



United Nations Development Programme
Terms of Reference for the recruitment of an International Consultant
Gender Specialist for the development of the GEF7 PPG

Type of Contract:	IC
Duration:	15 days over 12 months
Location:	Seychelles
Duty station:	UNDP Seychelles
Expected Start Date:	15 th September 2020
Expected End Date:	31 st July 2021

Project Title: International Consultant for the role of **Gender Specialist** for the Project Preparation Phase of GEF7

A. Introduction/Background

The Project Objective is to conserve Seychelles' globally significant biodiversity through effective management of Seychelles' expanded Marine Protected Areas system and promotion of nature-based solutions as pillars of the Blue Economy. It is structured around four components, as follows:

Component 1 – Strengthening political and institutional framework for effective implementation of Seychelles' Marine Spatial Plan (MSP): Seychelles' Marine Spatial Planning process has already led to the expansion of the country's MPA system, and additional MPA sites will be designated as the MSP completes its zoning process by the end of 2020. The expansion of the country's MPA system is a significant achievement, but in order to be effective the expanded systems will require strengthened institutional, policy and financial frameworks for MPAs to enable effective and systemic approaches, including the integration of Blue Economy approaches in MPA management.

Component 2 – Expanding and strengthening management effectiveness of Seychelles' MPA system: Component 2 will focus on Iles Cocos Marine National Park, Port Glaud Wetlands and Ramsar Site, Ste Anne Marine National Park and Aride Special Reserve in the Inner Islands

Component 3 - Investing in innovative nature-based solutions to development: IUCN¹ defines nature-based solutions (NbS) as “actions to protect, sustainably manage, and restore natural or modified ecosystems, that address societal challenges effectively and adaptively, simultaneously providing human well-being and biodiversity benefits”. NbS is thus an umbrella concept that covers a whole range of ecosystem-related approaches that address societal challenges and support achievement of the Sustainable Development Goals. NbS will be



piloted in three project sites; to establish partnerships between local businesses and communities to reduce localized threats to vulnerable coastal and marine ecosystems. The project will build on results of BIOFIN to promote investment in biodiversity conservation and facilitate the expanded uptake of the Seychelles Sustainable Tourism Label, particularly by small hotels and operators within or in areas adjacent to the selected project sites. As of July 2019, twenty hotels/resorts in the Seychelles had been certified in the SSTL program, but an assessment of the program needs to be carried out to both determine the reasons for the slow uptake as well as to confirm that the Label aligns with international best practices; the results of this assessment will guide further dialogue with and support for hotels/tourism operators.

Component 4 – Effective gender mainstreaming, knowledge management and M&E: A gender empowerment strategy will be developed and used to guide project implementation and M&E at the three project MPA sites and to be embedded into the SOA as a gender empowerment strategy for all MPAs. A participatory M&E and learning framework will be developed and implemented for the project, and lessons learned through participatory M&E and gender empowerment will be used nationally and shared internationally, thereby cementing Seychelles’ position as a global ‘Blue Economy’ leader. South-South cooperation on ‘Blue Economy’ with Indian Ocean countries and other SIDS including Comoros, Mauritius and Maldives will be facilitated to exchange best practices / lessons learnt, such as blue economy business models that have been effectively implemented in various SIDS; successful approaches to large-scale marine management; national enforcement strategies; and sustainable financing options at both national and regional levels.

B. Objectives of the assignment

The **Gender Specialist** will ensure integration of gender issues into all project components. The Specialist’s input should include a current situation analysis, action plan with target indicators and expected outcomes that would facilitate promotion of gender equality. This consultant will have specialist expertise in gender mainstreaming and working with local communities.

Due to the COVID-19 pandemic, it is expected that this PPG process will be carried out remotely, to the greatest extent possible. No travel to the country is envisaged at this point. This consultant will therefore have to have the ability and the capacity to carry out all necessary PPG work remotely, using all available means, e.g., phone and IT technology. Should the circumstances change, the consultant will need to consult with the RTA and the UNDP CO on how best to adjust the workplan.



C. Description of Duties and Responsibilities

The following lists the overall responsibilities and deliverables that will be expected from the consultant. The PPG Initiation Plan provides further and more detailed guidance regarding the tasks and responsibilities of the PPG team and must be followed accordingly.

1. Preparatory Technical Studies and Reviews (Component A): *Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:*

- Support gender-related action points, including risk assessments, identified in the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage (“pre-screening”) to ensure they are fully addressed during the PPG; as appropriate, assist with the update of the SESP in an iterative fashion throughout the PPG on matters related to gender empowerment and equality;
- Prepare the gender analysis;
- Advise on gender responsive stakeholder analysis and consultations and ensure that they are complete and comprehensive;
- Ensure that gender considerations are fully mainstreamed into project CEO ER documents and Project Document; and
- Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the PPG Team Leader.

2. Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B):

- Work with the PPG Team Leader to ensure relevant findings on the gender mainstreaming and stakeholder needs are meaningfully integrated into the project strategy, theory of change and results framework, and its implementation are monitored as appropriate;
- Participate in consultations, workshops, meetings etc.;
- Contribute to the preparation of the SESP, as required working closely with other consultants;
- Prepare the **Gender Mainstreaming/ Action Plan and Budget** identifying appropriate project interventions to ensure gender mainstreaming including at project demonstration sites;
- Using the findings from the gender analysis, provide inputs to the project’s results framework and theory of change; ensure gender considerations are integrated into the project’s theory of change;
- Provide inputs for the development of the Stakeholder Engagement Plan to ensure it is Gender Responsive;
- Support the agreements on project management arrangements and ensure that gender and safeguards are adequately incorporated into these arrangements.



- Review and verify proposed Outputs and Indicators based on the information gathered during the PPG-Phase and, where appropriate, propose new ones for each Outcome, and establish baselines and targets to be monitored and tracked during implementation, for inclusion in the Results Framework, as appropriate.

3. Validation Workshop (Component C):

- Participate in, and contribute to the validation workshop (please note that this will likely be held remotely).
- Support necessary revisions that arise during the workshop, as appropriate.

4. Final Deliverables:

- Appropriate inputs to **Social and Environmental Screening (SESP);**
- **Gender Analysis, Gender Mainstreaming Plan and Budget;**
- Appropriate inputs to the comprehensive Stakeholder Engagement Plan including on gender-responsive consultation and consultations with local communities;
- Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader.

D. Deliverables

Deliverables	% Fees	Due Date	Review and Approvals required
Submission of Work Plan and Inception Report jointly with the PPG leader and others	20%	30 th September 2020	Approved by PM
Gender Mainstreaming Action Plan	40%	15 th February 2021	Approved by PM
Review of Draft Proodoc and updates of gender analysis as may be required	10%	15 th April 2021	Approved by PM
Contribution to Validation Report	10%	30 th May 2021	Approved by PM
On approval and submission of Final Prodoc to GEF Sec	20%	15 TH July 2021	Approved by RTA and PM



E. Duration:

The duration of the contract will be for a period **of 12 months** from August 2020 until July 2021. An estimated total of 15 working days is expected with the workload being significant in the first quarter of 2021.

F. Duty Station

Home based (From country of residence)

Some travel may be required subject to local guidelines.

G. Qualifications of the Successful Individual Contractor

Education

- Master's degree or higher in a relevant field, gender studies, gender and development, women and environment, sociology, environment, sustainable development or closely related area;

Experience and Skills

- Minimum 5 years of demonstrable experience in gender policy and mainstreaming;
- 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.
- Experience in facilitating gender responsive stakeholder meetings is highly desired;
- Demonstrated understanding of the links between sustainable development, social and gender issues;
- Excellent written and oral communication skills in English;
- Ability and willingness to carry out the PPG process remotely;
- Ability to deliver results, while remaining flexible and adaptive in light of challenging circumstances due to evolving COVID-19 situation; and
- Experience working in the Seychelles on related initiatives highly desired (for international consultants only).

H. Scope of Price Proposal and Schedule of Payments

The financial offer should be quoted as a lump sum amount, all-inclusive (professional fee, insurance, miscellaneous). UNDP will cover travel-related expenses only if inter-island travel is required during the contract period.



The contract price is fixed regardless of changes in the cost components. Payments will be effected based on deliverables as per section D above. *Financial Bids quoted in USD will need a relevant USD account.*

I. Recommended Presentation of Offer

The following documents are requested:

- a) Duly completed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided by UNDP.

J. Criteria for Selection of the Best Offer

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Short-listing criteria:

All applicants will be requested to submit a price offer indicating their lump-sum fee for the assignment. Following UNDP procurement rules, both technical competence and the consultant financial proposal will be taken into account in the selection process. The technical evaluation will be based on the following evaluation criteria

Education	Experience	Technical skills	Stakeholder Engagement	Language /Report Writing
Master's degree or higher in a relevant field, gender studies, gender and development, women and environment, sociology, environment, sustainable development or closely related area;	Experience carrying out participatory gender analysis; experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive	Demonstrated understanding of the links between sustainable development, social and gender issues	Experience in facilitating gender responsive stakeholder meetings is highly desired;	Excellent report writing skills. Fluency in English is a must



	project analysis; developing gender action plans.		Knowledge of Seychelles is an advantage	
20	25	25	20	10

Candidates scoring 70 or above will be short-listed.

The **financial offers** will be evaluated giving the lowest price proposal 30 marks and marking the other more expensive proposals reverse proportionally to the cheapest option.

The final scoring of short-listed candidates will take into account the technical Evaluation and the financial score:

Criteria	Weight	Max. Point
• Technical score	70%	70
• Financial score	30%	30

The candidate ranking highest shall be selected.

K. Approval

This TOR is approved by:

Signature

Name and Designation Programme Manager

Date of signing 22/07/2020