

Terms of reference



GENERAL INFORMATION

Title Gender and Safeguard Specialist (National Consultant)
Project Name: 7th Operational Phase of the GEF Small Grant Programme in Indonesia
Report to: Programme Manager & PPG Team Leader
Duty Station: Home-based
Expected Places of Travel: Sabu Raijua Regency (part of the Savu Sea National Park in East Nusa Tenggara); Nantu Boliyohuto Forest (Gorontalo and Boalemo Regencies); and Bulukumba Regency (South Sulawesi); and Kendal and Wonosobo Regencies (Central Java)
Duration of Assignment: 24 working Days (September 2020 – July 2021)

REQUIRED DOCUMENT FROM HIRING UNIT

| | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | TERMS OF REFERENCE |
| 4 | CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select : (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor CATEGORY OF INTERNATIONAL CONSULTANT, please select : (6) Junior Specialist (7) Specialist (8) Senior Specialist |
| <input checked="" type="checkbox"/> | APPROVED e-requisition |

REQUIRED DOCUMENTATION FROM CONSULTANT

| | |
|-------------------------------------|-------------------------------|
| <input checked="" type="checkbox"/> | P11 or CV with three referees |
| <input checked="" type="checkbox"/> | Copy of education certificate |
| <input checked="" type="checkbox"/> | Completed financial proposal |
| <input checked="" type="checkbox"/> | Completed technical proposal |

Need for presence of IC consultant in office:

- ☐ partial (explain)
☒ intermittent (at least 2 times for presenting deliverables in agreed schedule)
☐ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: ☐ Yes ☒ No
Equipment (laptop etc): ☐ Yes ☒ No
Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services: N/A

I. BACKGROUND

“UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, UNDP offers global perspective and local insight to help empower lives and build resilient nations.

UNDP Indonesia's mission is to be an agent for change in the human and social development of Indonesia.

We aim to be a bridge between Indonesia and all donors as well as a trusted partner to all stakeholders. We work in four key areas of development: Governance Reforms, Pro-Poor Policy Reforms, Conflict Prevention and Recovery, and Environment Management, with the overarching aim of reducing poverty in Indonesia. Besides the four priority areas, UNDP Indonesia is also engaged in a variety of crosscutting initiatives focused on HIV/AIDS, gender equality, and information and technology for development.”

The direct involvement of local communities who depend on natural resources for their livelihoods and therefore have the strongest incentive to develop appropriate solutions is most pertinent in local and global efforts to address serious environmental challenges that we face today. The SDGs and the Paris Agreement on Climate Change also recognized the importance of participation of communities and Civil Society Organizations (CSOs) if we are to achieve the SDGs and halt the threat of serious climate change. In this regard, the UNDP implemented, GEF financed, Small Grants Programme (SGP) is a proven programme that was set up to support community-based initiatives led by the civil society and community-based organizations addressing the environment and development issues of global relevance. Over the last 26 years, the SGP has implemented over 24,000 projects in total 133 countries, providing grants totalling USD 611.6 million. In the new phase, the SGP will adopt and strengthen primarily five interrelated approaches including empowering local communities, supporting community innovation on emerging issues, promoting partnerships and broader adoption, serving as a dependable global community-based grant mechanism and platform for the environment etc. In doing so, the SGP aims “to promote and support community-based innovative, inclusive, and impactful initiatives, and foster multi-stakeholder partnerships to tackle global environmental issues” in programme countries.

SGP will employ several strategic initiatives (SI) namely: community-based conservation of threatened ecosystems and species; sustainable agriculture and fisheries, and food security; low-carbon energy access co-benefits; local to global coalitions for chemicals and waste management; catalysing sustainable urban solutions; CSO-Government-Private Sector Policy and Planning Dialogue Platforms; Enhancing social inclusion; and Monitoring and Evaluation and Knowledge Management.

Objectives

In close coordination with PPG Team Leader, UNDP and relevant stakeholders, the consultant is requested to develop a detailed report on gender gap analysis and recommended actions to address emerging issues related to local communities’ engagement in selected fields for the development of project document inline with the templates of UNDP-GEF on the 7th Operational Phase of the GEF Small Grant Programme in Indonesia.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The Gender and Safeguards Specialist will develop mandatory project Annexes related to application of social and environmental safeguards and support adherence of project development to UNDP’s Social and Environmental Screening Procedure and specific requirements, as appropriate. The consultant will be a gender and social inclusion expert with experience of in-depth gender analysis and local community engagement.

The consultant will coordinate the development of project interventions, stakeholder consultations and baseline assessments at project sites in Indonesia. The consultant will be responsible for the preparation of the report, for assessing site needs and capacities, and for defining appropriate project targets, interventions and stakeholder consultation processes within the demonstration landscape to support the development of the UNDP Project Document (ProDoc).

