



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

International Competition

HomeBased Assignment

Date: October 16, 2020

REF NO.: BBRSO117010

Job Title: Development of a Gender Mainstreaming Roadmap to guide the integration of gender across the institutional and coordination mechanisms which support NDC implementation between and among Ministries in the Commonwealth of Dominica

Country: the Commonwealth of Dominica
UNDP Barbados and the Eastern Caribbean

- **Description of the assignment:** The overall objective of this assignment is to develop a Nationally Determined Contributions (NDCs) Gender Mainstreaming Roadmap, which will guide the integration of gender into Dominica's NDCs processes by strengthening the institutional and coordination mechanisms which support NDCs implementation between and among Ministries. The specific objectives of the NDC Gender Mainstreaming Roadmap are as follows: (a) To provide guidance to the Commonwealth of Dominica in the implementation and/or strengthening of coordination mechanisms among and within Ministries to support gender-responsive institutional coordination. (b) To identify the appropriate tools and priority actions which need to be undertaken to support gender-responsive institutional coordination. (c) To provide guidance on the appropriate entry points best suited to support effective gender responsive NDC implementation within Dominica's NDC processes, policies and programming and (d) To outline the step by step approach and specified timelines for facilitating such gender-responsive coordination efforts to ensure that Dominica's NDC implementation is ambitious and gender-responsive. The integration of gender into Dominica's NDCs, will support the country in translating their gender equality ambitions into concrete actions and policy and ensure that the progress already made in support of development goals can be protected, and that future efforts will not be undermined. This output would assist in achieving the EnGenDER project's intermediate Outcome 1100: "Number of coordination bodies systematically including gender analysis within their decision-making systems."

Project name: Climate Promise

Period of assignment/services (if applicable): 4 months

A. ADMINISTRATION

To apply, interested persons should upload the **combined*** *Technical Proposal/Methodology* (if applicable), *CV* and *Offeror's Letter* to "UNDP Jobs" by navigating to the link below and clicking "APPLY NOW", no later than the date indicated on the "UNDP Jobs" website. **Applications submitted via email will not be accepted****: -

UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?cur_job_id=94735 (cut and paste into browser address bar if the link does not work)

*** PLEASE NOTE: The system allows the upload of one (1) document ONLY – if you are required to submit a Technical Proposal/Methodology, this document along with your CV/P11 and Offeror's Letter, MUST be combined and uploaded as one.**

NOTE: The *Financial Proposal* should not be uploaded to "UNDP Jobs"**.

<IMPORTANT>

Please email the **password-protected *Financial Proposal* to procurement.bb@undp.org. The subject line of your email must contain the following: "**BBRSO##### Financial Proposal – Your Name**"

If the password for your Financial Proposal is required, it will be requested by the Procurement Unit.

Any request for clarification must be sent in writing to procurement.bb@undp.org within three (3) days of the publication of this notice, ensuring that the reference number above is included in the subject line. The UNDP Barbados & the OECS Procurement Unit will post the responses*** two (2) days later, including an explanation of the query without identifying the source of inquiry, to: -

http://procurement-notices.undp.org/view_notice.cfm?notice_id=71576 (cut and paste into browser address bar if the link does not work)

A detailed Procurement Notice, TOR, and all annexes can be found by clicking the above link.

*** *UNDP shall endeavour to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary*

B. BACKGROUND

Climate Change presents the single biggest threat to sustainable development and is already causing widespread, unprecedented impacts that disproportionately burden the poorest, marginalized and most vulnerable. Its effects are being shaped by pervasive and entrenched gender inequalities and key vulnerable groups such as women, the elderly as well as persons living with disabilities are among the most likely to be disproportionately affected.

UNDP is well- positioned to support countries in combating the effects of climate change. The Climate Promise Programme was developed in response to this need, with the aim of providing countries with the necessary support through the leveraging of the UNDP existing climate portfolio, or working in close collaboration with other UN system partners or by strategically augmenting other relevant ongoing activities, as appropriate. The Enabling Gender-Responsive Disaster Recovery, Climate and Environmental

Resilience in the Caribbean (EnGenDER) project, provides an excellent opportunity for support to be offered to specific beneficiary countries under the Climate Promise Programme, by leveraging the funding available under the EnGenDER project to advance activities which “systematically employ a gender-responsive approach within NDC processes, policies and programming.”¹

Through the funding support provided by Global Affairs Canada and UK Aid, 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 across nine (9) Caribbean countries, of which the Commonwealth of Dominica is a beneficiary. Climate change adaptation policies and actions underpin how countries will advance more ambitious NDCs targets and implementation. The EnGenDER project provides a perfect nexus, for the advancement of Activity 1.1:

