Annex I - Terms of Reference

**National or International consultants:** International or National Consultant

**Description of the assignment:** Stakeholder Engagement and Gender Specialist

**Project Title:** GEF PPG for the Preparation of a Project on “Lebanon Sustainable Low-Emission Transport Systems”

**Period of assignment/services:** 15 working days between July and December 2020

1. **Background**

The current Lebanese transport sector is not sustainable characterized by the absence of reliable public transport, underdeveloped and uncoordinated public works, prevalence of old and pollutive cars, and very high rate of car ownership. As a result, the transport sector is the second largest contributor of Lebanon’s greenhouse gas (GHG) emissions, accounting for 23% of the total emissions and also contributing the emissions of other pollutants such as NOx (60%), CO (99%), SO2 (5%) and particulate matter, VOC, copper, zinc and lead. As for the contribution of the different vehicle categories, passenger cars have the highest share of the emissions with 58.38% of the total transport GHG emissions while light-duty vehicles (LDV), heavy-duty vehicles (HDV), and motorcycles account for 17.46%, 23.81%, and 0.35% respectively. It is estimated that air pollution from polluting old cars costs at least $200 million of economic loss per year resulting from morbidity, adult mortality, child mortality and discomfort, which does not include the cost from health care services. A substantial additional impact is that of congestion, leading to an estimated increase of travel time, where one estimate puts the burden of congestion at 8% of GDP per annum.

The public institutional structure of the transport sector in Lebanon is subjected to fragmented structure. The planning and regulation of public transport is undertaken by the Ministry of Public Works and Transport (MPWT). This includes the licensing of companies to undertake public transport services, fare setting, and planning. The MPWT oversees the construction and maintenance of the national highways and road networks. The MPWT is also the guardian of the state-owned enterprise, the Railways and Public Transport Authority (RPTA), a public institution with a semi-independent legal identity with financial and administrative autonomy. However, the RPTA has not been able to effectively play its role due to the destruction of railways, tramways, and most of the buses that were once under its management. The Ministry of Interior and Municipalities (MoIM) licenses vehicles and drivers and undertakes the overall management of vehicle inspections, in addition to the responsibility for the enforcement of traffic law, including on public transport, through the Internal Security Forces (ISF). Municipalities are also assigned some public transport competences through the Municipal Law while also being responsible for planning and implementation of urban projects. The Council for Development and Reconstruction (CDR) has competencies in national planning, including transport planning, and the execution of large infrastructure projects such as road and transport through project-specific mandates by the Council of Ministers.

The transport sector lacks technical capacity and remains institutionally weak, particularly in terms of coordinating all the activities related to transport due to the fragmented structure and the absence of leading institution. As a result, the comprehensive approach and systematic integration of sustainability are missing particularly considering the NDC commitments of the government and the potential for the introduction of alternative modes of transport, electric and hybrid vehicles in both the public and private spheres. Due to the lack of the integrated approach to financing, limited state budget for necessary infrastructure investment and incentives pose a significant challenge toward
sustainable mobility transformation. Moreover, the current state revenue structure heavily depends on fuel consumption and vehicle purchase, negatively affecting the transition toward sustainable transport. Thus, the adaptation or proactive shift of the taxation structure will be required. From a technical perspective, although the national market has seen a growing appetite for electric vehicles, little is known about the electricity infrastructure needs, the technical needs for recharging stations, the capacity of the grid, the safety and maintenance needs of these types of vehicles. Weak enforcement of traffic rules results in illegal parking and reckless driving, undermining road safety and exacerbating congestion. In addition to the issues of road safety, lack of supportive infrastructure such as quality pedestrian zones and parking facilities is hindering the promotion of non-motorized transport.

2. **Scope of work, responsibilities and description of the proposed analytical work**

   **Scope of GEF Transport Project**

   UNDP Lebanon in partnership with the Ministry of Environment is preparing a full-project proposal to be submitted to the Global Environmental Facility (GEF) which aims to work towards sustainable low-emission transport system. The project will consist of 3 main components: on one hand to tackle the policy issues and provide technical options for the best way forward to improve the transport sector and to introduce efficient transport technologies to the market. On the other hand, the project will consider piloting a renewable energy pilot application for charging stations or some other modality to determine the applicability of charging electric vehicles. Finally, the project will work with NGOs and universities to promote research on the topic and raise awareness on sustainable transport and modal transport change.

   The proposed UNDP-GEF project will be complementary to the baseline initiatives as it addresses barriers that are specifically related to the transformation towards sustainable mobility. The main ongoing/planned initiatives includes Great Beirut Public Transport - Bus Rapid Transit (BRT) project by the World Bank, Bus Transportation Public-Private Project by the local private company (WeGo) and feasibility studies for bus network system and revival of the railway systems by European Investment Bank (EIB).

   **Objective of the Consultancy**

   As one of a number being set up by UNDP to formulate the project document and related documentation leading to project implementation, the overall objective of this consultancy is to prepare the gender mainstreaming plan for the full project document.

   UNDP is seeking to recruit a Gender Specialist to ensure that gender considerations are fully mainstreamed into all relevant components of the project document as well as produce a participatory gender analysis and action plan for the project. The objective of the work is to explain how the project will contribute to gender equality and women's empowerment, identify entry points for mainstreaming gender considerations in project components, ensure that the project results framework and theory of change are gender responsive and to develop a gender action plan to advance women's empowerment and promote gender equality.

   The project preparation phase will include stakeholders’ consultations and data collection for the establishment of baseline data for the project results framework. The consultant will work with the project development team to ensure that stakeholder consultations are gender responsive, to integrate the gender analysis results into the project document and to use the results to identify opportunities and gaps to help better understand and address gender concerns within the project.
context. The consultant may assist with other capacity building and other aspects of project preparation to ensure gender considerations are mainstreamed into the development of the project.

Duties and Responsibilities of the Consultancy

The consultant will be reporting to an International Consultant who will be leading the write-up and formulation of the project document in close coordination with the UNDP team. The consultants will report to the Energy and Environment Programme Manager in the UNDP Lebanon Country Office and will be supported by other UNDP experts in the field.

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 a 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. The analysis should also include an overview on gender issues in similar projects, funded by the GEF and others, and to analyse those relevant to urban transport in Lebanon in line with the scope of this project.

2. Assist in organizing and carrying out gender responsive stakeholder consultation sessions in order to solicit inputs and ensure both male and female stakeholder involvement and buy-in to the project. Guide the project development team in using participatory techniques that involve both women and men in assessments and discussions.

3. Ensure that all aspects of the project documents are gender responsive: work with the project development team to devise the projects results framework and theory of change: develop gender-responsive 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.

4. Develop a Gender Action Plan for the project with annual budget and outputs to facilitate implementation of activities that promote gender equality and women’s empowerment.

5. 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.

6. Assist the project development team in identifying and developing partnerships with gender equality/women’s governmental institutions, local women’s NGOs/CSOs and relevant national stakeholders.

7. As requested by the project development team, assist with capacity building and other aspects of project preparation to ensure gender considerations are mainstreamed into the project document.
8. Participate in the validation workshop and integrate all feedback on gender issues accordingly.

3. Expected Outputs

The Gender Expert will carry out the following tasks and related outputs:

**Deliverable 1: Gender Analysis for The Sustainable Transport Project**

1. Review the gender indicators and activities that can be undertaken within the proposed structure of the project (as in the Draft Project Document) and advise on possible additional indicators.

2. Review on gender issues in urban transport in Lebanon and analyse that in line with the GEF requirements and experience in other countries, particularly those in the region, to ensure the integration into the project scope.

3. 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.

4. Analysis using the guiding questions in [the gender analysis template of UNDP-GEF document](http://www.undp.org/content/dam/undp/library/Environment%20and%20Energy/Sustainable%20Energy/Gender_Mainstreaming_Training_Manual_2007.pdf) 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.

**Deliverable 2: Draft the Project Gender Mainstreaming Plan**

5. Working with the project development team using the findings from the gender analysis, develop 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 and other relevant, intersecting forms of identity.

6. Working with the project development team using the findings from the gender analysis, develop a gender-responsive theory of change; ensure gender considerations are integrated into the project’s theory of change, including discussion of impact, assumptions, evidence and risks.

7. Prepare Gender Mainstreaming Plan for the project with concrete budget and outputs to facilitate implementation of activities that promote gender equality and women’s empowerment.

8. Highlight any key lessons, issues, risks and recommendations (for example, notes for the mid-term review, recommendations to the Regional Technical Advisor or Project Manager) related to gender mainstreaming during any aspect of the project document development process and project implementation not covered elsewhere.

**Deliverable 3: Validation for the Gender Mainstreaming Plan**

9. In close coordination with the project development team, integrate the validation of the gender mainstreaming plan into the overall validation workshop for the project development.
4. Expected Outputs

The key deliverables of the Gender Specialist will be:

<table>
<thead>
<tr>
<th>Deliverables/Outputs</th>
<th>Estimated Duration to Complete</th>
<th>Estimated Target Due Dates</th>
<th>Review and Approvals Required</th>
<th>Payment Terms</th>
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</thead>
<tbody>
<tr>
<td>Deliverable 1 and 2: Report on tasks 1 - 7</td>
<td>10 working days</td>
<td>15 September 2020</td>
<td>PPG Team Leader and UNDP Programme Manager</td>
<td>50%</td>
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<tr>
<td>Deliverable 3 – A Report on the results from tasks 8</td>
<td>5 working days</td>
<td>15 October 2020</td>
<td>PPG Team Leader and UNDP Programme Manager</td>
<td>50%</td>
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5. Institutional arrangements

The Consultant will be working under the overall guidance of the International Team Leader that is heading the preparation of the project proposal and will report to the UNDP Lebanon Energy and Environment Programme Manager. The Consultant will also coordinate closely with the UNDP team members that are supporting in this assignment.

The approach will be participatory, involving stakeholders to the extent possible. Information and data will be gathered through three main activities, namely:

- Review (desk study) of relevant documents and websites.
- Field visits to potential project localities as directed by the UNDP Country Office (Byblos and Zahleb are potentials) for the collection of baseline data as needed.
- Consultations with relevant organizations and individuals as identified by the Specialist and as recommended by the Team Leader and UNDP. In particular, this will include national and local decision-makers and other personnel, local government, private companies, relevant NGOs, research institutions and community groups especially those affected by the project, potential beneficiaries and potential partners.

The Consultant will also participate in and contribute to all meetings, discussions, focus groups, and public workshops that may, from time to time, be organized by the Team Leader.

UNDP will ensure transport to and from meetings and logistical support during the visit of the Team Leader (expected at the end of July 2020). All other transportation and logistics need to be arranged and covered by the Consultant. Facilities will not be provided except for meeting to be held within UNDP premises.

6. Duration of work

The assignment will be **15 working days** spread out over the period from July to December 2020. Estimated time for receipt of feedback on reports (review time) is 5 working days.

7. Duty station
Assignment is homebased. Duty station is mainly home-based with possible site visits in Lebanon including Beirut, Byblos and Zahleh (to be confirmed depending on the situation). Timings to be agreed with the Energy and Environment Programme Manager, UNDP-Lebanon (particularly given the current security situation).

8. Requirements for experience and qualifications

Academic Qualifications
- Master's degree or higher in a relevant field, such as gender studies, women studies or closely related fields

Years of Experience
- Relevant experience of minimum 5 years of demonstrable experience of regional and local gender issues.
- Experience in gender mainstreaming and analysis.

Technical experience
- Familiarity with UNDP or other UN agencies, its rules and regulations and its operational procedures.
- Experience with GEF project design, implementation or evaluation is an asset.

Competencies
- Proficiency in English language;
- Excellent analytical skills, excellent interpersonal and communication and writing skills as well as ability for coordination;
- Ability to establish and maintain good relationship with stakeholders;
- Ability to meet deadlines and prioritize multiple tasks and work under pressure;
- Demonstrated ability to work in an independent manner and ability to plan, organize, implement, and report on work;