

## Terms of Reference

**Consultancy Title:** Gender and Livelihood Specialist (GLS), Climate Change Vulnerability and Adaptation Assessment-International/National Consultant

**Project Name:** Solomon Island Water Sector Adaptation Project (SIWSAP), Water Sector Climate Change Vulnerability and Adaptation Assessment and Water Sector Climate Change Adaptation Response Plan Development

**Duty Station:** Solomon Islands (Honiara and provincial site/s)

**Duration of the Contract:**

- Period: 9 months period (bulk of work is expected to complete in 6 months period. 3 more months required for final adjustments and contingencies)
- Days: 100 days
- Tentative Start Date: July 22<sup>th</sup> 2015
- Contract end Date: 7<sup>th</sup> March 2016

**Objectives:**

In recognition of the available information and know-how as well as the gaps related to the water sector climate change V&A assessments, SIWSAP will assess the vulnerability of water supplies (in terms of quantity and quality) to climate change in 6 pilot sites and 12 communities (Outcome 1, Output 1.1). The assessment developed and shared with the provincial and community members will inform the establishment of Water Sector – Climate Change Adaptation Plans (WS-CCA plans), prepared in the context of IWRM and in line with national policy and development planning processes (Outcome 1, Output 1.2). As a result, the V&A assessment will support the achievement of the following targets:

- ***1 comprehensive vulnerability assessment*** on water resources conducted at the national level with ***detailed assessments of the 6 pilot provinces and 12 selected communities***, incorporating assessment on water impact hot spots and how vulnerability will change due to climate change and informing national and provincial policies.
- ***WS-CCA plans developed / enhanced at 6 pilot provinces and 12 pilot communities*** incorporating results from the water sector climate vulnerability assessment to inform water adaptation strategies and budgets
- ***At least 60 key relevant Provincial and National Staff are trained*** in the Water Vulnerability Framework (i.e. how to define vulnerability – i.e. indicators, and how to measure and monitor vulnerability, etc.) and WS-CCA plans (adaptation response plans)
- ***6 Province receive the Provincial package*** (training, maps/materials on vulnerability, relevant information to guide adaptation investments / budget, etc.) for the water sector and at least 60 key relevant provincial and national staff are trained on the package
- The Assessment where appropriate will collect the required information and data ***to validate and/or update the 'Baseline Indicators' (baseline conditions)*** as per project Resource Results Framework (RRF).
- Pilot sites and interventions selected and monitored based on ***evidence-based M&E methods***.

The V&A Assessment and WS-CCA plan development will be led by national and provincial government stakeholders, community members, SIWSAP Project Implementation Unit, and a team of experts. Annex 2 describes overall design of the assignment, key stakeholders and their roles.

## Background

The impacts of climate change, particularly sea-level rise (SLR) and pronounced droughts have severe consequences on water and sanitation in the Solomon Islands. Due to SLR, low-lying islands, atolls and flat deltaic regions are faced with salt water intrusion, affecting the groundwater resources and limiting access to freshwater supply. Droughts have severely affected water supplies; during the 1997/1998 droughts that resulted in reduction of freshwater availability in Honiara by around 30-40%. Droughts have also damaged crops and livelihoods. Likewise, climate-related impacts on the quality and quantity of water has a gender dimension; in the context of the ethnic tensions, the safety and security of women and girls are compromised as they need to travel further to collect water, also leading to less time for other activities.

In this context, Government of the Solomon Islands, Ministries of Mines, Energy, and Rural Electrification (MMERE), in partnership with Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), Ministry of Health and Medical Services – Environmental Health Division, Ministry of Development, Planning, and Aid Coordination (MDPAC), and UNDP is embarking on the Solomon Islands Water Sector Adaptation Project (SIWSAP) through support from Global Environment Facility (GEF) Least Developed Country Fund (LDCF). The project objective is to improve the resilience of water resources to the impacts climate change and improve health, sanitation and quality of life, so that livelihoods can be enhanced and sustained in the targeted vulnerable areas. SIWSAP will work with partners to achieve this objective through 1) formulating, integrating, and mainstreaming water sector-climate change adaptation response plans in the water-related sectors as well as broader policy and development frameworks, 2) increasing the reliability and improving the quality of water supply in targeted areas, 3) investing in cost-effective and adaptive water management interventions and technology transfer, and 4) improving governance and knowledge management for climate change adaptation in the water sector at the local and national levels.

