TERMS OF REFERENCE
Gender Mainstreaming of Suriname’s National Adaptation Plan and development of Gender Action Plan

GENERAL INFORMATION

Services/Work Description:Gender Mainstreaming of Suriname’s National Adaptation Plan and development of Gender Action Plan

Project/Program Title:Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER)

Type of Contract:Individual Contract/National Consultant

Duty Station:Suriname

Expected Start Date:01 June 2020

Duration of Initial Contract:90 working days

Expected Duration of Assignment:01 June – 30 November 2020

I. BACKGROUND / 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. We are on the ground in over 170 countries, employing participatory approaches to developing local solutions to national and global development challenges. UNDP’s core vision is to help countries achieve simultaneous eradication of poverty and significant reduction of inequalities and exclusion, within a context of 3 development settings: eradicating poverty in all its forms and dimensions, accelerating structural transformations for sustainable development, and building resilience to crises and shocks.

The physical impacts of climate change and natural hazards are being seen to compound pervasive structural inequalities and socioeconomic vulnerabilities since gender equality and human rights are given insufficient consideration required in climate change mitigation and adaptation, and in disaster risk, recovery and response. While this is a general pattern where women and girls face a disparity in terms of (amongst other things) access to economic participation, nuances exist in each country in the needs and vulnerabilities of women, men, girls and boys, which warrant more detailed investigation and articulation.

Women and men typically respond and react differently at various stages of disaster and recovery; and the groups with the least knowledge and capacity to take short-term measures to limit impacts from climate-related disasters are often the most affected. Thanks to the generous contribution from Global Affairs Canada and UKAid, EnGenDER seeks to further integrate gender equality and human-rights based approaches into disaster risk reduction (DRR), climate change (CC) adaptation and mitigation; environmental management frameworks and interventions. EnGenDER will also identify and address some of the gaps to ensure equal access to DRR and climate change and environmental solutions for both men, women, boys and girls in nine Caribbean countries (Antigua and Barbuda, Belize, Dominica, Grenada, Guyana, Jamaica, Saint Lucia, Saint Vincent and the Grenadines and Suriname).
Appreciating that the nine participating Caribbean countries are at different stages of removing barriers to gender equality and integrating gender-based analysis into climate change, as well as recovery, this project aims to ensure that climate change and disaster risk reduction actions are better informed by an analysis of gender inequalities, and decisions are taken to ensure that inequalities are alleviated rather than exacerbated and that minimum standards are being met in doing so. These underlying gender inequalities (specific to each country context) are compounded by increasingly intense and frequently experienced climate change and disaster risk within Caribbean societies. EnGenDER therefore aims to empower governments to take ownership of their disaster risks and exposure with better national arrangements to deal with possible large-scale recovery needs, including improved shock responsiveness in national systems and better social protection finance tools for the most vulnerable. As such, the project’s ultimate outcome is improved climate and disaster resilience for women and girls and key vulnerable populations\(^1\) and future generations in the Caribbean.

The EnGenDER project will support CC, DRR and environmental management interventions in the 9 Caribbean countries by leveraging sector-level entry points (e.g. NAPs and NAMAs), specifically supporting implementation and/or upscaling of countries’ priority actions. This project will analyse and prioritise the needs of the most vulnerable with respect to climate change adaptation and mitigation in priority sectors, including increasing their resilience in key livelihood sectors. It will also improve institutional capacities for delivering services effectively for the most vulnerable to accelerate post-disaster recovery and mitigate risk. By using a multi-disciplinary and integrated approach, the project also aims to contribute to the achievement of several SDGs (2, 5, 10, 11, 13, 14, 15, 16).

II. Objective

The objective of this consultancy is two folded; firstly, to integrate gender considerations in the National Adaptation Plan (NAP) of Suriname and secondly, to develop a Gender Action Plan to facilitate implementation of activities that promote gender equality and women’s empowerment in Water and Disaster Management Sector in Suriname.

III. SCOPE OF THE WORK

A. Integrate gender considerations in the NAP

The consultant will integrate gender considerations in the NAP (2019) by adding linkages that address gender inequality in climate change adaptation planning based on the context of Suriname. The focus of gender integration in the NAP should be on the differences between women and men in the same context.

Duties and Responsibilities:

- Review documents
  - Review the NAP of 2019 and identify gaps and areas for update from a Gender perspective

\(^1\) An online survey completed by 108 stakeholders in the target countries have identified the following groups as very vulnerable: women, older men, boys and girls, and persons with disabilities.
o Determine the amendments necessary to ensure alignment with UNFCCC framework for NAPs and NAP Global Network
o Review the Gender Vision Policy document 2021-2035 and Gender Action Plan 2019-2020 of the Bureau Gender Affairs, Ministry of Home Affairs to align the NAP strategies with the Gender Policy
o Coordinating with the UNDP Country Office to ensure that gender considerations to be made are in line with the UNDP’s gender guidelines.