“strengthening institutions and coordination mechanisms for NDCs between and among Ministries (e.g. gender, climate/environment, finance and other relevant line ministries) in order to ensure integrated and systematic responses, including mainstreaming gender equality within national climate action.”

under Dominica's Climate Promise Work Plan, given its inclusive approach to integrate gender within the country's NDCs. The technical support being provided to the Commonwealth of Dominica, under the EnGenDER project, will support the development of a Roadmap document which will guide the integration of gender across the institutional and coordination mechanisms for NDCs and identify the appropriate entry points for gender mainstreaming within the NDCs processes, policies and programming as well as within their national climate action. This is in keeping with the five (5) year enhanced Lima Work Programme on Gender and its Gender Action Plan agreed to at COP 25.

C. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal:
 - (i) Explaining why they are the most suitable for the work
 - (ii) Provide a brief methodology on how they will approach and conduct the work
2. Personal CV including past experience in similar projects and at least 3 references
3. Financial proposal

D. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the

¹ United Nations Development Programme. *UNDP's Climate Promise Service Offer: Safeguarding Agenda 2030 Through Bold Climate Action*. a.i.; 4.

services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

E. TRAVEL

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the *Individual Consultant* wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

F. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

- *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

* *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	Max. Point
<u><i>Technical</i></u>	70	215
<ul style="list-style-type: none"> • <i>Professional Experience as per Annex 1-TOR-Selection Criteria and Evaluation</i> 	30	85
<ul style="list-style-type: none"> • <i>Proposed Methodology, Approach and Implementation Plan as per Annex 1-TOR-Selection Criteria and Evaluation</i> 	40	130
<u><i>Financial</i></u>	30	30

G. ANNEXES

- ANNEX I – TERMS OF REFERENCES (TOR)
- ANNEX II – GENERAL TERMS AND CONDITIONS
- ANNEX III – OFFEROR’S LETTER
- ANNEX IV – FINANCIAL PROPOSAL TEMPLATE
- ANNEX V – SAMPLE INDIVIDUAL CONTRACT

H. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Please refer to Section 2- Scope of Work captured in Annex I- Terms of Reference for the project titled Nationally Determined Contributions (NDCs) Gender Mainstreaming Roadmap for the Commonwealth of Dominica.

I. DELIVERABLES

Expected deliverables and deadlines

<u>No.</u>	<u>Deliverable</u>	<u>Due Date</u>	<u>% Payment</u>
1	Inception Report	5 working days after contract signature	10%
2	Gender Policy and Institutional Assessment	21 working days after deliverable 1	20%
3	Draft NDCs Gender Mainstreaming Roadmap for the Commonwealth of Dominica	15 working days after deliverable 2	40%
4	Strategy Approach for the Development of the NDC Gender Mainstreaming Roadmap	18 working days after deliverable 2	0%
5	Final Gender Mainstreaming Roadmap for the Commonwealth of Dominica and Validation and Capacity Building Workshop & Training	16 working days after deliverable 4	30%

J. REQUIREMENTS FOR EXPERIENCE AND COMPETENCIES

I. Years of experience:

- At least 5 years of experience addressing issues specific to Caribbean SIDS surrounding gender equality and the mainstreaming of gender into national climate change policies, strategies or and action plans.
- At least 2 years of experience in executing gender specific capacity building initiatives at the policy level and supporting institutional coordination efforts, resulting in the design of strategic guidance documents or strategic re-development of organizations structures which support gender mainstreaming.
- A minimum of 2 years of experience in developing and implementing Gender-Responsive stakeholder participation and the use of gender analysis and the GBA+ plus approach.
- Sound understanding of national and local development planning processes in the Caribbean especially knowledge of the INDCs/ NDCs development or implementation process in the Caribbean.
- Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work).
- Sound understanding of the issues relevant to the priority sectors surrounding climate change vulnerability and risk, or other related development issues within Caribbean region (based on job experience/field work).

- Previous work in any of the EnGenDER beneficiary countries and in a similar project is highly desirable.

II. Competencies:

- Solid experience in the areas of gender mainstreaming, gender analysis and gender-responsive stakeholder participation;
- A sound understanding of climate change policies, strategies and actions and how these policy instruments are practically implemented at the national and local levels specific to the Caribbean region;
- Practical experience in capacity building, institutional strengthening and coordination, policy development and strategic planning at the national and regional level;
- Experience in formulating development strategies and policies; Excellent public speaking and presentation skills.

K. QUALIFICATIONS

III. Academic Qualifications:

- Mandatory Postgraduate degree (MSc, MA, or higher) in development studies, gender studies, poverty reduction, international policy, sustainable development, social sciences, or a related field