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GHANA

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

GENERAL INFORMATION

Services/Work Description:	Consultant to conduct a gender audit of the draft energy policy to assess the level of gender integration, identify the gaps and propose as well as integrate strategies for addressing the gaps
Project/Program Title:	Nationally Determined Contribution (NDC) Support Programme
Post Title:	National Consultant (NC) <i>Group of Individuals and/or Firms are not eligible for this consultancy assignment (only at an individual level)</i>
Duty Station:	Home-Based
Duration:	15 working Days (Within the period of 2 to 30 September 2019)
Expected Start Date:	2 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 gender analysis found strong variations regarding the climate change and gender responsiveness of policies, strategies and plans in the agriculture and energy sectors. Among the two sectors; the Agriculture sector policies were assessed to be more gender responsive compared to the ones in the energy sector. To address the gap in the energy sector, an opportunity which was identified to increase gender sensitivity at policy level was to ensure that a current draft energy policy integrates gender adequately. To facilitate this, 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 National Consultant to conduct a gender audit of the draft energy policy to assess the level of gender integration, identify the gaps and make recommendations for addressing the gaps. Once recommendations are approved, integrate into the draft plan.

II. SCOPE OF THE WORK

The consultant under the direction of the MESTI, EPA, GEC and UNDP and other relevant stakeholders would:

- i. Develop an initial schedule of the work for the period
- ii. Review Ghana`s Regional and International commitment regarding gender and energy (ECOWAS Policy for Gender mainstreaming in Energy Access).
- iii. Review and analyse Draft Energy Policy Document including methodology for stakeholder engagement in the policy drafting process.
- iv. Identify gender gaps within the draft energy policy
- v. Recommend strategies for addressing the gaps.
- vi. Integrate/ Incorporate proposed strategies into draft energy policy
- vii. Present revised draft energy policy to core team from the Ghana Energy Commission (GEC) and GWG.

III. EXPECTED OUTPUTS AND DELIVERABLES

No	Deliverables	Duration (approx.)	Review and Approval
1.	Submit an inception report detailing schedule of work for the period.	3 working days after contract signing	MESTI / EPA / UNDP/GEC
2.	Submit first draft audit report detailing gender gaps identified and strategies and entry points for addressing the gaps	8 working days after contract signing	MESTI / EPA / UNDP/GEC
3.	Submit a revised draft National Energy Policy with agreed proposed strategies integrated for review	12 working days after contract signing	MESTI / EPA / UNDP/GEC
4.	Submit final Audit report and final draft gender sensitive National Energy Policy	15 working days after contract signing	MESTI / EPA / UNDP/GEC

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- ❖ The consultant will be supervised by the NDCs Gender Lead at EPA/GEC 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 the 2nd to 30th September 2019 for a total of 15 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:

Education:

- Master's degree in any of these related areas: energy, sustainable development, gender, climate change.

Work Experience:

- Substantive experience conducting research and analysis in the area of gender and energy and at least one other related theme, including climate change mitigation and/or adaptation, NDCs, environment and/or sustainable development for the last seven years;
- Proven ability to undertake gender analysis, gender audits, making recommendations for gaps identified and mainstreaming gender into policy documents
- Demonstrated understanding of the gender dimensions of climate change/environment related to the energy sector.
- Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations;
- Experience or strong familiarity with the work of UNDP and/or other multilateral, bilateral and civil society development partners;
- Excellent analytical, writing, and communications skills;
- Demonstrated ability to work in an independent manner.

Functional Competencies:

- Excellent analytical and organizational skills;
- Excellent oral and written communication skills, with analytic capacity and demonstrated ability to synthesize complex information in high quality papers/reports and in effective presentations to different audiences;
- Exercise the highest level of responsibility and can handle confidential and politically sensitive issues in a responsible and mature manner.

Core Competencies:

- Ability to manage time effectively and adhere to deadlines
- Excellent written and communication skills
- Must be a computer literate
- A strong team player
- Ability to work with diverse views and opinions.

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 (based on CV, Proposal and interview (if required))	70%	100%
Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal	15	15pts
Minimum educational background as per the requirement in the ToR	10	10pts
Demonstrated understanding of the gender dimensions of climate change/environment related to the energy sector.	10	10pts
*Substantive experience conducting research and analysis in the area of gender and energy and at least one other related theme, including climate change mitigation and/or adaptation, NDCs, environment and/or sustainable development for the last seven years; (15 marks)	35	35pts
*Proven ability to undertake gender analysis, gender audits, making recommendations for gaps identified and mainstreaming gender into policy documents (20 marks)		
Financial (Lower Offer/Offer*100)	30%	100
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	Approval of Submitted draft audit report with proposed recommendations and entry points	MESTI/EPA/UNDP/GEC	50%
2 nd Installment	Submission of final audit report and revised draft energy policy with agreed recommendations integrated	MESTI/EPA/UNDP/GEC	50%

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 UNDP/MESTI/MoGCSP and UNDP. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of MoGCSP/MESTI /GEC/UNDP/.

This TOR is approved by:

Name:

Designation:

Signature: _____

Date Signed: