

**Terms of Reference
Gender Specialist Consultant**

Basic Contract Information:

Location: Algiers, Algeria
Application Deadline: 7 September 2019
Type of Contract: Individual Contract
Assignment Type: Home-Based with 1 Mission to Algiers
Languages Required: French
Starting Date: 15 September
Duration of Initial Contract: 2 months
Expected Duration of Assignment: 15 working days

Background:

The GEF Council has recently approved for funding the *enabling activity* titled [Third National Communication and First Biennial Update Report of Algeria to the UNFCCC](#) (PIMS# 5267) implemented by the *Ministry of Environment and Renewable Energy and UNDP*. The project document was signed on 20 February 2019.

The project's purpose is to assist Algeria in the preparation of its Third National Communication and first Biennial Update Report and strengthen national capacity to meet reporting obligations under the United Nations Framework Convention on Climate Change (UNFCCC). It aims to strengthen information database of the national context, analytical and technical capacity of the key national institutions to integrate climate change priorities into national development strategies and relevant sectorial policies. The process of preparation of the TNC and BUR1 will continue the ongoing dialogue, information exchange and partnership among relevant stakeholders, including government, civil society, academia, private sector, and women.

UNDP is seeking to recruit a Gender Specialist during the Inception phase of the project, to ensure that gender considerations are fully mainstreamed into the project Results Framework and project activities and outputs, in line with available guidance, and to produce a participatory gender analysis and action plan for the project's life cycle. The objective of the work is to revise the baseline, activities, terms of reference and workplan, identify entry points for mainstreaming gender considerations, and make recommendations to maximize the project's contribution to women's empowerment and promote gender equality. The consultant will work with the project team, UNDP CO, and Implementing Partner to help better understand and address gender concerns within the project context.

Duties and Responsibilities

UNDP is seeking to recruit a Gender Specialist to perform the following tasks:

1. Carry out a participatory gender analysis to fully consider the different needs, roles, benefits, impacts, risks and access to/control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) given the project's context, and appropriate measures taken to address and these and promote gender equality; collect gender responsive baseline data relevant to project planning and monitoring; identify the share of female and male direct beneficiaries.
2. Review projects results framework and theory of change: suggest gender-responsive improvements, as needed, to outcomes, baselines, targets, and indicators for the project results framework and ensure that all applicable indicators are disaggregated by sex and other relevant, intersecting forms of identity; ensure that gender considerations are integrated into the project's theory of change, including in the discussion of impact, assumptions, evidence and risks
3. Develop a Gender Action Plan for the project with annual outputs to facilitate implementation of activities that promote gender equality and women's empowerment.
4. Provide inputs to the UNDP Social and Environmental Screening Procedure including assessing potential negative impacts of the project on gender equality and specific activities to mitigate and/or minimize them.
5. Assist the project team in identifying and developing partnerships with gender equality/women's governmental institutions, local women's NGOs/CSOs and relevant national stakeholders.
6. As requested by the project team, assist in organizing and carrying out the inception workshop to ensure both male and female stakeholder involvement and buy in to the project. Guide the project team in using participatory techniques that involve both women and men in assessments and discussions.

Expected Outputs and Deliverables:

The consultant shall prepare and submit:

Deliverable 1: Gender Analysis: This deliverable will be fully integrated into the Inception Report and used to inform the process of developing the gender results framework and theory of change. The participatory gender analysis may consist of:

- Analysis using the guiding questions in the gender analysis template (Annex 2) to understand the national and local context, and understand issues around gendered division of labour and time use, access and control, power and decision making, and knowledge and capacities. A review of national



gender statistics, time-use surveys, national action plans, and qualitative data generated through policy and academic research and participation assessments should be used to inform the analysis;

- Analysis of previous national communications as baseline for integration of gender, on the basis of the [Gender-Responsive National Communications Toolkit](#).
- A baseline survey could be carried out with direct project beneficiaries (National Climate Committee and other key stakeholders) to provide insight on the differential impact of climate change on men and women, women and men's participation in climate change-related decision-making, and/or other relevant themes for the Third National Communication and First Biennial Report project.

Deliverable 2: Gender considerations fully mainstreamed into Project Results Framework and project activities, including:

- Working with the project team using the findings from the gender analysis, review the project's results framework ensuring that gender-responsive outcomes, baselines, targets, and indicators are included; ensure that all applicable indicators are disaggregated by sex where possible
- Working with the project team using the findings from the gender analysis, make recommendations to integrate gender considerations into the project's theory of change, including discussion of impact, assumptions, evidence and risks.

Deliverable 3: Gender Action Plan:

A Gender Action Plan for the project with concrete outputs to facilitate implementation of activities that promote gender equality and women's empowerment. The action plan should be aligned with the project's technical components, adding a 'gender lens' to each product of the national communication and biennial update report

The other part of the gender analysis is to integrate a gender lens into each stage/product of the NC or BUR, starting with the national circumstances, addressing the most relevant sectors that have been identified, and in the assessments of the NC/BUR components.

The deliverables should be finalized and presented to stakeholders during a mission to Algiers, ideally timed with the Project Inception Workshop, to be planned early July 2019.

Institutional Arrangement:

The consultant will report to, seek approval/acceptance of outputs from the UNDP team and Implementing Partner. The contractor is expected to have her/his own office space, laptop and access to internet and a printer during the assignment (the cost of this facilities should be included in the financial proposals, if required).



Payment terms:

	Deliverables	% of final offers	Due Date
1	<i>Deliverable 1: Gender Analysis Report</i>	30%	30/09/2019
2	<i>Deliverables 2 & 3: first draft</i>	30%	20/10/2019
3	<i>Deliverables 2 & 3: final version after presentation/mission to Algiers</i>	40%	05/11/2019

Duration of the Work:

The duration of the consultancy is 15 days.

Duty Station:

This position is home-based with 1 mission of 4-5 days in Algiers.

Travel:

- International travel will be required to Algeria;
- The BSAFE course must be successfully completed prior to commencement of travel;

Required Skills and Experience:

Qualifications of the Successful Individual Contractor:

The selection of consultants will be aimed at maximizing the overall qualities in the following areas:

- Demonstrated understanding of issues related to gender and sustainable development; at least 4 years of practical working experience in gender mainstreaming, women’s empowerment and sustainable development in *French-speaking developing States*;
- Experience carrying out participatory gender analysis; experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis; developing gender action plans.
- Proven experience in analysis of gender issues in *the Arab States*;
- Demonstrated understanding of the links between sustainable development, social and gender issues;
- Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations.
- Experience in facilitating gender responsive stakeholder meetings is highly desired;
- Experience with project development and results-based management methodologies is *highly desired*;
- Excellent analytical, writing, advocacy, presentation, and communications skills are required.

Education:

- Master’s degree in gender studies, gender and development, environment, sustainable development or closely related area or in humane sciences/ social sciences.

Language:

- French, English, *Arabic is an asset*.

Recommended Presentation of Offer:

The application is a two-step process. Failing to comply with the submission process may result in disqualification:

Interested individual consultants must include :

- The submission of the CV, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- A brief methodology on how you will approach and conduct the assignment. Indicate available start date.
- Financial Proposal: the proposal should be all-inclusive and include a breakdown. The term ‘all-inclusive’ implies that all costs (professional fees, travel related expenses, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.

Submission of offers

The proposals should be sent via email with the following subject heading: *“Spécialiste genre – Projet TCN”* by the 7 th September 2019 to procurement.project.dz@undp.org

Travel

The consultant is expected to travel to Algiers to finalize assessments and documents, present deliverables and participate in the Inception workshop. **Applicants are expected to reflect the cost of travel and accommodation in the duty station in their financial proposals.**

Evaluation

The selection of the best offer from the shortlisted candidates will be based on a Combined Scoring method where the technical evaluation will be weighted a maximum of 70 points, and combined with the price offer which will be weighted a maximum of 30 points. The 70 points rating shall be based on how well the Offeror meets the minimum qualifications/competencies described above.



Technical evaluation		Rating maximum
1.	<p>1/ Master's degree in gender studies, gender and development, environment, sustainable development ...20 points</p> <p>2/ Master's degree closely related area or in humane sciences/ social sciences.....15 points</p>	20
2.	<p>Methodology on how you will approach and conduct the assignment. Indicate available start date.</p> <p>*Presentation 10 points</p> <p>*Planning07points</p> <p>*Coherence03 points</p>	20
3	<p>Demonstrated understanding of issues related to gender and sustainable development; at least 4 years of practical working experience in gender mainstreaming, women's empowerment and sustainable development in <i>French-speaking developing States</i>; Et</p> <p>*Minimum of 4..... 10 points</p> <p>* More than 415points</p> <p><u>Experience</u> carrying out participatory <u>gender analysis</u>; experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis; developing gender action plans.</p> <p>*4 experiences ... 10 points</p> <p>*More than 4 experiences15 points</p>	30
4.	<p>Experience with project development and results-based management methodologies.</p> <p>*4 experiences ... 6 points</p> <p>*More than 4 experiences10 points</p>	10
5.	<p>Proven experience in analysis of gender issues in <i>the Arab States</i></p> <p>*Less than 2 experiences....0 points</p> <p>*2 to 4 experiences ... 6 points</p> <p>*More than 4 experiences10 points</p>	10
6.	<p>Excellent analytical, writing, advocacy, presentation, and communications skills.</p> <p>* Less than 4.....0 points</p> <p>* 4 publications/reports ... 6 points</p> <p>* More than 4 publications/reports.....10 points</p>	10
Total		100

TOR Annex 1: List of Documents to be reviewed by the Gender Specialist

1. The Project Document signed on 20 February 2019
2. [UNDP-GEF Gender Toolkit](#) (UNDP intranet access required)
3. [UNDP Gender Equality Strategy](#)
4. [GEF Gender Action Plan](#)
5. [UNDP Social and Environmental Standards](#)
6. [UNDP Training Manual: Gender Mainstreaming](#)
7. [Gender Responsive National Communications Toolkit](#)

TOR Annex 2: Guide to Conducting a Participatory Gender Analysis for projects supported by UNDP with GEF financing¹

When: For Enabling Activities projects, a gender analysis must be carried out during the Inception phase to inform the design of the project. The findings should be fully incorporated into the Inception Report as Gender Analysis and Action Plan annex, including into the revised project’s theory of change and results framework.

Who: A gender expert (with specialized expertise in gender issues and/or sector-specific and region/country expertise) – in the form of an external consultant or internal expert – should work as part of the project team to carry out the gender analysis and integrate gender considerations into the project design.

What: Gender analysis is a fundamental component of gender mainstreaming and is used to fully consider the different needs, roles, benefits, impacts, risks and access to/control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) given a project’s context, and appropriate measures taken to address and these and promote gender equality and women’s empowerment, when relevant.

Why: A gender analysis helps ensure women’s and men’s equal opportunities to participate in, contribute to, and benefit from project resources, activities and results. A gender analysis provides concrete approaches to address gender inequalities and identifies strategies to advance women’s and other marginalized groups’ participation and empowerment. It can reveal the linkages between inequalities at different societal levels and how these inequalities may impact the participation of women and other vulnerable social groups in the project. Since neither women nor men form a homogeneous group and gender relations intersect with many categories of social identities, such as religion, political affiliation, ethnicity, social status, age, and sexual orientation, if we don’t make those linkages we run the risk to reinforce the existing imbalances and limit meaningful participation of women and other vulnerable social groups.

How: Use the guiding questions in the gender analysis template below to analyse the national and local context, and understand issues around gendered division of labour and time use, access and control, power and decision making, and knowledge and capacities. A review of national gender statistics, time-use surveys, national action plans, and qualitative data generated through policy and academic research and participation assessments should be used to inform the analysis. Information from stakeholder consultations and interviews should be incorporated into the analysis. A site visit to the proposed projects sites may also be necessary depending on the project context and availability of data.

Gender Analysis Template

¹ This guide aligns the latest requirements to meet UNDP and GEF standards on conducting a gender analysis as of August 2016. For more information on gender mainstreaming requirements see the UNDP-GEF gender toolkit available here: <https://intranet.undp.org/unit/bpps/sdev/gef/SitePages/Gender.aspx>



<p>1. What is the context?</p>	<p><i>To help better understand:</i> legal rights and status; the status of women and gender relations in the local and national context and project substantive technical area; relevant background information.</p> <p><i>Guiding questions:</i> What is the legal status of women in the country of intervention? Are there national policies, plans or commitments on gender equality and women’s empowerment? How are women and men regarded and treated by customary and formal legal codes and the judiciary system (this includes an assessment of state issued documentation such as identification cards, voter registration, and property titles, the right to land, inheritance, employment, atonement of wrongs, and legal representation)? What are the gender norms and values? What are commonly held beliefs, perceptions and stereotypes relating to gender? Are there differences between women and men in the local context in terms of rights, resources, participation, and gender-related mores and customs? Identify and analyze any additional issues related to the context of specific areas of work and types of interventions, outcomes and impacts related to the proposed project.</p>
<p>2. Who does what?</p>	<p><i>To help better understand:</i> Time use and the gendered division of labour. How the gender division of labour and patterns of decision-making effect the project, and vice versa, how the projects effects the gender division of labour and decision- making. Information on time use and decision making recognizes gender differences surrounding various needs of availability and allotment of time. It examines the implications that gender differences have on commitments and in turn the effect on poverty and work-life balance and acknowledges the division of productive and reproductive work. We can infer how this determines the contribution of men and women to the welfare of the family, community, and society.</p> <p><i>Guiding questions:</i> What is the division of labour among women and men? What is the participation of women and men in the formal and informal economy? Who makes decisions and manages household time and resources? Who takes responsibility for the care of children and the elderly? Are there certain tasks that only women or men are expected to perform? Are there shifts in the household division of labour? Are these shifts shared equitably? Discuss the gendered division of labour relevant to the project’s interventions including how the gendered division of labour and patterns of decision-making effect the project, and vice versa how the project could affect the gendered division of labour and decision-making. Include an assessment of the gender differences surrounding various needs, availability and allotment of time examining the implications that gender differences have on commitments and in turn the effects on poverty and work-life balance. What is the gendered division of productive and reproductive work; how do women and men spend their time throughout the day, week, month, and/or year, and during the seasons? Identify and analyze any additional issues related to who does what in the specific areas of work and types of intervention related to the project.</p>
<p>3. Who has access and controls what?</p>	<p><i>To help better understand:</i> Activities surrounding access to control over resources. It includes a perception of gender differentials of access to and control over resources, income, time, technologies and services. In addition, it helps us identify who has the better means to opportunities.</p> <p><i>Guiding questions:</i> Who has access to and control over resources? Do women and men benefit equally from resources and are women and men likely to benefit equally from the resources, products or activities proposed by the project during its different phases? Identify who benefits from opportunities, for example in regards to land, livestock, financial services, health and education, employment, information and communication. What are the barriers and opportunities in relation to mobility, as well as in access to services? Part of this is</p>



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	<p>understanding the risks and barriers that women and men, and girls and boys take when entering public or private sector spaces and accessing services. What are the barriers they face in accessing quality services that are accountable, transparent and responsive to their needs and interests? Identify and analyze any additional issues related to meaningful access, participation and control in the specific areas of proposed project work/types of interventions.</p>
<p>4. Who decides?</p>	<p><i>To help better understand:</i> Power and decision-making; women’s priorities, restraints and motivations. This set of information refers to people’s ability to decide, influence, control, and enforce individual and governmental power. It examines the capacities of existing institutions and the mechanisms in place to reach out equitably to girls and boys, women and men, and to promote gender equality among target groups. It also refers to one’s capacity to make decisions freely, and to exercise power over one’s body, whether in one’s household, community, municipality, and state. This category also includes a review of the different, but equally significant, needs and interests of women and men; depictions of the barriers faced by women in seeking to meet their practical and strategic gender interests; an identification of opportunities for greater equality and empowerment for women and other vulnerable social groups in the contexts of the proposed project.</p> <p><i>Guiding questions:</i> Who participates in the decision-making in the household, the public sector and the private sector? Are the bargaining positions of women and men different? Are women involved in making economic decisions? What are the decision making structures related to the proposed project? Who is likely to participate in the proposed decision making structures at the different levels or phases of the project? What are women’s and men’s capacities to make decisions freely, and to exercise power over one’s body, whether in one’s household, community, municipality, and state. In what kinds of decisions do women in the household participate? Or which ones do they decide on their own (household management, schooling for children, family decision-making, family planning, etc.)? In what avenues or strategies do women engage to influence household decisions? What barriers do women and other vulnerable social groups face in meeting their practical needs and interests? Identify and analyze any additional issues related to decision-making in the specific areas of work and types of intervention related to the project.</p>
<p>5. Who knows what?</p>	<p><i>To help better understand:</i> capacity needs, skills, knowledge level and the value associated women’s and men’s knowledge and capacity. This can help identify practical and strategic needs and constraints related to knowledge and capacity.</p> <p><i>Guiding questions:</i> What are the training, education and literacy levels of women, men and other social groups in relation to the proposed project? Do women and men have equal access to education, technical knowledge and/or skill upgrading? Do men and women have different skills and capacities and face different constraints? What is the value associated with women’s and men’s respective knowledge and skills? Are women’s or men’s knowledge or skills in specific areas valued differently? Identify and analyze any additional issues related to knowledge and capacity in the specific areas of work and types of intervention related to the project.</p>

The results of the gender analysis are the foundation for taking gender into account in all steps of a project cycle. Conducting a gender analysis should provide the basis to:

1. Respond to gender issues within the scope of project interventions;
2. Answer questions in regard to the baseline situation;



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3. Develop a gender-responsive theory of change;
4. Develop a gender responsive results framework;
5. Develop a Gender Action Plan with outputs and activities that respond to the gender analysis.
6. Develop a gender responsive budget.
7. Comply with UNDP's project quality assurance standards.

Both the gender analysis and action plan should be attached as annexes to the project Inception Report.

Additional tools for conducting a gender analysis:

1. UNDP-GEF gender toolkit: <https://intranet.undp.org/unit/bpps/sdev/gef/SitePages/Gender.aspx>
2. UNDP (2015). [Mainstreaming Gender in Mitigation and Technology Development and Transfer Interventions Capacity Building Package](#), particularly pp 12-14.
3. UNDP (2010). [Gender, Climate Change and Community-based Adaptation Guidebook](#).
4. Gender Responsive National Communications Toolkit:
<https://www.undp.org/content/undp/en/home/librarypage/womens-empowerment/gender-responsive-national-communications.html>
5. World Agroforestry Centre. [Compilation of Gender Research Methods and their Application](#).
6. [UNDP Gender Inequality Index](#)
7. [UNDP Gender Development Index](#)
8. [FAO Gender and Land Rights Database](#)
9. [World Bank Gender Databank](#)