Responsibilities and Deliverables

- 1) Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team Leader, including:
 - a. Review the Social and Environmental Screening Procedure pre-screening of the PIF; complete the UNDP Social and Environmental Screening Procedure (SESP), and support the detailed assessment of all project risks including consultations with local stakeholders;

- b. Prepare the gender analysis and action plan and work closely with the GEF PPG Team Leader to ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;
 - c. Advise on gender responsive stakeholder analysis and consultations and ensure that they are complete and comprehensive; and
 - d. 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):
- a. Complete the Social and Environmental Screening Procedure, based on assessments undertaken during Component A and detailed development of project interventions, and identify management measures to mitigate risks to be incorporated into the ProDoc;
 - b. Prepare the Gender Mainstreaming Plan, with appropriate budget and identification of appropriate project interventions to ensure gender mainstreaming including at project demonstration sites;
 - c. 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;
 - d. Provide inputs for the development of the Stakeholder Engagement Plan to ensure it is Socially Inclusive and Gender Responsive;
 - e. Prepare the Gender Action Plan and Budget;
 - f. Support the agreements on project management arrangements and ensure that gender and safeguards are adequately incorporated into these arrangements.
- 3) Validation Workshop (Component C):
- a. Contribute to the validation workshop; and
 - b. Support all necessary revisions that arise during the workshop, as appropriate.
- 4) Final Deliverables:
- a. Finalized Social and Environmental Screening (SESP)
 - b. Gender Analysis and Gender Mainstreaming Plan
 - c. Development of a Chance Find Plan to guide grantees in the design of project activities
 - d. Appropriate inputs to the comprehensive Stakeholder Engagement Plan including on gender-responsive consultation and consultations with local communities and any Indigenous Peoples or Ethnic Minorities present within the demonstration landscape;
 - e. Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader.

Expected Outputs and deliverables

| Deliverables/ Outputs | Estimated number of Working Days | Completion Schedule | Review and Approvals |
|---|----------------------------------|---------------------|-----------------------------|
| Deliverable 1: Approved detailed methodology, work plan and technical studies | 2 | October 2020 | UNDP & Implementing Partner |
| Deliverable 2: 1 st Draft of Gender Gap Analysis and Safeguards, and Recommended Action | 15 | November 2020 | UNDP & Implementing Partner |
| Deliverable 3: 2 nd draft of Gender Gap Analysis and Safeguards, and Recommended Action accepted by relevant stakeholders via a Validation Workshop | 4 | Feb 2021 | UNDP & Implementing Partner |
| Deliverable 4: Final report on the Gender Gap Analysis and Safeguards, and Recommended Action | 3 | May 2021 | UNDP & Implementing Partner |

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will work closely with UNDP and the Implementing Partner as well as other PPG team. In addition, he/she should seek guidance from the PPG Team Leader, UNDP/GEF Regional Technical Advisor and UNDP Indonesia Programme Manager on building communication with partners/stakeholders and targeted beneficiaries as well as more details project concept and UNDP-GEF policies. 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 workstation (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection. Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones.

Duration of the Work

Proposed contract duration is 24 working days including travel/field visit that will be spread out in the period of September 2020 – July 2021.

Duty Station

The consultant will work from home. Travel costs to Jakarta and project sites as specified above will be provided by project and will use a rate agreed prior travelling.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Advanced university degree in a relevant field, such as conservation biology, biological sciences, natural resource management, or environmental management or any other related field.
- A Bachelor's degree with additional years of relevant experience will be accepted in lieu of a Master's degree;

Years of experience:

- Minimum of 10 years of relevant experience in biodiversity conservation;
- Experience in biodiversity impact assessment, protected area management and financing, community-based development is desired, specifically in Indonesia;
- Experience with political, legal and institutional context for biodiversity conservation and community-based landscape management development is desired, specifically in Indonesia;
- Experience working with UNDP and/or on GEF projects is an advantage;

Competencies and special skills requirement:

- Have a working network with the government agencies, private sector and provincial administrations as well as communities.
- A solid experience in the areas of biodiversity conservation and community development related programmes.
- Ability to conduct independent research and facilitate group discussion.
- Excellent presentation skills.
- Strong capacity in report writing.
- Fluency in English is required.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on cumulative analysis. In this method, the contract will be made to the successful consultant who is:

- 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:
 - * Technical Criteria weight (70%)
 - * Financial Criteria weight (30%)

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation. The financial proposal shall specify an all-inclusive lump sum fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment). Further, applicants must submit a duly completed and signed UNDP Personal History form (P11) and/or CV including latest education certificate.

Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

| Criteria | Weight | Maximum Point |
|--|-----------|---------------|
| Technical | 70 | 100 |
| Criteria A: qualification requirements as per TOR | 70% | 70 |
| 1. Advanced university degree in a relevant field, such as conservation biology, biological sciences, natural resource management, or environmental management or any other related field OR a Bachelor's degree with additional years of relevant experience will be accepted in lieu of a Master's degree; | | 10 |
| 2. Minimum of 10 years of relevant experience in biodiversity conservation; | | 20 |
| 3. Experience in biodiversity impact assessment, protected area management and financing, community-based development is desired, specifically in Indonesia; | | 20 |
| 4. Experience with political, legal and institutional context for biodiversity conservation and community-based landscape management development is desired, specifically in Indonesia; | | 10 |
| 5. Experience working with UNDP and/or on GEF projects is an advantage; and | | 10 |
| Criteria B: Brief Description of Approach to Assignment | 30% | 30 |
| 1. Understanding the task and applies appropriate methodology for the task | | 10 |
| 2. Important aspects of the task addressed clearly and in sufficient detail | | 10 |
| 3. Sound logical and realistic planning for delivering expected outputs | | 10 |