- Stakeholder Consultation
  Consultation to be held with the Government of Suriname and all relevant stakeholders. Focus group(s) and/or, working session(s) and a validation workshop should be part of a multi-stakeholder consultative process. Gender sensitive methodologies should be used to plan and implement the stakeholder consultations, ensuring that the engagement is inclusive. The consultations should allow women to express and discuss their comments and concerns in a safe environment and should foster informal dialogues and information sharing, for example in gender- and age-focused groups. A report detailing the stakeholder engagement; the consultation process and outcome of consultations should be drafted.

- Recommendations to enhance institutional linkages between climate change adaptation and gender equality as part of the implementation of the NAP².

B. Development of Gender Action Plan

A gender action plan is to be developed for the Water and Disaster Management Sector in Suriname based on the scope of the EnGenDER project and GCCA+ support for Climate Change Adaptation in Suriname – Phase 2.

Duties and Responsibilities:

- Review documents
  o Review the Integrated Water Resources Management (IWRM) Action Plan 2019 and identify gaps and areas for update from a Gender perspective
  o Review the project documents of the EnGenDER project and GCCA+ support for Climate Change Adaptation in Suriname – Phase 2 to determine which aspects of the Water and Disaster Management Sector in Suriname should be captured in the Gender action plan
  o Review the Gender Vision Policy document 2021-2035 and Gender Action Plan 2019-2020 of the Bureau Gender Affairs, Ministry of Home Affairs to align the plan to be drafted to the

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² Ministries and/or Institutions responsible for adaptation planning may not traditionally collaborate with those responsible for gender equality. Creating institutional linkages between these actors enables dialogue between gender and climate change adaptation actors which can be vital for the implementation of the gender considerations in the NAP.
Gender policy for inclusion of gender equality and women’s empowerment in Water and Disaster Management Sector in Suriname based on

- Identify and/or consultations with women’s groups and otherwise marginalized populations and/or beneficiaries in Districts Nickerie and Coronie;

- Prepare the Gender Action Plan and Budget, following UNDP’s gender guidelines.

IV. REQUIRED SKILLS AND EXPERIENCE

Education:

- A Master’s Degree in any of the following areas: Gender, Disaster Risk Management, Climate Change, Sustainable Development, Public Policy, Social Policy or any related area.

Experience:

- At least five years’ experience undertaking climate change adaptation and/or disaster risk management is required;
- At least three years’ experience working on gender equality and human rights is required;
- 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;
- Excellent analytical, writing, advocacy, presentation, and communications skills are required;
- Experience in facilitating gender responsive stakeholder meetings is highly desired;
- At least three years’ experience working within the Caribbean Community (CARICOM) is an asset but not required.

Languages:

- Fluency in written and oral English and Dutch is required.

V. EXPECTED OUTPUTS AND DELIVERABLES

Expected deliverables and proposed payment allocations are as follows:

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>% Payment</th>
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</thead>
<tbody>
<tr>
<td>1. Detailed work plan and approach to this assignment</td>
<td>10%</td>
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<tr>
<td>2. Draft NAP document and institutional recommendations</td>
<td>25%</td>
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<tr>
<td>3. Final NAP document and Stakeholder Validation report</td>
<td>20%</td>
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<tr>
<td>4. Draft Gender Action Plan</td>
<td>25%</td>
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<tr>
<td>5. Final Gender Action Plan</td>
<td>20%</td>
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VI. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The consultant will work under supervision of the UNDP Suriname Environment team, with direct reporting to the EnGenDER Focal Point in accordance to the approved schedule of works. The Individual Consultant will
provide monthly one pager briefs and updates to the UNDP CO on the progress of the work, challenges encountered, risks foreseen, proposed or mitigation measures undertaken, and where UNDP CO support may be required.

The Individual Consultant shall submit all deliverables to the UNDP CO, which will be assessed for validity and completeness of required information and should be in the desired format identified by the beneficiary country. All outputs once approved become the property of the beneficiary country to utilise and disseminate as deemed necessary.

The contractor is expected to have her/his own laptop and access to internet during the assignment.

**VII. DURATION AND RENUMERATION**

The Consultant will be engaged for a maximum of 90 working days during the period 01 June to 30 November 2020. The price is a fixed output regardless of extension of the duration specified herein.

Payment will be remitted subject to the approval of final deliverables and based on the contractor’s price proposal. Payments would be made upon submission and approval of the deliverables as highlighted in Section V.

**VIII. ADMINISTRATION**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex II);

Completed P11 form, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the candidate Technical proposal:

- Brief description of why the individual considers him/herself as the most suitable for the assignment;

- A methodology, on how they propose to complete the assignment;

Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (Annex II) and Schedule of Payments:

- Fee – The consultant/contractor shall propose a daily/monthly fee, which should be inclusive of his professional fee, local communication cost and insurance (inclusive of medical health insurance). The number of working days for which the daily/monthly fee shall be payable under the contract is for a total of 90 working days.

- Field visits are separate and not included in the contractor cost. All attempts will be made to coordinate these visits with other members of the project team to achieve efficiencies.
Note:
UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. Female candidates are strongly encouraged to apply. All applications will be treated with the strictest confidence.