At the end of the four years implementation of the project, the Government of Solomon Island will have enhanced systems, tools, and knowledge for water resource resilience at the national and local levels, which will contribute to the implementation and achievement of national priorities outlined in various policies and strategies, including the National Adaptation Program of Action (NAPA) 2008, National Development Strategy (NDS) 2011 – 2020, National Water and Sanitation Sector Plan (2007).

### Vulnerability and Adaptation Assessment (V&A) in the context of SIWSAP

Climate change is the defining challenge of our time. There is now widespread consensus on the urgent need for action to tackle the impacts of climate change through well-targeted adaptation efforts. As the global water cycle is directly affected by climate change, people's access to safe water, sanitation and hygiene solutions can be significantly affected by extreme events such as floods and droughts, as well as growing water scarcity.

SIWSAP will focus on enhancing the resilience of water resources on the impacts of climate change. In order to do so, the project will conduct climate change V&A assessments in the 6 pilot provinces, and 12 pilot communities, which will inform the development of the water sector climate change adaptation response plans.

Various climate change vulnerability and adaptation assessments have taken place in Solomon Islands as well as in neighboring Pacific Island Countries with a focus on the water sector, which SIWSAP will build upon. Annex 1 summarizes related V&As and how it may inform/link with proposed V&A assessment under SIWSAP.

## Scope of work/Expected Output

Integrating gender dimensions into national climate changes policies, strategies, action plans and projects has become critical for realizing Government and community efforts to respond to climate change impacts and

vulnerabilities. This is certainly the case with the SIWSAP's focus on water resources' resilience to adaptation of impacts on climate change. To get it right all initiatives require a gender analysis to understand the dynamics of gender differences across a variety of issues critical for achieving adaptation as well as building resilience to climate change. On the basis of the information collected as part of the gender analysis, the Gender and Livelihood Specialist (GLS) will identify and design a specific and discreet gender component above and beyond gender mainstreaming aspects which will address climate change adaptation in the project's main sectors.

The GLS will be responsible for providing technical input and advice, as well as in-country implementation coordination, oversight, and support to the V&A assessment, WS-CCA plan development, and cost-benefit analysis. Furthermore, the GL will play a critical role in ensuring gender considerations are effectively addressed in the designing, planning, implementation, monitoring, reporting, and evaluation tools and system for the overall project in regard to ensuring that project investments made through this project can be accounted for through evidence-based monitoring and reporting.

The GLS will work closely with the Deputy Director of Water Resource Division of MMERE, the Project Manager/Acting Project Manager, and the SIWSAP provincial focal points, as well as the team of experts, including the Team Leader and Economist.

- The GLS will be responsible for the differentiated vulnerability between men and women to water and climate change; check and provide practical advice to V&A design and WS-CCA response plans to ensure gender considerations are adequately highlighted or addressed; provide training to relevant stakeholders and/or assessment team to gender considerations relevant to water sector at national and 6 Provinces, that informs the selection and interventions to be supported in 12 pilot communities through the LDCF financed work led by MMERE, MECDM, and MHMS in partnership with UNDP through the Solomon Island Water Sector Adaptation Project.
- Particular emphasis will be placed on gender considerations in the context of water sector exposure, vulnerability and adaptation to climate change impacts as per SIWSAP Project objectives. The focus will be how existing and future climate exposure may influence existing vulnerability, and based on this analysis, what adaptation options are good in the short-term, medium and long term underpinning gender considerations.
- Under the overall supervision of the V&A Team Leader (TL), the GLS will be responsible for integrating gender perspectives, concepts and methodologies into the V&A Assessment in creating robust evidence and improved understanding of the potential of adaptation approaches and practices, with an explicit focus on gender. The GLS will develop and implement appropriate tools and community engagement approaches to ensure capturing vulnerabilities of men, women and children separately. Further, the GLS will develop stakeholder-driven and gender inclusive adaptation pathways based on the up and out scaling of institutional and on-the-ground adaptation innovations. To ensure these identified best practices are implemented on the ground, these will be formulated accordingly in the WS-CCA Response Plans.
- For both the V&A Assessment as well as for the development of the WS-CCA Response Plans appropriate community approaches including household surveys, focus groups discussions, transect walks / informal interviews, awareness raising and training workshops, and sea level rise surveys will be utilized.
- Gender mainstreaming components in the *"IWRM Community Mobilization Guidelines"* (developed in the Pacific by the Regional Pacific IWRM Programme) will be used to foster support and action for interventions and appropriate training in the pilot sites. The following gender aspects will be monitored:
  - Establishing sex disaggregated data and include in project information systems for the pilot and replication sites.
  - Choice of action to promote gender equality should be made on the basis of clear gender analytical information and sex disaggregated data, and on the basis of women's and men's own priorities and concerns.

