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## TERM OF REFERENCE (TOR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

### GENERAL INFORMATION

<b>Services/Work Description:</b>	A team of three national consultants to lead the development of a country specific gender mainstreaming toolkit with smart indicators and to train key focal points of NDC related sectors to facilitate mainstreaming of gender into NDCs implementation in Ghana.
<b>Project/Program Title:</b>	Nationally Determined Contribution (NDC) Support Programme
<b>Post Title:</b>	National Consultant (IC) <i>Firms are not eligible for this consultancy assignment (only at an individual level)</i>
<b>Duty Station:</b>	Accra
<b>Duration:</b>	62 working Days (Within the period of 22 September to 31 December 2019)
<b>Expected Start Date:</b>	22 September 2019

### I. BACKGROUND / PROJECT DESCRIPTION

At the UN climate change conference in Paris in December 2015, 196 countries adopted the Paris Agreement – the first ever, legally binding universal pact that sets out a global action plan for limiting global warming to “well below 2°C” starting from 2020. Ghana is one of the Parties who joined this Paris Agreement and had submitted its Intended Nationally Determined Contributions (INDC) plan containing a set of 31 adaptation and mitigation actions that will be implemented between 2020-2030 with the view first to build resilience to climate change and reduce GHG emissions within the context of sustainable development. These actions cover seven sectors (Water, Health, Agriculture, Waste, Energy, Transport and Disaster Risk and Climate Service) to be implemented over a 10 year period.

The UNDP NDC Support Programme is to broadly assist this Ghana’s efforts by enhancing technical as well as institutional capacities and by scaling up climate change mitigation actions, while building on the foundation and extensive results achieved under the Low Emissions Capacity Building Programme (2011-2017). It is also expected that the NDCs implementation serves as a driver for sustainable development at the national level and in contributing to the global Sustainable Development Goals (SDGs), including transitioning to zero-carbon economies. In addition, the Programme will work to integrate gender in NDC planning and implementation processes within the broader sustainable development context.

Last year, the project conducted an in-depth gender analysis in the context of the NDCs focused on the Energy and Agriculture. The analysis identified key gaps that need to be addressed for effective gender mainstreaming in climate action such as weak coordination on climate change and gender related actions; technical capacity gaps in the public sector to develop and implement gender sensitive climate action; and inadequate sex disaggregated data for effective planning, monitoring and evaluation among others. Based on these findings, the project this year will focus on implementing concrete actions to address the gaps identified to facilitate a gender sensitive NDC implementation in line with the recommendations of the gender analysis report.

The report of the gender analysis recommended the development of a gender mainstreaming toolkit/manual with smart indicators to facilitate mainstreaming of gender into NDC relevant sectors as well as targeted capacity building for Key staff in the related sectors. The toolkit will provide guidance for specialists and gender focal points in the seven (7) NDCs sectors (Water, Health, Agriculture, Waste, Energy, Transport and Disaster Risk and Climate Service) by drawing attention to the gender dimensions of issues in the sectors and how to mainstream gender equality into adaptation and mitigation programme/project design, implementation, monitoring and evaluation as well as policy engagement. Also, efforts to integrate gender-responsive considerations into NDC implementation plans at the national and sub-national levels are to be enhanced. To achieve this, the importance of gender analysis to help identify the current practices and gaps cannot be overemphasized. Last year, the programme conducted a gender analysis of two NDC related sectors of Agriculture and Energy; there is therefore a need to conduct a gender analysis in the remaining five (5) sectors of Health, Water, Waste, Transport, and Disaster Risk and Climate Services to get a holistic view of the situation to facilitate planning to address the gaps across sectors.

The United Nations Development Programme (UNDP) in collaboration with the Ministry of Environment, Science, Technology and Innovation (MESTI), with support from the government of Germany, seeks the services of a team of two national consultants to work with an International Consultant (to be separately recruited) to accomplish the tasks.

