



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE:	Gender Equality and Climate Finance consultant
AGENCY/PROJECT NAME:	Nationally Determined Contributions Support Programme, UNDP HQ and Strengthening Governance of Climate Change Finance Programme, UNDP Bangkok Regional Hub
COUNTRY OF ASSIGNMENT:	Home based with travel required
START DATE:	November 25 th , 2019

a. Project Title

Nationally Determined Contributions Support Programme, UNDP HQ and Strengthening Governance of Climate Change Finance Programme, UNDP Bangkok Regional Hub

b. Project Description

The United Nations Development Programme (UNDP) is the UN's Global Development Network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP is on the ground in over 170 countries, employing participatory approaches to developing local solutions to national and global development challenges. UNDP's focus is to respond to three sets of development issues: (1) Eradicating poverty in all its forms and dimensions, (2) Accelerating structural transformation for sustainable development, and (3) Building resilience to shocks and crises.

Addressing gender equality and women's empowerment is a central mandate of UNDP. Gender Equality and Women's Empowerment are goals in their own right but are also crucial to the achievement of UNDP's development mandate. UNDP works towards gender equality in all of the outcomes and key outputs set out in the UNDP Strategic Plan 2018-2021. Gender equality has significant positive effects on achieving multiple goals and targets related to climate change and the environment, particularly SDG13, as well as to other development goals. Linking climate change response to the sustainable development agenda requires an inclusive dual approach of both gender-responsive mitigation and adaptation measures to ensure progress already made in support of development gains can be protected, and that future efforts will not be undermined.

Following COP-21 (2015/Paris), attention turned from developing and submitting NDCs to preparing for their effective implementation. UNDP plays a central role in building countries' capacity to implement

their NDCs, given its experience and technical expertise in this area. In particular, UNDP's Nationally Determined Contributions (NDC) Support Programme works with 36 countries around the world to advance the implementation of the Paris Agreement on Climate Change. To better integrate gender equality and women's empowerment into national climate change actions, UNDP is currently assisting 17 countries (Bhutan, Chile, Colombia, Costa Rica, Cote D'Ivoire, Ecuador, Ghana, Guatemala, Kenya, Lebanon, Paraguay, Peru, Philippines, Trinidad and Tobago, Uganda, Viet Nam, Zambia) to mainstream gender equality into their NDC planning and implementation processes.

UNDP's Strengthening Governance of Climate Change Finance Programme (GCCF) for the Asia-Pacific region, which began in 2012, focuses on generating knowledge and a shared understanding on how to integrate a response to climate change within national budget processes. Currently, the Programme is targeting Bangladesh, Indonesia, Thailand, Cambodia, Pakistan and Nepal. Since 2017, the Programme has supported governments to implement budget reforms that enable the delivery of gender-responsive climate change-related investments but with a specific focus on poverty and human rights and with the aim to achieve the following objectives:

- 1) National budget processes increasingly formulate and identify Climate Change-related investments that are gender-responsive and with positive impacts on poverty and human rights,
- 2) National accountability for gender-responsive Climate Change-related investments that have impacts on poverty and human rights is enhanced,
- 3) Subnational institutions increasingly play a role in integrated approaches to gender-responsive Climate Change budgeting with impacts on poverty and human rights,
- 4) International policy processes give increasing priority to strengthening domestic budget systems that enable the delivery of gender-responsive Climate Change investments that have positive impacts on poverty and human rights.

The two programmes are partnering to complement their fields of expertise regarding climate change and social dimensions to better integrate gender equality and poverty reduction within climate finance frameworks. To ensure that climate finance efforts make a difference in building resilience and reducing vulnerability, and to enhance efficacy of supported actions, gender equality considerations need to be mainstreamed within climate finance governance structures, instruments and procedures.

The experience in many countries for implementing gender-responsive climate action is that even if capacities are in place, data has been collected and analyzed, and sectoral analyses have been done, one of the main bottlenecks is ensuring that planned actions are budgeted for and implemented on the ground. Although there have been efforts made in integrating gender equality considerations within various tracks/ funding streams (public, multilateral and private) to address the financial barriers, a coherent framework (and narrative) is needed to more comprehensively integrate gender into these climate finance frameworks. The focus of the consultancy is to develop an assessment framework, with a broader approach at how these tracks/ funding streams complement and reinforce each other, and how the experiences of gender integration in one track can be leveraged and catalyzed for scaling up gender equality outcomes in the others, for better addressing development priorities (co-benefits) overall. So, rather than only examining gender and climate finance at the project level, the framework will provide a more holistic approach by showcasing good practices and lessons learned and what the enabling environments are that are conducive to achieving gender-responsive climate actions.

This collaboration can inform countries' NDC implementation and revision process in relation to their development plans. In a 2016 study, UNDP found that 65 countries made at least one reference to gender equality or women in their intended NDCs. More recently, 67 countries indicated in a 2019 survey conducted by UNDP and featured in the "[Heat Is On](#)" report that they intend to incorporate considerations about gender into their revised NDC plans.

Finally, the exercise will also inform strategic discussions around the intersections of climate change, gender equality and poverty reduction that can be relevant for the 25-year global review and appraisal of progress on implementation of the Beijing Declaration and Platform for Action.

c. Scope of Work

The purpose of the envisioned assessment framework is to inform Climate Change Finance Frameworks¹ and raise awareness among stakeholders - both government officials and other non-state actors - of the different ways in which Climate Change financing coming from multilateral financing mechanisms, domestic flows and the private sector, if well designed, prioritized and effectively managed and tracked, can have positive impacts on gender equality and poverty reduction in the context of NDC processes. Climate change finance frameworks which integrate gender considerations will have co-benefits and lead to more rapid progress towards achieving the Sustainable Development Goals.

The consultant will identify and explore optimal entry points in the Climate Change Finance Framework to systematically ensure more gender and poverty-responsive Climate Change financing at the country level and provide actionable recommendations for the way forward with a strong focus on these areas: 1) how domestic climate budgets are planned and allocated and public investments, including NDC investment plans, are designed and appraised in climate-related sectors 2) how multilateral climate financing mechanisms, such as Green Climate Fund, Global Environment Facility, Adaptation Fund and CIFs are strengthening gender integration into the project cycle, which can set an example and catalyze national budgets, and 3) Innovative climate finance (green bonds, loans, carbon markets and green Sukuk bonds) are gender and social responsive. Although these different tracks (public, private and multilateral) may incorporate gender equality and women's empowerment dimensions in their instruments, a more coherent framework is needed, which recognizes their differences in orientation and mandates, and also bridges them so countries can take full advantage of these to better advance gender equality, close gender gaps and ensure co-benefits when accessing, implementing and reporting their climate change investments. The framework should also discuss bottlenecks limiting climate change finance's current contributions to a more holistic response.

The consultant will also support the formulation of a strategy on the creation of the Community of Practice on Gender and Climate Change Financing under the Governance of Climate Change Finance Programme's new initiative called Climate Finance Network, in collaboration with the NDC Support Programme, which will also contribute to the Global Policy Network's Communities of Practice.

Two key deliverables are anticipated: a 15-page background paper/concept note and a 30-page assessment framework:

Background paper/Concept Note

The consultant will develop a background paper/ concept note on best practices and lessons learned on gender and climate financing within the 3 tracks of domestic, multilateral and private funds. This paper will be the basis for the assessment framework, which seeks to inform countries on how they can better integrate gender considerations to expand co-benefits within these climate finance frameworks.

- 1) Review the domestic climate-related financial planning and budgetary processes (i.e., investment systems), including design, implementation and tracking, in 3 countries that are well designed to integrate climate change adaptation and mitigation strategies.

¹ Climate Change Finance Frameworks are whole-of-government frameworks that broadly engage all stakeholders to better mobilise, manage and target domestic and international climate change finance. CCF's can include: a costing of planned climate change responses; measurement of available resources for climate responses; identification of ways to bring domestic and international sources of climate finance into national budgets; outlining methods to increase accountability over the use of climate finances (to guarantee they reach those who need them most).

- a. Identify bottlenecks and opportunities to integrate gender equality and poverty reduction considerations within the climate budget allocations of the Ministry of Finance and/or Planning.
 - b. Review good practices involving gender institutions in climate related decision-making, resource allocation and tracking of gender-responsive climate financing, and based on these experiences, provide entry points for replicating and strengthening the role gender institutions can play in this regard.
- 2) Compile best practices and key lessons learned on: how multilateral climate change financing mechanisms (ex. GCF, GEF, Adaptation Fund and CIFs, etc.) integrate gender equality and poverty reduction in the design of their investments to support national climate change financing priorities; how that is reflected into implementation of actions and policies, how these are tracked and lead to real transformative impacts in the NDC/ climate change processes. In addition, provide examples of projects which have aligned gender-related outputs within domestic climate related budgets and have implemented these projects accordingly.
- 3) Examine success factors and remaining challenges on how innovative climate finance (green bonds, loans, carbon markets and green Sukuk bonds) are designed and implemented to contribute to gender equality and poverty reduction. Also look at good practices on the design and implementation of adaptation and mitigation policy instruments and financial instruments which have served as building blocks to leverage private sector investment. The consultant will be expected to facilitate a 2-day workshop discussion to present a background paper on best practices and lessons learned on climate change financing and gender. The key experts in this field, who will be present in this workshop, will provide inputs to the assessment framework and share their experiences to contribute to it.

Gender and Climate Change Assessment Framework

- 1) Develop a coherent assessment framework, including entry points and recommendations based on the experiences identified in the background paper/concept note, to ensure countries take gender equality considerations into account in the developing, accessing, implementing and reporting of their climate change investments. Identify the main complementarities and interfaces between multilateral climate change financing mechanisms (GCF, GEF, Adaptation Fund, CIFs), domestic climate change funding/investment and private sector financing in the context of achieving gender-responsive climate action. For instance: *How can national climate change public investment help scale up and align with project-based international climate change funding? On the other hand, what are the opportunities of financing to support women's economic empowerment and leadership through good experiences in private sector financing?*
- 2) Also, as an annex to the assessment framework, a mapping of key and most relevant existing tools which were developed by the UN, MDBs, ICFs or CSOs to systematically integrate gender equality and/or poverty reduction into Climate Change financing policy and planning processes of both national and international financial mechanisms.

Suggested maximum length of framework– 30 pages (plus tables)

Powerpoint on key findings (8 slides)

d. Expected Outputs and Deliverables

The target due dates may be adjusted based on the workplan that the consultant prepares.

Deliverables /Required outputs	Estimated Duration to Complete	Target Due Dates	Approver
1st Deliverable a. Workplan (including review periods) and overall methodology to complete the deliverables. b. Background paper/concept note	Up to 2 working days Up to 11 working days	December 31, 2019	UNDP HQ and BRH
2nd Deliverable a. Facilitate 2-day workshop with key stakeholders to present a background paper of best practices and lessons learned on climate change financing and gender and discuss with experts their inputs to create a coherent assessment framework. This includes creation of an agenda and methodology to have an interactive discussion.	Up to 5 working days	February 7, 2020	
3rd Deliverable Framework: a. Annotated outline of the assessment framework, with inputs from the workshop incorporated. Include a definition/ description of what is meant by an assessment framework. b. First draft of assessment framework with revisions made based on UNDP's comments	Up to 4 working days Up to 8 working days	March 6, 2020	
4th Deliverable a. Final version of assessment framework b. Preparation of a powerpoint presentation on findings	Up to 6 working days Up to 1 working days	March 30, 2020	
Total	37 working days		

e. Institutional Arrangements

- The consultant will work off-site under the guidance and direct supervision of the Governance of Climate Change Finance Team for Asia-Pacific in Bangkok and the gender and climate change specialist of the NDC Support Programme in New York, and will report via email and Skype and be responsible for the fulfillment of the deliverables as specified above;
- The consultant will be given access to relevant information necessary for execution of the tasks under this assignment;

- The consultant will be responsible for providing her/his own work station (i.e., laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection;
- The consultant is expected to be available for consultations and be in reliable email contact that align with UNDP business hours in different time zones;

f. Duration of the Work

This assignment is expected to start on November 25, 2019 and ending on March 30, 2020, at the maximum of 37 working days. The target due dates may be adjusted based on the workplan that the consultant prepares.

g. Duty Station

Home Based with expected travel to one field mission globally, location TBC.

h. Qualifications of the Successful Individual Contractor

Education:

- Advanced university degree in Economics, Finance, International Development, Political Science, Gender Studies, or a related field.

Experience:

- A minimum of 7 years of working experience in the areas of climate change finance and preferably gender equality and/or social inclusion,
- Demonstrated at least 5 years of experience working on policy and programmatic issues with national governments and civil society organizations in the fields of gender/social inclusion, climate change, and climate finance.
- Prior experience working with UN or other international organizations is a plus;
- Excellent research, analytical and writing skills in the domain of gender equality and at least one other key theme (i.e., climate change mitigation and/or adaptation, climate finance, including public investments);
- Demonstrated ability to work independently.

Languages:

- Fluency in spoken and written English is a must

i. Scope of Price Proposal and Schedule of Payments

Method of payment and Financial proposal

The method of payment is **output-based** scheme. Consultant must send a financial proposal based on **Lump Sum** Amount excluding travel cost. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee and other related cost (exclude travel cost) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. The payments shall be released upon submitting the required deliverables with satisfactory by or before the due dates agreed with the Nationally Determined Contributions Support Programme team and the Governance of Climate Change Finance team as per below percentages:

SL No.	Tasks	Percentage
1.	Workplan/ Methodology and Background paper/ concept note	30%
2.	Facilitation of workshop	20%
3.	Outline and first draft of framework	25%
4.	Final version of framework and powerpoint presentation	25%

Travel related cost

The consultant will be expected to travel to a workshop, organized to engage various experts in this field (government representatives, private sector, international climate change financing mechanisms). The costs for this travel will be covered by UNDP and should not be included/ factored into the candidate's financial proposal.

Travel costs will be reimbursed at actual cost but not exceeding the quotation from UNDP certified travel agency. The provided living allowance will not be exceeding UNDP DSA rates.

In general, UNDP shall not accept travel costs exceeding those of an economy, most direct, round-trip ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

j. Recommended Presentation of Offer

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please **group them into one (1) single PDF document** as the application only allows to upload maximum one document:

- 1) Offerors Letter to UNDP - confirming Interest and Availability as well as final all-inclusive price quotes in United States Dollars (USD) with breakdown cost as per template in Annex II.
- 2) Personal CV or P11, 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.
- 3) Brief writing sample on a topic related to the ToR.

INCOMPLETE PROPOSALS MAY NOT BE CONSIDERED.

The short -listed candidates may be contacted and the successful candidate will be notified.

k. Criteria for Selection of the Best Offer

Cumulative analysis

Only those candidates that meet the minimum level of education and relevant years of experience requirements will be considered for the Technical Evaluation. The Technical Evaluation will include a desk review to select the shortlisted candidates.

The selection of the offer, from the shortlisted candidates, will be based on a Combined Scoring method where the technical evaluation (desk review and interview where applicable) 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-point rating shall be based on how well the Offer meets the minimum qualifications/competencies described above.

Technical Evaluation (total 70 points):

- Criteria 1 - Education - Advanced university degree in Economics, Finance, International Development, Political Science, Gender Studies, or a related field - **(10 points)**;
- Criteria 2 - A minimum of 7 years of working experience in the area of climate change finance and preferably gender equality and/or social inclusion **(25 points)**;
- Criteria 3- Demonstrated at least of 5 years of experience working on policy and programmatic issues with national governments and civil society organizations in the fields of gender/social inclusion, climate change and climate finance **(20 points)**
- Criteria 4- Demonstrated excellent research, analytical and writing skills in the domain of gender equality and at least one other key theme (i.e. climate change mitigation and/or adaptation, climate finance, including public investments) **(15 points)**

Only candidates obtaining a minimum of 49 points (70%) on the Technical Evaluation will be considered for the interview and followed by Financial Evaluation.