sub-tropical environment - ideally in an atoll island environment as Tuvalu	10%
	<b>Total – Technical Evaluation</b>	<b>70%</b>
	<b>Financial Evaluation</b>	
		<b>30%</b>
	<b>TOTAL</b>	<b>100%</b>

**Payment Schedule (if required):**

All payments will be authorized by the Deputy Team Leader RSD, UNDP Pacific Office, Fiji - in close consultation with the TCAP Project Manager who is based in Tuvalu.

No.	Deliverables	Approval for payment to be obtained from	Percentage of Payment
1	Upon submission and acceptance of Inception Report with detailed technical approach, methodology to be adopted and a concise work plan	UNDP	40%
2	Final Gender Strategy and Action Plan submitted to UNDP	UNDP	60%
	<b>TOTAL</b>		<b>100%</b>

**Proposal Submission**

Offerors must send the following documents.

Technical Proposal

- CV
- Statement of how applicant meets requirements for qualifications & experience
- Proposed Methodology/approach including a concise work plan
- Names/Contacts of 3 referees

Financial Proposal

Lump sum financial proposal inclusive of all cost – Daily fees/Travel costs/Accommodation costs and any other

costs associated to undertake this consultancy.

Consultant must send a financial proposal based on a **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

*The P11 form and Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website ([www.pacific.undp.org](http://www.pacific.undp.org))*

**Interested Candidates must accept UNDP General Terms and Conditions for Individual Consultants**

*Successful candidate will be required to complete the BSAFE course prior to undertaking any travel related to this consultancy ( online security awareness training). <https://training.dss.un.org/course/category/6>*

*Women Candidates are encouraged to apply*