## **II. SCOPE OF THE WORK**

Under the direction of the Lead of the NDC Support Programme at MESTI and the gender focal point at UNDP, the NDC Gender Working Group and other relevant stakeholders, the team of national consultant in coordination with an international consultant will perform the following task:

### **A) Conduct a Gender Analysis in five sectors of Ghana in Ghana**

Carry out an in-depth gender analysis to better understand where women and men are situated in climate change in the five priority sectors listed above, the barriers for women's empowerment and participation in contributing to each sector, and the opportunities for policy articulation to strengthen the integration of gender equality into NDC planning and implementation processes.

This includes sectorial analysis, analysis of sex disaggregated data for evidence-based identification of gender differences in vulnerabilities, in resource allocation, decision making and opportunities for supporting and benefitting from climate change adaptation and mitigation actions. The process of the analysis should ensure that there are multi-stakeholder consultations (interviews, surveys, working sessions, etc.) including national workshops (inception, validation and action planning). The analysis proposed will include the following components alongside any other relevant analysis as deemed necessary by the consulting team. The scope of the consultancy should cover:

**i. Brief situational analysis of national context**

An understanding of the situation of women and men in the country, as well as gender differences in contributions to national development, division of labour, employment, access to resources, and participation in decision making; especially in key climate change sectors. This analysis should include collection of sex disaggregated data and identification of data gaps in important climate-change affected areas of the economy and natural resources management.

**ii. Relevant sector policies or strategies**

An analysis of the extent to which, national policy or strategy on integrating gender equity and equality and the 2030 Agenda (SDGs) have been mainstreamed into current climate change legal, policy and institutional frameworks in the key sectors, (health, water, waste, transport, disaster risk and climate services). For example, a review on how the coordination mechanisms and decision-making bodies have incorporated gender issues into policy, planning, implementation, monitoring and evaluation as well as decision-making process. In addition, a review of legal rights or mechanisms connected to climate change sectors including rights to land for women; equal employment and equal pay legislation for participation in climate change-related sectors of the economy to identify good practices, gender gaps and challenges. The following sector specific policies and strategies and any other sector specific relevant documents identified by the Consultant(s) could inform the review:

**Water:** NCCAS, Water Policy, Sanitation Policy

**Waste:** National Environmental Policy (2014); National Environmental Sanitation Policy (2010); National Environmental Sanitation Policy (2012); National Environmental Sanitation Strategy and Action Plan; Strategic Environmental Local Government ACT 2016 (Act 936);

**Health:** NCCAS; National Health Policy; Human Resource Policies and Strategies for the Health Sector; Health Care Waste Management Policy and Guidelines

**Transport:** National Transport Policy, NCCP

**Disaster Risk:** NCCAS, Hyogo Framework for Action (HFA) 2005–2015, Ghana Plan of Action for Disaster Risk Reduction and Climate Change Adaptation (2011–2015), Local Government Act 462, National Building Regulation, Ghana Meteorological Agency Act 682

**Gender:** National Gender Policy, NCCP, NCCAS, National REDD+ Strategy (2016-2035)

**iii. Analysis of gender Integration into sectoral policies and planning instruments**

Conduct an analysis of the integration of gender components of the NDCs NCCP. NCCAS, and planning instruments, such as LEDS, NAPs, NAMAs, REDD+, DRR planning, MRV system, as well as National reporting frameworks including the National Communications and the Biennial Update Report (BURs). In addition, conduct an assessment of the extent to which gender has been integrated into climate action (mitigation and adaptation instruments) within the health, water, transport, waste, disaster risk and climate services sectors: to ascertain how these are aligned with the NDCs for effective implementation. Also, the analysis should include an identification of the specific and relevant actions including current practices for gender integration in the five key sectors and identify what gaps exist.

**iv. Capacity needs assessment to mainstream gender as well as monitoring and reporting**

An assessment of the technical capacities of key staff and stakeholders to mainstream gender into policy planning, implementation, monitoring, evaluation and reporting.

**v. Propose Recommendation, develop a synthesis report and national gender action plan**

Propose recommendations and opportunities for addressing the gaps identified and which will help implement the gender related activities of the project. In addition, the consultants will produce a synthesize report which will be the summary of the report of the analysis covering all the seven (7) NDC sectors (agriculture, energy, health, water, transport, waste, disaster risk and climate services,). Use the recommendations from the analysis to develop in consultation with stakeholders a national climate change gender action plan. The national multi-sectoral Climate Change Gender Action Plan is expected to facilitate the integration of gender considerations into the NDCs priority sectors being guided by the national climate change policy, the NDC implementation plan, other sectoral related policies including recommendations from the gender analysis conducted. It must have clear objectives, outline substantive activities that should be accompanied by reachable indicators and responsible entities within the ambit of the priority sectors. The action plan must contain innovative strategies to enhance mitigation, adaptation and resilience-building efforts for both women and men at all levels.

**B) Develop Gender Mainstreaming Toolkit**

- i. Reference relevant documents, including: National Climate Change policy, National Gender Policy, sector specific policies of the Seven NDC sectors (Health, Water, Waste, Agriculture, Energy, Transport and Disaster Risk and Climate Service); report of the gender analysis conducted in 2018 on the agriculture and energy sectors among other documents.
- ii. Facilitate a stakeholder meeting with key stakeholders to solicit inputs to facilitate the drafting of toolkit.
- iii. The toolkit to be developed should cover the following areas and more;
  - (a) A general overview of climate change issues in Ghana, identifying gender differentiated vulnerability (exposure, sensitivity and capacity) with existing literature using the eco-system approach
  - (b) The concepts of Gender and Gender mainstreaming
  - (c) The relevance of gender in climate action
  - (d) Summary of potential gender differentiated impacts of climate change per sector
  - (e) Entry points for gender mainstreaming per the NDC sectors
  - (f) Step to step guide for mainstreaming gender at the institutional, policy, programme and project levels per sector at the national and sub-national
  - (g) Provide a checklist for conducting gender analysis at institutional, policy, programme and project levels
  - (h) Country and sector level climate action monitoring and evaluation framework with gender sensitive indicators per sector
  - (i) Toolkit must include country specific case studies to provide practical guidance to users

**C) Conduct Climate Change and Gender Mainstreaming Training**

- i. Develop training materials covering the areas below; referencing relevant documents, including the national climate change policy (NCCP), nationally determined contributions (NDCS), national climate change adaptation strategy (NCCAS), climate change and green economy learning strategy (CCGELS), United Nations Framework Convention on Climate Change (UNFCCC) negotiations documentations and processes, the Lima work programme on gender, UNDP, UN Women, IUCN and other publications on gender and climate change/action including the one on

‘gender equality in national climate action: planning for gender-responsive nationally determined contributions’, etc.)

- (a) How to use the climate and gender mainstreaming toolkit/manual
- (b) International law instruments as a framework for mainstreaming gender in climate change
- (c) Overview of gender issues and climate change with focus on the seven NDC sectors
- (d) Gender mainstreaming in adaptation efforts
- (e) Gender-sensitive strategies for mitigation actions
- (f) Processes for mainstreaming gender at the institutional, policy, programme and project levels
- (g) Developing gender sensitive monitoring and evaluation framework with indicators
- (h) Gender sensitive Budgeting
- (i) etc

- (ii) **Organize three training workshops for key focal persons** in the seven NDCs sectors with the first workshop targeting gender focal points in relevant MDAs and selected MMDAs, members of the climate change and gender working group (CCGWG); second one targeting planning and budgeting officers from the MDAs and MMDAs and the third for Climate Change and Gender Negotiators under the United Nations Framework Convention on Climate Change (UNFCCC) using the materials developed by the consultant and other relevant information sources.

The role of the international consultant (being recruited separately by UNDP) will be to:

1. Provide strategic guidance to the national consultants to assist them in accomplishing the task;
2. Review and provide substantive technical inputs into draft documents related to the assignment;
3. Provide quality assurance support to facilitate the delivery of quality outputs.