- Developing staff gender-related skills, knowledge and commitment through training workshops, consultancy support, provision of guidelines, financing schemes.
  - Policy dialogue, ensuring disadvantaged groups, women, men, the young and the old are represented – provision of information to women and men – especially at the National Water and Adaptation Forum – with specific sessions on gender.
  - Women, men and different age groups represented in Pilot Project Committees - promoting women's and men's equal participation in community level decision-making institutions and in community representation.
  - Development of procedures to promote equality in recruitment and career development – at least 30% of the SIWSAP Provincial Officers should be women.
  - Activities to link together individuals and groups working for gender equality.
  - Recognizing and addressing practical needs/problems identified by and particular to either women or men
  - Promoting greater gender equality in relation to resources, services, opportunities and benefits, e.g. increasing access to employment opportunities for both men and women.
  - Addressing inappropriate gender stereotypes, and gender challenges for example, women and children are more likely to fall victim of natural disasters (the 2007 tsunami in Gizo is an example of this when women fishing and the elderly were those who predominantly lost their lives).
  - In developing capacity, and in their role as stewards of domestic water needs and sanitation concerns, especially regarding children, women, men and women's groups and networks are key stakeholders in the SIWSAP project. They will be a key resource to the project during the development of the national Sanitation and Adaptation campaigns and participatory video and video diary activities.
- The GLS through obtaining relevant gender disaggregated data and working with the Water Specialist in the V&A Team will establish project baselines focusing on the status of gender integration in water resources and climate change. This will be carried out by reviewing existing water sector plans at national and provincial levels. The GLS in this regard will liaise with relevant gender organizations for advice and guidance on current gender practices.
  - Support stakeholders and partners to include gender perspectives and gender awareness in their work and identify partners' and community capacity building needs and design specific training programs on gender, water and climate adaptation to enhance existing capacity.
  - Identify gender sensitive indicators to monitor vulnerability reduction and sustainability of adaptation measures during SIWSAP project implementation. The GLS will review the SIWSAP M&E framework and ensure that gender indicators (both the baseline and target indicators) are aligned, realistic and practical.
  - Collect and synthesize good practices for developing case studies and stories to feed into the SIWSAP Project's 'Knowledge Management' Outcome (Outcome 4).
  - Profile and categorize pilot communities in terms of Gender and children with regard to key functions and roles relating to water collection, access to water and general water related activities. The GLS will contribute to the work of the Cost-Benefit Analysis/Economist of the V&A Team to ensure that cost and benefit estimates incorporate women, men and vulnerable group (including people living with disabilities) perceptions. Work in this area will entail taking into consideration livelihood values.
  - Ensure that more than 50% of those consulted in the V&A and beneficiaries of the WS-CCA Plans are women, men and vulnerable groups.
  - Identify the gender gaps within project and propose a clear and workable Action Plan on how the project together with key stakeholders can address them.

Expected outputs, required format, and proposed timeline are described as below:

Outputs / Deliverables	Required format	Proposed Timeline
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1.1 Detailed methodology: Methodology should be based on good practices underpinning gender perspectives and available data and information through literature and desktop review, etc. Methodology should include gender beneficiary and intervention selection methodology as well as approach for desegregating data based on gender.	Presentation (PowerPoint / PDF for Kick-off meeting)	August 7 <sup>th</sup> 2015 (before the kick-off meeting)
1.2. Community-based consultation / assessment tools, training materials. These will take into consideration the 'gender mainstreaming components' outlined in the scope of work and outputs.	Presentation and/or hard/soft copies of materials	
1.3. Kick off meeting agenda: including national stakeholder consultation meeting and training schedule (led by various team members).	Word document	
1.4. Draft schedule: including site assessment and consultation draft schedule / agenda.	Presentation and/or Word document	
1.5 Baseline assessment report on gender integration in water resources and climate change in the Solomon Islands.	Presentation and/or Word document	
2.1. Community consultation report: with photos, number of stakeholder engaged (how many men, women and children), list of activities, key findings, and next steps, etc. Report should also include beneficiary communities selected.	Presentation and/or Word document	October 9 <sup>th</sup> 2015 (within 4 weeks after the final community consultation meeting)
3.1. Report on the integration of gender perspectives, concepts and methodologies as well gender sensitive indicators for inclusion in the Water Sector Vulnerability Assessment and WS-CCA plans.	Word Document and/or PDF, etc.	December 7 <sup>th</sup> 2015
3.2. Presentation (poster / ppt) for stakeholder communication on key gender mainstreaming components and gender inclusive adaptation pathways.	Power point presentation or poster (PDF, etc.)	
3.3 National Feedback Session agenda and presentation materials.	Word, Power point presentation or poster (PDF, etc.)	
4.1 National Feedback Session report: including the feedback, how they were incorporated/addressed, and number of people consulted (gender disaggregated).	Word Document	March 7 <sup>th</sup> 2016
4.2 List of good practices for developing case studies and good impact photo stories on "Women Water and Climate Change" and other appropriate topics.		

#### Resources Provided

- Consultant is expected to bring computer, software, etc.
- The Project Management Unit Team will provide transportation (air and/or boat) outside of Honiara based on Government and/or UNDP travel policies

#### Supervision/Reporting

- The GLS will be part of the overall V&A Team and will report directly to TL, SIWSAP Project Manager / Acting Project Manager, UNDP Solomon Island Sub-Regional Office staff, and UNDP Regional Technical Advisor based in Suva, Fiji.
- In addition, the GLS will actively engage and seek advice from Deputy Director of Water Resource Division within MMERE and Director of Climate Change within MECMD who are the main key

government counterparts that lead the project.

## Requirement for Qualifications & Experience

### ▪ Minimum educational qualifications

#### Recruitment Qualifications

Education:	<ul style="list-style-type: none"> <li>• Bachelor's Degree in sociology, environment policy, natural resource management and development with focus on cross cutting issues such as gender and climate change.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• At least 5 years of experience in water sector management within a climate change context and gender mainstreaming. Experience in gender and Human rights or international development, specifically related to the promotion of gender equality and women's empowerment.</li> <li>• Should have sound understanding of integrating cross cutting priorities such as gender and climate change.</li> <li>• Familiarization on gender issues in the Pacific region, preferably in the Solomon Islands.</li> <li>• Should have a good understanding of climate change issues and trends, and be able to clearly articulate linkage between climate change and human development in the context of gender mainstreaming.</li> <li>• Excellent communication and writing skills with the ability to express ideas clearly, concisely and effectively.</li> <li>• Strong interpersonal skills with ability to work under pressure and to establish and maintain effective work relationships in a different cultural setting.</li> <li>• Strong research skills specifically research design, data collection, analysis and reporting.</li> <li>• Strong problem solving and analytical skills, including the ability to formulate relevant recommendations and advice.</li> <li>• Demonstrated knowledge and skills in the area of gender and climate change in the Solomon Islands.</li> <li>• Demonstrated capacity to plan, prioritize and deliver tasks on time to meet goals under pressure.</li> <li>• Demonstrated capacity to respond flexibly and positively to change through active involvement and generation of innovative, practical solutions to challenging situations.</li> <li>• Has previously handle positive reporting on social and or environmental issues with emphasis on gender considerations.</li> <li>• Resourceful, innovative and able to make informed judgment.</li> <li>• Computer literate with competency in word processing, spreadsheets, electronic presentation and the use of Internet.</li> </ul>
Competency	<ul style="list-style-type: none"> <li>• Demonstrates integrity by demonstrating positive values and ethical standards through his/her actions</li> <li>• Promotes the vision, mission, and strategic goals of SIWSAP project.</li> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability</li> </ul>

	<ul style="list-style-type: none"> <li>• Treats all people fairly without favouritism</li> <li>• Ability to assess community capacity, and formulate proposals to foster positive change</li> <li>• Analytical judgment, results-orientation and efficiency in a multi-tasking environment</li> <li>• Shares information, knowledge and experience through effective and frequent communication</li> <li>• Experience and technical understanding on development context and issues in the Pacific/Solomon Islands/LDCs with a particular focus on water and sanitation and/or climate change adaptation</li> <li>• Ability to plan and prioritize work effectively in order to keep deadlines</li> <li>• Ability to engage various partners and stakeholders and builds strong relationships with clients and other stakeholders</li> <li>• Ability to work in an organized and systematic manner and demonstrate professionalism with high level of integrity in the day-to-day performance of duty</li> <li>• Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment</li> <li>• Consistently approaches work with energy and a positive, constructive attitude</li> <li>• Demonstrates openness to change and ability to manage complexities</li> <li>• Demonstrates strong commitment and patience to deal with competing deadlines, demands, and interests</li> <li>• Ability to build consensus and garner support under complex situations</li> <li>• Remains calm, in control and good humoured even under pressure</li> <li>• Exudes a friendly atmosphere where colleagues/counterparts can easily ask questions and seek assistance</li> </ul>
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## Proposal Requirements

### Technical Proposal

The applicant should submit the following documents:

- Technical proposal including a P11 form (available on the UNDP website; [www.undp.org.fj](http://www.undp.org.fj), an updated current CV, contact details of at least three referees and a cover letter setting out how the applicant meets the selection criteria, and a proposed approach and methodology)
- Letter confirming availability and Interest using UNDP template (available on the UNDP website: [www.undp.org.fj](http://www.undp.org.fj))

### Financial Proposal

The consultant is requested to provide a quotation or the fees/cost (in USD) for the services which will be rendered using the following format.

Daily consultancy rates	A daily consultancy rate proposed by the consultant
Air Ticket Estimate (UNDP will reimburse based on actual costs)	To and from Home country To and from respective duty station
Living Allowance	Based on the number of days spent at the respective duty station

Other miscellaneous expense	Please state
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**Travel;**  
All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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 case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

**Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, living expenses, and number of anticipated working days).

- Financial proposal to be submitted separate from Technical proposal

Payment Schedule (if required):		
	Deliverable	Target
10%	Establishment Cost / Travel Cost	Within 15 working days after contract signing
20%	Delivery and acceptance of Outputs 1.1 – 1.5 by UNDP	August 7 <sup>th</sup> 2015
20%	Delivery and acceptance of Outputs 2.1 by UNDP	October 9 <sup>th</sup> 2015
20%	Delivery and acceptance of Outputs 3.1 – 3.3 by UNDP	December 7 <sup>th</sup> 2015
30%	Delivery and acceptance of Outputs 4.1 and 4.2 by UNDP	March 7 <sup>th</sup> 2016

**Evaluation**

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below: When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.



\* Technical Criteria weighting; 70%

\* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 70% out of 100% in technical evaluation would be considered for the Financial Evaluation

