

Terms of reference



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GENERAL INFORMATION

Title: Gender and Safeguards Consultant

Project Name: Supporting Sustainable Transportation through the Shift to Electric Mobility in Jamaica

Reports to: UNDP Programme Specialist under the overall guidance of the Resident Representative

Duty Station: Jamaica

Expected Places of Travel (if applicable): Jamaica

Duration of Assignment: 15 work days over a 4-month period

REQUIRED DOCUMENTATION FROM CONTRACTOR

X	Letter of presentation highlighting main qualifications and experience relevant to this TOR CV
X	CV or P11 form
X	Copy of education certificate
X	Completed financial proposal
X	Sample Work

I. BACKGROUND

The objective of the GEF Project Preparation Grant (PPG) is to develop the project concept into a full project: *Supporting Sustainable Transportation through the Shift to Electric Mobility in Jamaica*. The *Supporting Sustainable Transportation through the Shift to Electric Mobility in Jamaica* project seeks to support the promotion of low emission public and private transportation systems in Jamaica that are resilient to the projected impacts of climate change. Based on the structuring of the enabling conditions for the wider adoption of e-mobility in Jamaica, it addresses the transport sector, which is the second largest source of GHG emissions in the country. The project, with the support of the Global EV Programme, will develop policy frameworks, support legislation arrangements and incentives and establish mid and long-term strategies including, communication campaigns and capacity building to incentivize the uptake of electric mobility. A demonstration project with 3 to 4 electric buses and complementary charging infrastructure for public transport will take place in Kingston.

The project will establish a coordination mechanism to integrate the ongoing EV Initiatives in the country. Complementarity with the Jamaica Electric Vehicle Climate Action & Resilience Program which is being structured by IDB and the ministry of Energy will allow the project to build upon initial policy developments and develop further regulatory and fiscal arrangements needed for the large-scale introduction of electric mobility in the country.

This program will initiate a first phase of demonstration activities on low-carbon power charging infrastructure and the technological shift of part of the governmental car and bike fleet. The GEF project will be focused on public transportation buses through the development of finance schemes and business models

specific to the island context. The demonstration of electric buses with integrated renewable power recharging aims at establishing public-private partnerships that can be upscaled once technical and operational conditions are analyzed and evaluated. The grant funds provided by the GEF and complemented by co-funding aim to de-risking the EV and EV supply equipment technology and to develop the necessary national capacities to operate e-mobility systems. This is key to make possible a wider market penetration and attract private sector investment and for upscaling investments with development banks and funds.

The project objective will be achieved through four main project components:

Component 1: Integration and coordination of National Electric Mobility Initiatives in Jamaica

Component 2: Technical and regulatory assessments for the development and update of National EV policies and legislation

Component 3: Pilot program designed and deployed in Kingston including electric buses purchase and necessary charging infrastructure of electric buses

Component 4: National awareness raising and capacity development for the transition to low-emission electric mobility

The final outputs of the GEF PPG are:

1. UNDP-GEF Project Document (ProDoc)
2. Mandatory annexes to the ProDoc listed in the Annotated UNDP-GEF Project Document template
3. GEF CEO Endorsement Request and all co-financing letters.
4. Validation Workshop report (as appropriate for projects with a moderate and high SESP risk rating).

Any additional studies and other reports produced under the GEF PPG and not included in Annex to the project document should be submitted to UNDP and saved for future reference.

Key Dates for the GEF PPG

Milestone	Date	Notes
Internal submission date for UNDP-GEF review and clearance	13 April 2020	10 months of PIF approval for child projects
First GEF Submission Deadline	13 June 2020	Failure to submit a ProDoc and CEO ER to the GEF Sec by this date will lead to the automatic cancellation of the project by the GEF Sec
CEO Endorsement Deadline after which the project will be cancelled.	13 December 2020	Endorsement must be within 18 months of PIF approval for FSPs and 12 months for MSPs. If the project has not been CEO endorsed by this date, then it will be automatically cancelled by the GEF Sec.

UNDP Jamaica will lead the project development process and manage the GEF PPG budget in full consultation with the UNDP-GEF Technical Adviser. An established Working Group will guide the GEF PPG team, and review and endorse the GEF PPG deliverables. The Working Group is responsible for ensuring that the deliverables outlined in this GEF PPG are completed on time and in line with UNDP and GEF requirements as well as national priorities. A team of consultants will be contracted to assist in the development of the Prodoc led by the Lead Consultant.

The GEF PPG consultancy team will be composed of the following:

- 1) International Transport consultant for Project Development (Team Leader)
- 2) National consultant Gender and Safeguards
- 3) National Transport Project consultant

The Gender and Safeguards Consultant will outline the project's approach and strategy for mainstreaming gender in accordance with UNDP and GEF policies. The consultant will be responsible for ensuring UNDP's Social and Environmental Safeguards Procedures (SESP) are applied and develop the assessments and management actions needed to safeguard social and environmental risks of the project. The consultant will in collaboration with the PPG team, a comprehensive stakeholder engagement plan to engage the main beneficiaries in project design and implementation.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Key deliverables include:

- 1) Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:
 - a. Lead the **gender analysis process** and work closely with the Team Leader and National Transportation Expert; review Prodoc drafts to ensure findings are meaningfully integrated into the project's strategy, theory of change and results framework;
 - b. Ensure the **UNDP Social and Environmental Screening Procedure (SESP)** prepared at the PIF stage ("pre-screening") is fully implemented during the PPG, and update that screening in an iterative fashion throughout the PPG, as appropriate;
 - c. Develop an Environmental and Social Impact Assessment (ESIA) of the gender-related high risks identified;
 - d. Provide relevant information and insights on gender issues and appropriate actions to support completion of **any additional studies** that are determined to be needed for the preparation of the ProDoc and all other final outputs;
 - e. Participate in stakeholder consultations and support the **stakeholder analysis process** in coordination with Team Leader and National Transportation Expert; ensure that they are complete and comprehensive.
- 2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B): Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:
 - a. Provide a detailed description of relevant individual and institutional beneficiaries in terms of gender aspects;
 - b. Preparation of relevant sections of the **Stakeholder Engagement Plan** in collaboration with the National Transportation Expert and Team Leader;
 - c. Prepare the **Gender Action Plan and Budget**; and incorporate relevant activities into the Project's Monitoring & Evaluation (M&E) Plan and budget.
 - d. Contribute to the updated **SESP**, as needed, based on assessments undertaken during Component A;
 - e. Develop sections for the ESMF (**Environmental and/or Social Management Framework**) for all gender-related risks identified as Moderate or High in the SESP; and

f. Provide advice for the design of the **Project Management Arrangements**.

3) Validation Workshop (Component C):

- a. Participate in the validation workshop; and
- b. Support all necessary revisions that arise during the workshop, as appropriate.

4) Final Deliverables:

- 1) Relevant sections of Stakeholder Engagement Plan
- 2) Document covering description of beneficiaries, gender analysis and Gender Action Plan and Budget
- 3) Relevant sections of the Environmental and Social Management Framework (ESMF) including ESIA for identified high risks.
- 4) Minutes of validation workshop (gender issues only).

Expected Outputs and Deliverables

Deliverables/ Outputs	Percentage Payment	Proposed Completion deadline	Review and Approvals Required
Deliverable 1: Relevant sections of Stakeholder Engagement Plan	20%	15 November 2019	UNDP, Government Counterpart
Deliverable 2: Document covering description of beneficiaries, gender analysis, and Gender Action Plan and Budget	40%	30 November 2019	UNDP, Government Counterpart
Deliverable 3: Relevant sections of the ESMF including ESIA for identified high risks.	30%	15 December 2019	UNDP, Government Counterpart
Deliverable 4: Minutes of validation workshop (gender issues only)	10%	February 2019 (to be confirmed)	UNDP, Government Counterpart
Total	100%		

III. WORKING ARRANGEMENTS

Institutional Arrangement

- a) Consultant will report directly to the Programme Specialist under the overall guidance of the Deputy Resident Representative, working closely with the UNDP Jamaica Programme Team and the GEF – UNDP Technical Advisor.
- b) Approval of deliverables will be contingent on feedback from Government of Jamaica counterparts, UNDP Jamaica and UNDP-Technical Advisor.
- c) Consultant will be expected to work collaboratively with the PPG Team Leader and National Transportation Expert to complete the deliverables.

Duration of the Work

- a) Consultant is expected to be engaged for 15 work days weeks over a 4-month period
- b) The anticipated start date for the consultancy is 25 October 2019.
- c) UNDP and relevant partners will review and provide comments on deliverables within 10 business days of receipt of the deliverable.

Duty Station

- a) Jamaica

Travel Plan

The Consultant will be required to travel to project sites to facilitate completion of the deliverables and should include the relevant costs into the proposal.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**Academic Qualifications:**

- Master's degree in Gender Studies, Social Sciences, Sociology, Development Studies or another relevant field;

Years of experience:

- Three years of demonstrable experience in safeguards of environmental projects;
- Three years of demonstrable experience in conducting gender analyses; experience in collecting and formulating gender responsive indicators and sex disaggregated data;
- Three years of experience in Project development and Results based methodologies;
- Demonstrated experience working on policy and programmatic issues with national and local governments and civil society;
- Familiarity with the gender related aspects of the GEF focal areas, such as biodiversity, energy and climate change;
- Experience working in the Caribbean or Small Island Developing States;

III. Competencies and special skills requirement:

- Skills in teamwork and consensus-building/partnership-building in a multicultural setting.
- Excellent drafting ability and presentation and communication skills, both oral and written in English
- Engagement with diverse stakeholders at multiple levels (grassroots/community, national, regional, international)
- Ability to explain complex issues to UNDP staff and external partners;

TOR Annex 1: List of Documents to be reviewed:

- The PIF Document (Project Concept)
- UNDP-GEF Gender Toolkit
- UNDP Gender Equality Strategy
- GEF Gender Action Plan
- UNDP Social and Environmental Standards

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

Using this weighted scoring method, the award of the contract will 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 out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>	70	70
1. Criteria A: qualification requirements as per TOR: Master's degree in Gender studies, Social Sciences, Sociology, Development Studies or another relevant field; (mandatory)		
Years of Relevant Experience	15	15
<ul style="list-style-type: none"> • Three years of demonstrable experience in safeguards of environmental projects; 	15	15
<ul style="list-style-type: none"> • Three years of demonstrable experience in conducting gender analysis; experience in collecting and formulating gender responsive indicators and sex disaggregated data; 	10	10
<ul style="list-style-type: none"> • Familiarity with the gender related aspects of the GEF focal areas, such as biodiversity, energy and climate change; 	5	5
<ul style="list-style-type: none"> • Minimum of 3 years of experience in Project development and Results based methodologies 		
Adequacy of Competencies for the Assignment		

<ul style="list-style-type: none"> • Experience engaging with diverse stakeholders at multiple levels (grassroots/community, national, regional) 	5	5
2. <i>Criteria B: Brief Description of Approach to Assignment (Technical Proposal)</i>	10	10
3. <i>Criteria C: Assessment of Sample work submitted</i> <ul style="list-style-type: none"> • Excellent drafting ability and presentation in English as evidenced by sample work (previous Gender Analysis and Plan completed by Consultant preferred) 	10	10

Approval

Signature

Name

Richard Kelly, Programme Specialist

Date

17/10/2019