### III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Submit an inception Report, after an inception meeting, which outlines the approach to fulfil the assignment and a workplan/ work schedule	1 week after contract signing	MESTI/EPA/MoGCSP /UNDP
2	Submit a first draft of the gender analysis focusing on 5 selected key priority sectors of health, water, transport, waste, disaster risk and climate services.	3 weeks after contract signing	MESTI/EPA/MoGCSP /UNDP
3.	Submit a final draft of the gender analysis focusing on 5 selected key priority sectors of health, water, transport, waste, disaster risk and climate services.	5 weeks after contract signing	MESTI/EPA/MoGCSP /UNDP
4	Submit a synthesis/composite report of the gender analysis of the seven NDC sectors (i.e the five	7 weeks after contract signing	MESTI/EPA/MoGCSP /UNDP

	sectors covered by the current assignment and the other two sectors (agric and energy) covered in the first analysis done by a previous consultancy in 2018.		
5	Submit a draft national climate change and gender action plan	8 weeks after signing contract	MESTI/EPA/MoGCSP /UNDP
6	Submit a Final national climate change and gender action plan	9 weeks after contract signing	MESTI/EPA/MoGCSP /UNDP
7	Submit a first draft toolkit for inputs by key stakeholders	10 weeks after contract signing	MESTI/EPA/MoGCSP /UNDP
8	Submit a final toolkit based on feedback and input from key stakeholders at the validation	12 weeks after contract signing	MESTI/EPA/MoGCSP /UNDP
9	Submit a final training material on climate change gender including an agenda and list of participants	12 weeks after contract signing	MESTI/EPA/MoGCSP /UNDP
10	Conduct three trainings on climate change for the CCGWG members, gender focal points of relevant MDAs, gender and climate change negotiators as well as the planning and budgeting officers from the NDCs line ministries and the MMDAs.	13 weeks after contract signing	MESTI/EPA/MoGCSP /UNDP
11	Submit training workshops' report	15 weeks after contract signing	MESTI/EPA/MoGCSP /UNDP

#### IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- ❖ The team of national consultants will comprise three people: Lead Consultant and two Assistants. The Lead Consultant is expected to submit the proposal on behalf of the team, and UNDP will sign a contract with the Lead Consultant only. The Lead consultant will be held responsible for all deliverables
- ❖ The Lead consultant must work in close coordination and collaboration with the international consultant being recruited by UNDP separately. Minutes of this engagements must be documented and co-signed by both parties.
- ❖ The consultants will be supervised by the NDCs Gender Lead at EPA and the country office of the UNDP
- ❖ Payment will be made upon satisfactory delivery of outputs, certification of payment form, acceptance and confirmation by MESTI/EPA/MoGCSP /UNDP on outputs satisfactory delivery.

#### V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

- a) The Consultants will be given access to relevant information necessary for execution of the tasks under this assignment.
- b) The Consultants will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection.

- c) All expenses must be anticipated and factored into the professional fees.

## VI. DURATION OF THE WORK

- a. The consultancy is from the 22 September to 31 December 2019 for a total of 62 working days. It is expected that within this period, the successful IC should complete work.
- b. Strictly follow the timelines as stated in expected output table above.

## VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

This consultancy requires a team with the requisite qualification needed for the successful execution of the assignment. The lead national consultant should apply with the CVs of two assistants. The requirements for the Consultants are outlined below;

Position	Qualification	Experience	Duration of the Assignment	Key Responsibilities
National Lead Consultant	Advanced University degree in in any of the related areas: gender, climate change, environment, sustainable development, social sciences, human rights, or comparable academic qualifications	At least seven (7) years of progressively advanced and relevant professional experience in conducting gender analysis, mainstreaming gender in development projects and policies. Proven experience in the development of a toolkit, training materials and conducting training for gender mainstreaming on at least one other related theme, including climate change mitigation and/or adaptation, NDC, environment and/or sustainable development;	62 Days	1)Conduct a Gender Analysis in five sectors of Ghana in Ghana 2)Develop a synthesis report from a gender analysis of the seven sectors 3)Develop a national gender action plan 4)Conduct Climate Change and Gender Mainstreaming Training
Assistant National Consultants (2)		At least five (5) years of progressively advanced and	50 Days	

		relevant professional experience in mainstreaming gender in development projects: with proven experience in conducting research, action planning for change, developing gender toolkits.		
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Other required qualifications:

- Experience in conducting capacity needs assessment, designing and facilitating capacity building processes;
- Substantive experience conducting research and analysis in gender equality and at least one other related theme, including climate change mitigation and/or adaptation, NDC, environment and/or sustainable development;
- Demonstrated familiarity with gender equality and women rights issues.
- Excellent knowledge of English is required - strong communication skills (written and oral) in English are a necessity.
- Concrete experience of fostering open dialogue, building trust and engaging key stakeholders.
- Documentary evidence of the experience and information on similar assignments undertaken by the consultant

#### **Core Competencies:**

- Ability to manage time effectively and adhere to deadlines
- Ability to work with diverse views and opinions.
- Ability to co-ordinate and moderate the relevant deliberations and facilitate multi stakeholder groups on the subject matter.
- Excellent written and communication skills
- Must be a computer literate
- A strong team player

#### **Important Note:**

The Consultant is required to have the above mentioned professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

### **VIII. CRITERIA FOR SELECTING THE BEST OFFER**

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. As indicated above, for the team of national consultants, the Lead Consultant will submit the proposal on behalf of the team and will be the one signing the contract with UNDP. CVs of both Lead Consultant and Assistant Consultant should be part of the technical proposal.



Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- 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. In this regard, the respective weight of the proposals are:
  - a. Technical Criteria weight is 70%
  - b. Financial Criteria weight is 30%

Criteria	Weight	Max. Point
<b>Technical Competence</b>	<b>70%</b>	
<b>Qualification of Consultants</b> Academic qualifications		5 pts
<b>Professional experience of lead consultant</b> <ul style="list-style-type: none"> <li>▪ Relevant previous experience of the lead consultant in conducting gender analysis, developing gender sensitive toolkit on at least one related theme, including climate change mitigation and/or adaptation, NDC, environment and/or sustainable development; (22 marks).</li> <li>▪ Experience in conducting gender mainstreaming trainings (8 marks)</li> </ul>		30 pts
<b>Professional experience of assistant consultants</b> <ul style="list-style-type: none"> <li>▪ Relevant previous experience of the two-assistant consultant in conducting gender analysis, developing gender sensitive toolkit on at least one related theme, including climate change mitigation and/or adaptation, NDC, environment and/or sustainable development; (20 marks)</li> </ul>		20 pts
<b>Methodology</b> <ul style="list-style-type: none"> <li>▪ Understanding of scope of work demonstrated through detailed and comprehensive plan and approach for accomplishing the task</li> </ul>		15 pts
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

## IX. PAYMENT MILESTONES AND AUTHORITY

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 <sup>st</sup> Installment	Upon Submission and acceptance of an inception Report, after an inception meeting, which outlines the approach to fulfil the assignment and a workplan/ work schedule	MESTI/EPA/MoGCSP /UNDP	20%

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
2 <sup>nd</sup> Installment	Upon Submission and acceptance of a final gender analysis of five sectors report	MESTI/EPA/MoGCSP /UNDP	20%
3 <sup>rd</sup> Installment	Upon Submission a final toolkit on gender mainstreaming	MESTI/EPA/MoGCSP /UNDP	20%
4 <sup>th</sup> Installment	Upon submission of final gender action plan	MESTI/EPA/MoGCSP /UNDP	20%
5 <sup>th</sup> Installment	Upon Conduct of trainings and submission of final composite training report	MESTI/EPA/MoGCSP /UNDP	20%

#### **X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL**

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospective Individual Contractor (IC) is given a proposed **Table of Contents**. Therefore, prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

#### **XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent from the MESTI/MoGCSP and UNDP. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of MESTI /UNDP.

**This TOR is approved by:**

**Name:**

**Designation:**

**Signature:** \_\_\_\_\_

**Date Signed:**

**This TOR is approved by:**

**Name:**

**Designation:**

**Signature:** \_\_\_\_\_

**Date Signed:**