

Terms of reference



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GENERAL INFORMATION

Title: Gender and Safeguards Consultant

Project Name : Financing the SDGs: Jamaica's Innovative Outcome Fund

Reports to: UNDP Programme Specialist under the overall guidance of the Resident Representative

Duty Station: Jamaica

Expected Places of Travel (if applicable): Jamaica

Duration of Assignment: 20 days

REQUIRED DOCUMENTATION FROM CONTRACTOR

X	Letter of presentation highlighting main qualifications and experience relevant to this TOR CV
X	CV or P11 form
X	Copy of education certificate
X	Completed financial & technical proposal
X	Sample of Work

I. BACKGROUND

The UNDP in partnership with UNICEF is developing the "Financing the SDGs: Jamaica's Innovative Outcome Fund" joint project. This project aims to introduce a results-based innovative financing model that addresses the challenges of Jamaica's nascent financial ecosystem. The proposed JP will address the development challenge of insufficient funding for the integrated SDGs and Vision 2030 Jamaica programmes which require more funding than available in the national budget. The project strategy includes the creation of an outcome fund, a digital investment platform and an impact venture studio. It is expected that the project will facilitate an increase in the number of innovative and sustainable deals in the pipeline; increase funding available for Vision 2030/SDG aligned projects and ventures; and an increase funds mobilized from the private sector, bilateral and multilateral financing. The project will further strengthen the capacities and provide tools to develop a strong economic infrastructure, an enabling business environment, a technology-enabled society and internationally competitive industry structures. It is anticipated that these components will allow for the creation of an ecosystem that will attract domestic and international investors by reversing insufficiencies in innovative and sustainable deal flows with scalable potential.

A concept note was developed and approved by the SDG Fund Secretariat, which is the donor supporting the initiative. The UNDP & UNICEF are now required to develop a full Joint Programmed Document, fully elaborating the project's approach, theory of change, budget, workplan and other key components. A Gender and Safeguards consultant is being recruited to support the project development team in ensuring that gender equality is mainstreamed throughout the Joint Project Document and the annexes. The Gender & Safeguards consultant will be expected to contribute to the final outputs of the Joint Programme Development process, which include:

1. Joint Programme Document (ProDoc), using the provided template

Mandatory annexes to the ProDoc, including gender analysis and action plan, and stakeholder engagement plan, among Validation Workshop report **Key Dates for the Project Development Process**

Milestone	Date
1st Draft Joint Programme Document	19 Oct 2020
Validation Workshop	26 Oct 2020
2nd Draft Joint Programme Document, Peer Review and Document Update	9 Nov 2020
Final Joint Programme Document Submission	30 Nov 2020

The Gender and Safeguards will support the Lead Consultant and ensure the interests of all project stakeholders, especially vulnerable groups and women, are adequately taken into account in project design and that adequate provision is made for their participation in both the project development process, pipeline development and implementation phase of the project. The consultant may assist with other aspect of project preparation to ensure gender consideration are mainstreamed into the development of the project.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Deliverables

- 1) Component A (Gender Analysis)- Prepare inputs and support the required analyses/studies, as agreed with Lead Consultant, including:
 - a. Prepare the **gender and human rights plan** (including quantifiable indicators to ascertain effectiveness of gender participation and benefits from the project and work closely with the Lead Consultant to ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;
 - b. Support action points, including risk assessments, from the **UNDP Social and Environmental Screening Procedure (SESP)** are fully implemented during the project development phase, and update that screening in an iterative fashion throughout the project development phase, including to describe in detail specific project management interventions to manage social and environmental risks;
 - c. Support the preparation of a gender-equality mainstreamed project results framework ensuring that the outcomes & outputs are logical and coherent and the indicators (including gender disaggregated indicators) are specific, measurable, attainable, realistic and time-bound, identification of risks and assumptions related to the outcomes and support the development of indicator baselines and targets;
 - d. Review and contribute to the development of Joint Programme's pipeline of investment projects to be included in the Joint Programme Document to ensure that Gender and Human Rights considerations are mainstreamed;
 - e. Support completion of **any additional studies** that are determined to be needed for the preparation of the ProDoc and all other final outputs.
- 2) Component B (Formulation of Joint Programme Document & Associated Annexes) - Prepare inputs and support the required analyses/studies, as agreed with the Lead Consultant, including:
 - a. Prepare the **Gender and Human Rights Plan**;
 - b. Prepare the UNDP Social & Environmental Screening Process Checklist;
 - c. Contribute to the context analysis by integrating gender analysis, based on assessments undertaken during Component A;

- d. Mainstream gender equality in proposed outputs ;
- e. Identify programme output indicators which measure changes on gender equality;
- f. Support the development of suitable Project Governance and Management structures for the Joint Programme's implementation

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. Gender & Human Rights Plan
- b. Gender Marker Matrix (using provided instructions)
- c. Social and Environmental Screening Process (SESP) with relevant and defined management prescriptions as required

*Consultant should be guided by the ***Gender Marker Instructions*** in their approach to work.

Project Development & Oversight Context:

UNDP Jamaica will lead the project development process and manage the preparation funding in full consultation with UNICEF Jamaica and the SDG Secretariat. An established Technical Working Group will help guide the project development team, and review and endorse the Financing SDGs Project Development deliverables. The Working Group will include representatives from: UNDP Jamaica CO, UNICEF Jamaica CO, UN RCO Jamaica, Planning Institute of Jamaica, Development Bank of Jamaica and other stakeholders. Team members from UNDP, UNICEF and the UN Resident Coordinator's Office are responsible for ensuring that the deliverables outlined in the workplan developed by the Lead Consultant are completed on time and in line with UNDP, UNICEF and the SDG Secretariat's requirements as well as national priorities. A consultant has already been contracted to lead development of the Joint Programme Document.

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Proposed Completion deadline	Approvals
Deliverable 1: Inception report to include: <ul style="list-style-type: none"> Detailed work-plan and methodology for undertaking work 	2 days	19 October 2020	UNDP Resident Representative Lead Consultant
Deliverable 2: Gender and Human Rights Plan, Draft SESP and initial inputs into Joint Programme Document	10 days	30 October 2020	Technical Working Group Lead Consultant
Deliverable 3: Gender considerations mainstreamed into project document: <ul style="list-style-type: none"> - Baseline and Situation Analysis - Gender analysis to inform programme strategy (theory of change and proposed intervention) - Results Framework 	8 days	16 November 2020	Technical Working Group Lead Consultant

- Monitoring, Reporting and Evaluation				
- Revised Gender & Human Rights Plans and associated annexes for Joint Programme				
- SESP				

III. WORKING ARRANGEMENTS

Institutional Arrangement

- Consultant will report directly to the Programme Specialist under the overall guidance of the Resident Representative, working closely the UNDP & UNICEF Jamaica Programme Team and lead consultant
- Approval of deliverables will be contingent on feedback from Technical Working Group, Government of Jamaica counterparts, UNDP Jamaica, UNICEF Jamaica and SDG Secretariat;
- Consultant is expected to collaborate with the Planning Institute of Jamaica, The Ministry of Finance and Public Service, The Development Bank of Jamaica and related agencies. Consultations with private sector groups will also be a requirement;
- Consultant will be expected to work collaboratively with the lead consultant to complete the deliverables

Duration of the Work

- Consultant is expected to be engaged for 20 working days over a two-month period with the final deliverable to be submitted on or before 30 November 2020
- The anticipated start date for the consultancy is 16 October 2020.
- UNDP, UNICEF and relevant partners will review and provide comments on deliverables within 5 business days of receipt of the deliverable.

Duty Station

- Jamaica

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Master's degree in Gender studies, Social Sciences, Sociology, Development Studies or other relevant field; (Mandatory – pass or fail)

Years of experience:

- Minimum 3 years of demonstrable experience in conducting gender analyses; experience in collecting and formulating gender responsive indicators and sex disaggregated data;
- Minimum of 3 years of expertise in gender aspects of financing models relevant to innovative or SDG aligned financing (impact investment, blended finance, public private partnerships);
- Minimum of 3 years of experience in Project development;

- Demonstrated experience working on policy and programmatic issues with national and local governments and private sector;
- Experience working in the Caribbean or Small Island Developing States;

III. Competencies and special skills requirement:

- Skills in teamwork and consensus-building/partnership-building in a multicultural setting.
- Excellent drafting ability and presentation and communication skills, both oral and written in English
- Engagement with diverse stakeholders at multiple levels (national, regional, international)
- Ability to explain complex issues to UNDP, UNICEF and RCO staff and external partners;

TOR Annex 1: List of Documents to be reviewed:

1. The Approved Concept
2. The Joint Programme Document Template
3. [UNDP Gender Equality Strategy](#)
4. [UN Women Gender and Economics Training Manual](#)
5. [UNDP Social and Environmental Standards](#)
6. [UNCT Gender Equality Marker Guidance Note](#)
7. [Project Sage 3.0](#)
8. [Gender Finance System Map Online Tutorial](#)
9. [Women's Empowerment Principles](#)

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

Using this weighted scoring method, the award of the contract will 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.*

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>	70	70
1. <i>Criteria A: qualification requirements as per TOR:</i> Master's degree in Gender studies, Social Sciences, Sociology, Development Studies or other relevant field or other relevant field; (Mandatory – pass or fail) Years of Relevant Experience	45	45

<ul style="list-style-type: none"> • Minimum 3 years of demonstrable experience in conducting gender analysis; experience in collecting and formulating gender responsive indicators and sex disaggregated data; - 20 points • Minimum of 3 years of expertise in gender aspects of financing models relevant to innovative or SDG aligned financing (impact investment, blended finance, public private partnerships; -5 points • Minimum of three years experience in Project Development – 5 points • Experience engaging with diverse stakeholders at multiple levels (Government, Civil Society, IDPs, Private Sector and Academia) – 15 points 		
<ul style="list-style-type: none"> • <i>Criteria B: Brief Description of Approach to Assignment(Technical Proposal) – 15</i> 	15	15
<ul style="list-style-type: none"> • <i>Criteria C: Assessment of Sample work submitted, specifically Gender Analysis and Plan developed by the consultant as a lead author</i> 	10	10

Approval

Signature



Name

Denise Antonio, Resident Representative

Date

01-Oct-2020