<b>Criteria</b>		<b>Weight</b>
<b>Technical</b>		<b>70%</b>
<b>Education</b>	<ul style="list-style-type: none"> <li>Bachelor's Degree and above in sociology, environment policy, natural resource management and development with focus on cross cutting issues such as gender and climate change.</li> </ul>	20%
<b>Experience</b>	<ul style="list-style-type: none"> <li>At least 5 years of experience in water sector management within a climate change context and gender mainstreaming. Experience in gender and Human rights or international development, specifically related to the promotion of gender equality and women's empowerment.</li> <li>Should have sound understanding of integrating cross cutting priorities such as gender and climate change.</li> <li>Familiarization on gender issues in the Pacific region, preferably in the Solomon Islands.</li> <li>Should have a good understanding of climate change issues and trends, and be able to clearly articulate linkage between climate change and human development in the context of gender mainstreaming.</li> <li>Excellent communication and writing skills with the ability to express ideas clearly, concisely and effectively.</li> <li>Strong interpersonal skills with ability to work under pressure and to establish and maintain effective work relationships in a different cultural setting.</li> <li>Strong research skills specifically research design, data collection, analysis and reporting.</li> <li>Strong problem solving and analytical skills, including the ability to formulate relevant recommendations and advice.</li> <li>Demonstrated knowledge and skills in the area of gender and climate change in the Solomon Islands.</li> <li>Demonstrated capacity to plan, prioritize and deliver tasks on time to meet goals under pressure.</li> <li>Demonstrated capacity to respond flexibly and positively to change through active involvement and generation of innovative, practical solutions to challenging situations.</li> <li>Has previously handle positive reporting on social and or environmental issues with emphasis on gender considerations.</li> <li>Resourceful, innovative and able to make informed judgment.</li> <li>Computer literate with competency in word processing, spreadsheets, electronic presentation and the use of Internet.</li> </ul>	40%
<b>Competency</b>	<ul style="list-style-type: none"> <li>Demonstrates integrity by demonstrating positive values and ethical standards through his/her actions</li> <li>Promotes the vision, mission, and strategic goals of SIWSAP project.</li> <li>Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability</li> </ul>	10%

	<ul style="list-style-type: none"> <li>• Treats all people fairly without favouritism</li> <li>• Ability to assess community capacity, and formulate proposals to foster positive change</li> <li>• Analytical judgment, results-orientation and efficiency in a multi-tasking environment</li> <li>• Shares information, knowledge and experience through effective and frequent communication</li> <li>• Experience and technical understanding on development context and issues in the Pacific/Solomon Islands/LDCs with a particular focus on water and sanitation and/or climate change adaptation</li> <li>• Ability to plan and prioritize work effectively in order to keep deadlines</li> <li>• Ability to engage various partners and stakeholders and builds strong relationships with clients and other stakeholders</li> <li>• Ability to work in an organized and systematic manner and demonstrate professionalism with high level of integrity in the day-to-day performance of duty</li> <li>• Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment</li> <li>• Consistently approaches work with energy and a positive, constructive attitude</li> <li>• Demonstrates openness to change and ability to manage complexities</li> <li>• Demonstrates strong commitment and patience to deal with competing deadlines, demands, and interests</li> <li>• Ability to build consensus and garner support under complex situations</li> <li>• Remains calm, in control and good humoured even under pressure</li> <li>• Exudes a friendly atmosphere where colleagues/counterparts can easily ask questions and seek assistance</li> </ul>	
<i>**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.</i>		
<b>Financial Proposal</b>		<b>30%</b>
<b>Cumulative</b>		<b>100%</b>

### Proposal Submission

1. **Deadline of application submission:** 8<sup>th</sup> of July 2015, 14:00 local time (GMT +11)  
All applications must be submitted either electronically to [eddie.meke@undp.org](mailto:eddie.meke@undp.org), or addressed under confidential cover to:

**Gender and Livelihood Specialist (GLS), Climate Change V&A**  
**Attention: Eddie Meke, Procurement Assistant**  
**UNDP Solomon Islands Sub-Office,**  
**1st floor, City Centre Building, Mendana Avenue, Honiara, Solomon Islands**

**All proposal should be submitted to this email address to the above email, failure to submit on this email address, will result in disqualification of proposals. No proposals will be accepted if submitted on Jobshop/ on this site**

Incomplete application will not be considered and only candidates for whom there is further interest will be contacted.

***Further Information:***

*For further information concerning this Terms of Reference, contact Tristram. Viulu on email [tristram.viulu@undp.org](mailto:tristram.viulu@undp.org) or / telephone +677 27446 at United Nations Development Programme, Honiara Sub-office, 1st Floor City Centre Building, Mendana Avenue, Honiara*