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GHANA

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

GENERAL INFORMATION

Services/Work Description:	International Consultant 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.
Project/Program Title:	Nationally Determined Contribution (NDC) Support Programme
Post Title:	International Consultant <i>Group of Individuals and/or Firms are not eligible for this consultancy assignment (only at an individual level)</i>
Duty Station:	Home based
Expected Places of Travel:	None
Duration:	32 working Days (Within the period of 2 September to 30 November 2019)
Expected Start Date:	2 nd 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. To facilitate the conduct of a gender analysis in the remaining five (5) sectors of Health, Water, Waste, Transport, and Disaster Risk and Climate Services.

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 an International Consultant to provide guidance to a team of national consultants to accomplish the tasks.

II. SCOPE OF THE WORK

Under the direction of the Lead of the NDC Support Programme at MESTI, the NDC Gender Working Group and other relevant stakeholders, the consultant will perform the following task in coordination with a team of three (3) National Consultants who will be separately hired;

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

The key elements of the assignment are:

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

III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Submit a summary report of key inputs and recommendations made into the final gender analysis report on 5 selected key priority sectors of health, water, transport, waste, disaster risk and climate services and minutes of discussions with the national team co-signed by national lead.	5 weeks after contract signing	MESTI/EPA/MoGCSP /UNDP
2	Submit a summary report of key inputs and recommendations made into the synthesis/composite report of the gender analysis of the seven NDC sectors (i.e the five 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. In addition, submit minutes of discussions with the national team co-signed by national lead	7 weeks after contract signing	MESTI/EPA/MoGCSP /UNDP
3	Submit a summary report of key inputs and recommendations made into the national climate change and gender action plan and minutes of discussions with the national team co-signed by national lead	9 weeks after contract signing	MESTI/EPA/MoGCSP /UNDP
4	Submit a summary report of key inputs and recommendations made into the final gender mainstreaming toolkit and minutes of discussions with the national team co-signed by national lead	12 weeks after contract signing	MESTI/EPA/MoGCSP /UNDP

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- ❖ The International Consultant must work in close coordination and collaboration with the national team of consultants, especially the Lead. Minutes of this engagements must be documented and co-signed by both parties.
- ❖ The consultant 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 Consultant will be given access to relevant information necessary for execution of the tasks under this assignment.
- b) The Consultant 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 2 September to 30 November 2019 for a total of 32 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)

The successful consultant must possess the following:

- 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 ten (10) years of progressively advanced and relevant professional experience at the international level in mainstreaming gender in development projects and policies; especially in the development of toolkit or manuals and training materials for gender mainstreaming on at least one other related theme, including climate change mitigation and/or adaptation, NDC, environment and/or sustainable development;
- 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;
- Experience in conducting capacity needs assessment
- 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. 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
Technical Competence	70%	
Qualification of consultant		10 pts
<ul style="list-style-type: none"> ▪ Academic qualification 		
Professional experience of consultant		50 pts
<ul style="list-style-type: none"> ▪ Relevant professional experience at the international level in mainstreaming gender in development projects and policies; especially in the development of toolkit or manuals and training materials for gender mainstreaming on at least one other related theme, including climate change mitigation and/or adaptation, NDC, environment and/or sustainable development (30 marks) ▪ 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 (15 marks); ▪ Experience in conducting capacity needs assessments (5 marks) 		
Methodology		10 pts
<ul style="list-style-type: none"> ▪ Understanding of scope of work demonstrated through detailed and comprehensive plan and approach for accomplishing the task 		
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

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 st Installment	Upon submission of a summary report of key inputs and recommendations made into the final gender analysis report on 5 selected key priority sectors of health, water, transport, waste, disaster risk and climate services and minutes of discussions with the national team co-signed by national lead	MESTI/EPA/MoGCSP /UNDP	30%
2 nd Installment	Upon submission of a summary report of key inputs and recommendations made into the synthesis/composite report of the	MESTI/EPA/MoGCSP /UNDP	20%

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
	gender analysis of the seven (7) NDC sectors		
3 rd Installment	Upon submission of a summary report of key inputs and recommendations made into the national climate change and gender action plan and minutes of discussions with the national team co-signed by national lead	MESTI/EPA/MoGCSP /UNDP	20%
4 th Installment	Upon submission of a summary report of key inputs and recommendations made into the final gender mainstreaming toolkit and minutes of discussions with the national team co-signed by national lead	MESTI/EPA/MoGCSP /UNDP	30%

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: