



## TERMS OF REFERENCE

### Nationally Determined Contributions (NDCs) Gender Mainstreaming Roadmap for the Commonwealth of Dominica

#### GENERAL INFORMATION

<b>Services/Work Description:</b>	Development of a Gender Mainstreaming Roadmap to guide the integration of gender across the institutional and coordination mechanisms which support NDCs implementation between and among Ministries for the Commonwealth of Dominica
<b>Project/Programme Title:</b>	Climate Promise and Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER)
<b>Procurement title:</b>	Nationally Determined Contribution (NDC) Gender Mainstreaming Roadmap for the Commonwealth of Dominica
<b>Duty Station:</b>	Dominica
<b>Duration:</b>	4 months
<b>Expected Start Date:</b>	November 2020

#### 1 BACKGROUND / PROJECT DESCRIPTION

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, indigenous people, the elderly as well as persons living with disabilities are among the most likely to be disproportionately affected.

The unanimous commitment made by 195 countries under the 2015 Paris Agreement, to work towards global goals that would limit global average temperature rise, put forward through a country's climate action plans also known as their Intended Nationally Determined Contributions (INDCs) was first hailed as a momentous step in curbing global greenhouse gas (GHG) emissions. However, the current trajectory estimates a rise in global temperature of 2.9 to 3.4 degrees Celsius by 2100. All countries are therefore expected to submit increasingly ambitious INDCs/NDCs and 2020 is seen as the first opportunity to do so, as it marks the first five-year review cycle. Although, the disruptions caused by the COVID-19 pandemic will make it difficult for many countries to meet the December 2020 deadline it is still expected that this will still be achieved by the end of March 2021.

The parallels drawn between the pandemic and climate change illustrate how inequality is a major barrier to ensuring the wellbeing of people and how social and economic equalities materialize in unequal access to essential systems. These two global threats serve as poverty multipliers, forcing already vulnerability groups



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such as women and girls into further poverty resulting in sustained and/or reinforced inequalities. The drive towards the submission of more ambitious NDCs targets and enhance NDCs implementation is even more crucial now given the onset of the COVID-19 pandemic.

UNDP is well- positioned to support countries in their efforts to advance the NDCs process and/or implementation. Climate Promise 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.”<sup>1</sup>

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 the Dominica’s Climate Promise Work Plan, given its inclusive approach to integrate gender within Dominica’s INDCs/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 INDCs/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.

## **1.1 Commonwealth of Dominica Situational Context – Intended Nationally Determined Contributions (INDCs)**

Dominica’s INDCs were developed through a broad base consultative approach which placed focus on the following sectors, these include namely: energy, transport, manufacturing and construction, commercial,

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



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residential, agriculture, forestry and fishing and solid waste<sup>2</sup>. Under Dominica's INDCs, the country committed to a 44.7% reduction in GHG emissions from the base year of 2014 levels, beginning in 2016. The INDCs were prepared using the IPCC 2006 greenhouse gas inventory methodologies, and GHG emissions intensity factors from Carbon Trust. The following national policies were all considered in the development of the country's INDCs recognizing that such an approach sought to build upon the existing national policy instruments in place.

- National Climate Change Adaptation Policy (2002)
- National Capacity Self -Assessment (NCSA) (2004)
- Growth and Social Protection Strategy (GSPS)
- National Communications to the UNFCCC (Initial and Second)
- Dominica's Low Carbon Climate Resilient Development Strategy and compendium Strategic Program on Climate Resilience (SPCR) (2012)
- Dominica's National Energy Policy (draft) (2014) and
- Dominica's Sustainable Energy Plan (draft) (2014)

However, since the September 30<sup>th</sup>, 2015 communication of Dominica's INDCs to the United Nations Framework Convention on Climate Change (UNFCCC), the country has faced several catastrophic climate change related events. The first being Tropical Storm Erika, which impacted the country one month prior, in August 2015. Followed by Hurricane Maria, a Category 5 hurricane which devastated Dominica in September 2017. The impact of which resulted in "US \$1.313 billion in damages and losses; equivalent to 226% of GDP and a recovery and reconstruction cost valued at US \$1.37 billion."<sup>3</sup> This has triggered the Government of Dominica to embrace a policy objective of becoming the world's first climate resilient country.

The NDCs revision process is central to supporting the Commonwealth of Dominica in meeting this goal and the 2020 review period is timely, as it enables Dominica to embrace more ambitious gender responsive INDCs/NDCs targets. The first step in this process, however, is to ensure that the institutional and coordination mechanisms for NDCs implementation is appropriately strengthened between and among Ministries; in order to ensure integrated and systematic responses in the mainstreaming of gender into national climate action.

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<sup>2</sup> The Government of the Commonwealth of Dominica. *Intended Nationally Determined Contribution (INDC) of the Commonwealth of Dominica*. Roseau: a.i. 2015: 3.

[https://www4.unfccc.int/sites/ndcstaging/PublishedDocuments/Dominica%20First/Commonwealth%20of%20Dominica-%20Intended%20Nationally%20Determined%20Contributions%20\(INDC\).pdf](https://www4.unfccc.int/sites/ndcstaging/PublishedDocuments/Dominica%20First/Commonwealth%20of%20Dominica-%20Intended%20Nationally%20Determined%20Contributions%20(INDC).pdf)

<sup>3</sup> The Government of the Commonwealth of Dominica. *The National Resilience Development Strategy (NDRS) Dominica 2020*. Roseau: Ministry of Planning and Economic Development, 2020; 8.

<https://observatorioplanificacion.cepal.org/sites/default/files/plan/files/Dominica%202030The%20National%20Resilience%20Development%20Strategy.pdf>

## 1.2 OBJECTIVES

The overall objective of this assignment is to develop an NDC 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:

- i. 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.
- ii. To identify the appropriate tools and priority actions which need to be undertaken to support gender-responsive institutional coordination.
- iii. To provide guidance on the appropriate entry points best suited to support effective gender responsive NDC implementation within the Commonwealth of Dominica's NDC processes, policies and programming and
- iv. 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 in the Commonwealth of Dominica's NDCs, will support Dominica 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."*

## 2 SCOPE OF THE WORK

### 2.1 Development of a NDCs Gender Mainstreaming Roadmap in support of the integration of gender in the Commonwealth of Dominica's NDCs process, policies and programming

The threats from climate change loom large, and small island developing states in the Caribbean region, including the Commonwealth of Dominica, have been among those most impacted. Preserving the gains that have been made on advancing gender equality and women empowerment and addressing the development challenges imposed by climate change require both targeted efforts and multi-dimensional approaches that take into account the impact of climate-related events on women's livelihoods and women's specific contributions to climate adaptation and a zero-carbon economy. One of the purposeful objectives of the Climate Promise Programme is connecting the interlinked processes of climate change and gender equality to produce more inclusive and successful climate action outcomes.



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The systemic bottlenecks which exist across institutional and coordination mechanisms serve as barriers against such successes. Strengthening core elements of the NDCs architecture, such as gender-responsive institutional coordination is key to enhancing transparency, removing bottlenecks and eliminating the time spent on duplicating efforts. Leveraging on the advancements made by the EnGenDER project in the institutionalization of the National Mechanism for Decision Making (NMDM) or that of already existing national coordination bodies, this consultancy will support the development of an NDC Gender Mainstreaming Roadmap for the Commonwealth of Dominica. The development of the Roadmap will offer additional supplementary support to Dominica's NMDM, where it is in existence, or to other core coordinating bodies and Ministries by providing additional guidance on:

- i. Gender-responsive institutional coordination and
- ii. Gender-responsive INDCs/NDCs planning and implementation at the process review, policy and programming stages.

***IMPORTANT:*** *The preferred and most appropriate approach based on the scope of work would involve physical stakeholder participation. This testifies to the criticality of stakeholder participation and other physical interaction in the successful execution of this project. However, recognising that the threat of the spread of COVID-19 throughout the Caribbean is redefining the way business is conducted, it is for this reason that **alternative methods and innovative approaches** to conduct the various aspects of the scope of work should be identified and listed as **an essential component of the proposed methodology** in addition to the approaches stated in this Terms of Reference (ToR). COVID-19 should be identified as a major risk and therefore mitigation measures to facilitate the completion of the work considering this threat, should also be highlighted.*

In view of the foregoing, this assignment will be carried out in three (3) phases.

## **2.2 Phase I- The Conduct of the Gender Policy and Institutional Assessment**

The first phase of this assignment focuses on the conduct of a gender-responsive policy and institutional assessment. The gender policy assessment is important as it identifies whether gender inequalities were appropriately considered within the development of Dominica's INDCs and to what extent were these gender inequalities also considered within the country's relevant climate change and sectoral policy instruments (for example the country's National Energy Policy and Action Plan 2014, the National Resilient Development Strategy (NRDS) 2030 and the Climate Resilience and Recovery Plan (CRRP) 2020-2030) which support NDCs implementation. The aim of the gender-responsive policy assessment is to analyse how the different needs, opportunities and impacts of climate change on men and women have been considered within the appropriate climate change and sectoral policy instruments. Moreover, the assessment will also facilitate an analysis of the country's existing gender policy (i.e. 2006 National Policy and Action Plan for Gender Equity and Equality) to gain an appreciation of the country's level of ambition in facilitating gender equality. The analysis provided will also assess the level of alignment and harmonization across the country climate change



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and sectoral policies and INDCs commitments made at the national level against those gender-responsive commitments made at the international level, to ensure policy alignment and coherence.

Moreover, the gender assessment of the existing policy instruments should be conducted within the context of a broader country gender analysis. Thus, the gender analysis should include the identification and analysis of sex-disaggregated data where in as possible such data exists, differences in men’s and women’s access to and control of resources, and the existence of local or national women’s networks and organizations that can be partners in the development and implementation of climate change actions and capacity-building efforts. This analysis should consider the gender-based analysis plus (GBA+) approach in its methodology. GBA+ is “an analytical process that provides a rigorous method for the assessment of systemic inequalities, as well to assess how diverse groups of women, men, and gender diverse people may experience policies, programs and initiatives.”<sup>4</sup> Under the scope of this project the approach will help consider how other intersecting identify factors such as: race, ethnicity, religion, age or physical disability influences the way persons are impacted by NDCs specific climate change and sectoral level policies. This is especially important under the scope of this project and in the case of the Dominica, as the gender analysis provides a basis for identifying the systemic gender inequalities within Dominica’s NDC process, policies and programming as well as identifying the impact of specific climate change and sectoral level policies on key vulnerable groups such as women and men, the indigenous Kalinago people of Dominica and other at risk groups.

The complementary work being undertaken by EnGenDER, in the area of the Gender Climate Resilience Baseline Analysis Study, and the Knowledge, Attitudes, Practices and Behavioural (KAPB) Study as well as the Gender Inequality and Cost of Inaction Study, provides an opportunity for the consultant to leverage the data collected and analysis provided for Dominica to support this first phase of the project.

Another key objective of this phase of the consultancy, is to conduct a gender assessment of the institutional arrangements and coordination mechanisms in the Commonwealth of Dominica’s NDCs process to determine the level of gender-responsiveness. This is essential in supporting the design of the Roadmap document, which is to follow, as it is imperative that there is, a clear understanding of all of the institutional and coordination mechanisms which exist between and among Ministries in the NDCs design and implementation process and determine how inclusive and participatory these processes are. For many countries, the lack of engagement of key government agencies during the initial NDCs design phase, was a major bottleneck in accelerating NDCs commitments, especially for gender-responsive target setting, - often resulting in push back and low political buy-in. The central role of the Ministries of Finance and the Bureaus and/or Ministries of Gender in accelerating NDCs implementation through the financing of gender-responsive low carbon climate actions and in facilitating gender-responsive climate-resilient growth has often been overlooked. Under this consultancy, efforts will be made to identify all relevant Ministries, sub-

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<sup>4</sup> The Government of Canada. Status of Women Canada. What is GBA+? September 25<sup>th</sup>, 2020. <https://cfc-swc.gc.ca/gba-acis/index-en.html>.



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national authorities, and coordination mechanisms<sup>5</sup> that form part of the NDCs enhancement process and where existing structures or mechanisms do exist, the analysis should identify opportunities that could be further utilized to strengthen the coordination mechanisms among climate change institutions, gender machineries, key line ministries, and non-governmental actors.

The gender-responsive institutional assessment will also guide the type of institutional arrangements or coordination mechanisms which would best be suited within the country context of the Commonwealth of Dominica, while determining the appropriate entry points for gender responsive NDCs implementation. Some of these institutions will already have a mandate to mainstream gender, whereas others will have the ability to influence the policy and implementation objectives but would need to understand the key gender equality issues in climate actions. In the case of gender-responsive climate action project implementation, coordinating mechanisms may have been developed (for example, Dominica's National Mechanism for Decision Making (NMDM) under the EnGenDER project), as a technical oversight and coordinating body. The analysis should therefore provide a detailed assessment of these agencies and their institutional capacities and recommend concrete solutions on the type, structure, and coordination methods which should be adopted in the enhancement of a gender responsive NDCs process. The gender assessment should identify systemic issues that undermine institutional work.

Below is a simple guide and does not limit the gender assessment conducted to the questions listed below.

- Is there a key institution/body officially designated to oversee the formulation and implementation of the NDCs?
- Is the institution/body strongly supported by the highest levels of government (office of the president or prime minister)? Is this commitment effectively communicated throughout the government machinery?
- Does the key institution/body responsible have a clear mandate to oversee and coordinate NDCs implementation?
- Does the key institution/body responsible have a sustainable development strategy in place with clearly defined roles and targets?
- Does the institution/body or coordination mechanism in place to foster horizontal coordination across sectors, and vertical coordination across government levels?
- Horizontal coordination
  - Is there adequate capacity to undertake participatory and integrated planning?
  - Is there strong institutional commitment within each of the sectors?
- Vertical coordination
  - Is there participation of the local level in national processes, policies, strategies, reporting and planning of the NDCs?

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<sup>5</sup> Some examples of the relevant Ministries, sub-national committees and coordination mechanisms include: Ministries with responsibility for gender, climate change, environment, finance, energy, transport, agriculture, e.tc. in-addition to Dominica National Mechanism for Decision Making.





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- Does the local government have adequate skills and capacity to support active community involvement in planning, decision-making related to the NDCs?
- Is there a mechanism within the institutional framework to include the following stakeholders including civil society representatives and private sector in the NDCs process?
- Does the institutional mechanism and coordination ensure that women and men have equal access to decision-making with regards to the formulation of the NDCs processes?

### 2.2.2- Inclusive Stakeholder Participation

A notable feature of the project consultancy is that of inclusive stakeholder participation in the design and eventual validation of the Roadmap Document. The “whole-of-government approach” is a central feature of the inclusive stakeholder participation process that should also be adopted in the Roadmap design and validation. During the initial INDCs design phase for many countries, the lack of cross sectoral governmental engagement resulted in limited stakeholder buy-in and the slow progression of climate finance actions necessary to bring out change. Inclusive engagement models which considers the traditional and non-traditional roles of key line Ministries, sub-national authorities and other coordination mechanisms should be adopted as part of the gender-responsive inclusive stakeholder approach.

Moreover, facilitating a gender-responsive stakeholder participatory approach in the data gathering and consultative review phase will support inclusive decision making, evidence gathering and validation of findings. These types of inclusive engagement models have especially been prioritized by UNDP as part of its support efforts to governments under the Climate Promise Programme. Consultations with actors outside of government, including private sector and civil society are an important element in the analysis, context setting and identification of partners and actors. Recognizing that the participation of key vulnerable stakeholder groups such as women, indigenous people, the elderly, as well as persons living with disabilities, and other at-risk communities, provides for a more inclusive and transparent participatory process in climate change actions. This type of approach also promotes gender equality and reduces the likelihood of existing gender inequalities being exacerbated. Within the scope of the Roadmap design, development and validation it ensures that gender responsive actions are appropriately considered throughout the entire project process and as a result these gender-responsive actions are appropriately mainstreamed within the country’s INDCs/NDCs and national climate change and sector level policies. The gender-responsive stakeholder participation should ensure that diverse views are captured and different groups have equitable influence in decisions, particularly those that are among the most vulnerable and marginalized within society, for example, women and other at risk groups such as the indigenous Kalinago people of Dominica. Where possible, parallel discussions during stakeholder workshops for people of different genders and social groups should be facilitated.





### **2.3 Phase II- Roadmap Design**

Following the completion of the gender policy and institutional assessment, the second phase of the consultancy will focus on the design of a NDCs Gender Mainstreaming Roadmap. A core part of the UNDP Climate Promise and NDC Support Programme places focus on strengthening the institutional and coordination mechanisms in place to support NDCs implementation. However, as countries evolve their INDCs into NDCs greater support and guidance is required to ensure effective institutional coordination among and between the Ministries responsible for NDCs implementation. Moreover, the development of a country specific gender responsive NDC roadmap is critical in supporting countries like Dominica in the streamlining of the institutional and coordination mechanisms necessary to mainstream gender into national climate actions.

The design of the roadmap document will therefore guide how this effective coordination will take place. It will also identify the appropriate entry points for gender mainstreaming within the NDCs processes, policies and programming, in-addition to the streamlining of the institutional and coordination mechanisms in place to facilitate gender-responsive climate change actions. The NDC Gender Mainstreaming Roadmap will also propose concrete solutions which reduce gender inequalities within the NDCs process and implementation such as increasing female participation in the national decision-making processes and encouraging women empowerment by offering guidance on how this can be affected through Dominica's NDCs.

### **2.4 Phase III- Roadmap Validation and Capacity Building**

The final project phase of this consultancy is the roadmap validation and capacity building support phase. The Contractor will be required to submit a strategy approach outlining the methodology, structure, objectives, expected outputs and target audience for the Roadmap Validation and Capacity Building session prior to the start of this phase of the project for the approval of the UNDP EnGenDER and Climate Promise team as well as the main country implementing focal point for the Government of Dominica. The strategy document will detail how the validation and capacity building session will be coordinated and executed to ensure that the objectives of this phase of the project is achieved.

Under this phase of the consultancy, the Contractor will be expected to host a validation session with all the key stakeholders inclusive of the relevant line Ministries, gender machineries, sub-national committees and other relevant coordination mechanisms to review and validate the outputs captured in the draft final document. The inputs and feedback received will be integrated into the final roadmap document by the Contractor, for the approval of the project team.

The validation workshop will serve as capacity building session for information sharing and knowledge transfer. Discussions with senior level country focal points indicate that there is a substantial need for the training of Government staff in the climate change, finance, energy, transport, agriculture and other relevant line Ministries on gender project design, analysis and indicators, as well as on why gender is relevant for



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planning in each of sector specific areas and its correlation to Dominica INDCs. The validation workshop, therefore, provides an opportunity for enhance capacity building support to be offered to these government officials through information sharing and knowledge transfer efforts. Added to this, there is also a need to increase the level of awareness and understanding across departments and sectors on gender equality and climate change and the benefits of connecting these linkages to facilitate better integration of gender equality, sustainable development and climate-change goals, while at the same improving the coordination of planning and existing coordination mechanisms between and among Ministries. The design of the Roadmap document is a critical tool which can be used as a training resource guide, to build the capacity of the mid to senior level technical government career officials in attendance on the aforementioned areas.

### 3 KEY PROJECT MILESTONES

The specific project milestones under this consultancy are as follows:

Output	Milestones
1	Inception Report
2	Project Kick-off Meeting
3	Gender Policy and Institutional Assessment
4	First Draft NDCs Gender Mainstreaming Roadmap for the Commonwealth of Dominica
5	Strategy Approach for the Design and Coordination of the Validation and Capacity Building Workshop
6	Draft Final NDCs Gender Mainstreaming Roadmap & Validation and Capacity Workshop Materials
7	Validation and Capacity Building Workshop
8	Final Approved NDCs Gender Mainstreaming Roadmap for the Commonwealth of Dominica

### 4 EXPECTED OUTPUTS AND DELIVERABLES

The main expected outputs and project deliverables to be produced under this consultancy are as follows:

#### 4.1 Inception Report

The Contractor will be required to produce an inception report as the first project output under this consultancy. The inception report will include the project background, rationale and objectives in-addition to a detailed methodology and approach, the inception report will also include the proposed work plan inclusive of the detailed work-break down structure and timelines in meeting the proposed project goals. The inception report should be presented in pdf and power point format to the project team ahead of the project kick-off meeting.



## **4.2 Gender Policy and Institutional Assessment Report**

The second major project deliverable is that of the gender responsive policy and institutional assessment report for the Commonwealth of Dominica. This assessment should include a gender analysis of the country context as well as a gender analysis of the country relevant climate change and sectoral policy instruments. The assessment should also include a policy and institutional mapping of all the relevant national policy instruments related to NDCs implementation in Dominica and the corresponding line Ministries and or sub-national committees. It should also include an institutional capacity assessment of the gaps in capacities in relation to gender (for climate change related and other sector specific line Ministries such environment, finance, energy, transport, etc..) in-addition to the capacity gaps in climate change (for non-climate change related Ministries or institutions such as the gender machineries.). The report will also highlight what type of institutional arrangements or coordination mechanisms will best be suited within the country context of Dominica and clearly identify the entry points for gender responsive NDCs implementation. Highlighting the concrete solutions on the type, structure and coordination methods which should be adopted in the enhancement of a gender responsive NDCs process.

## **4.3 Draft NDC Gender Mainstreaming Roadmap for the Commonwealth of Dominica**

The Draft NDCs Gender Mainstreaming Roadmap for Dominica should be prepared using the information and data gathered during the inclusive stakeholder consultative process as part of the gender policy and institutional assessment. The data gathered from the policy and institutional mapping should also be used to identify the gender and climate change related gaps in the national and sectoral policies which exist for Dominica in an effort to identify and propose the key entry points for gender mainstreaming with the INDCs/NDCs process, policies and programming. The draft implementation roadmap should also be informed by the results of the gender-responsive institutional capacity assessment to better guide the type of coordination mechanisms which are being proposed among and between Ministries in support of integrated systematic responses. The institutional capacities gaps should also help to inform the capacity building activities and actions which should follow to ensure effective coordination moving forward. The roadmap document in its design should also outline the role of gender responsive monitoring and evaluation and by extension measurement, reporting and verification tools (MRVs) such as the use of sex-disaggregation data, gender targets and indicators in advancing gender-responsive NDCs implementation. In integrating the use of these targets and data into the national climate change and sectoral policies and actions. It is equally important that the Roadmap provide guidance on how gender-responsive climate financing/budgeting should also be incorporated as a means of financing gender-responsive low carbon climate actions and in facilitating gender-responsive climate-resilient growth.



#### **4.4 Strategy Approach for the Design and Coordination of the Validation and Capacity Building Workshop**

Given, that the conduct of the validation and capacity building workshop marks a major milestone in the project's execution. The contractor will be required to submit a strategy approach which outlines how the design and coordination of this deliverable will be achieved. The strategy document will include the proposed structure of the validation and capacity building workshop, in-addition to the methodology which will be undertaken by the consultant, the proposed content requirements specific to the validation and capacity building session separately, the core objectives, main expected outputs to be achieved in the successful completion of the project deliverable as well as the proposed target audience. The project team will review the strategy approach extensively with the aim of providing feedback and recommended changes to the contractor where needed, to ensure the successful execution of the validation and capacity building session.

#### **4.5 Draft Final NDC Gender Mainstreaming Roadmap for the Commonwealth of Dominica and Validation & Capacity Building Workshop Power Point Presentation**

Building on the guidance and inputs received from the Government of Dominica in-addition to the EnGenDER and Climate Promise project team the Contractor will update and submit the draft final NDC Gender Mainstreaming Roadmap for the Commonwealth of Dominica. The draft final document will be submitted in the published format with the supporting infographics and annotations as well as in word format. Captured in the section below as well as outlined further in more detail, in Annex 10 attached to this TOR, is the proposed description of the Roadmap design.

The Contractor will also prepare a power point presentation for use in the validation and capacity building workshop session. The presentation should be separated into two (2) sections, the first focusing on gathering the data relevant for the validation of the findings and proposals put-forward and the second focusing on information sharing and awareness raising as it pertains to why gender should be integrated into national climate change and sectoral policy instruments and actions. Critical focus should also be placed on the practical solutions/ recommendations put-forward for gender mainstreaming within the countries NDCs and at the policy and institutional co-ordination levels; also highlighting the appropriate activities and resource tools which can be utilized to support this. This section of the presentation should also place focus on the enhanced coordination mechanisms and frameworks proposed and the recommendations made to facilitate the streamlining of gender across the newly proposed institutional and coordination mechanisms proposed between and among Ministries. The presentation should also highlight any limitations which exist and, in this regard, suggest recommendations for corrective action and adoption of practical solutions.

**Expected deliverables and proposed payment allocations are as follows:**

<b>Deliverables</b>	<b>Number of w/days</b>	<b>% Payment</b>
1. Inception Report <ul style="list-style-type: none"> <li>a. Methodology/ Approach</li> <li>b. Stakeholder Engagement Plan</li> <li>c. Work Plan inclusive of Work Break-Down Structure (WBS)</li> <li>d. Proposed survey/ questionnaire tools</li> <li>e. Timeline</li> </ul>	5 working days after signature of contract	10%
2. Gender Policy and Institutional Assessment Report <ul style="list-style-type: none"> <li>a. Summary of findings from the situational analysis</li> <li>b. Description of tools and techniques applied or the Gender-Responsive Facilitation Stakeholder Participation</li> <li>c. List of stakeholders</li> <li>d. Completed surveys/questionnaires</li> <li>e. Gender Policy and Institutional Assessment</li> <li>f. Policy and Institutional Mapping</li> <li>g. Gender Responsive Institutional Capacity Assessment</li> </ul>	21 working days after deliverable 1	20%
3 Draft NDCs Gender Mainstreaming Roadmap for the Commonwealth of Dominica <ul style="list-style-type: none"> <li>a. Background</li> <li>b. Problem</li> <li>c. Goals and Objectives</li> <li>d. Methodology/ Approach</li> <li>e. Gender Policy and Institutional Assessment</li> <li>f. Priority Actions and Entry Points</li> <li>g. Recommendations</li> <li>h. Gender-responsive Financing/ Budgeting and</li> <li>i. Gender- responsive Monitoring and Evaluation<sup>6</sup></li> </ul>	15 working days after deliverable 2	40%
4a. Strategy Approach for the Design and Coordination of the Validation and Capacity Building NDC Gender Mainstreaming Roadmap Workshop <ul style="list-style-type: none"> <li>a. Methodology</li> <li>b. Structure</li> <li>c. Objectives</li> <li>d. Expected Outputs</li> <li>e. Target Groups</li> <li>f. Workshop Specific Content Requirements</li> </ul>	18 working days after deliverable 2	0%

<sup>6</sup> Please refer to the Annex section of the TOR for further details. The outline provided for the Roadmap captures the minimum content requirements that should be included and offers guidance to the Contractor **only**. The draft document should not be limited to the areas outlined.

<p>4b. Final Draft NDCs Gender Mainstreaming Roadmap for the Commonwealth of Dominica (<b>The Roadmap Document should be submitted in pdf and power point format<sup>7</sup></b>)</p> <p><b><u>NDCs Gender Mainstreaming Roadmap for the Commonwealth of Dominica</u></b></p> <ol style="list-style-type: none"> <li>a. Background</li> <li>b. Problem</li> <li>c. Goals and Objectives</li> <li>d. Methodology/ Approach</li> <li>e. Gender Policy and Institutional Assessment</li> <li>f. Priority Actions and Entry Points</li> <li>g. Recommendations</li> <li>h. Gender-responsive Financing/Budgeting and</li> <li>i. Gender-responsive Monitoring and Evaluation<sup>8</sup></li> </ol> <p>Final NDCs Gender Mainstreaming Roadmap Validation and Capacity Building Session (<b>The Validation Workshop and Capacity Building Session Presentation should be submitted in power point format.</b>)</p> <p><b><u>Validation Workshop and Capacity Building Session</u></b></p> <ol style="list-style-type: none"> <li>a. Project Overview</li> <li>b. Workshop Aims and Objectives</li> <li>c. Workshop Expected Outputs</li> <li>d. Detail the Workshop Structure and Approach</li> <li>e. Overview of the NDC Gender Mainstreaming Roadmap for the Commonwealth of Dominica             <ul style="list-style-type: none"> <li>o Highlighting the major points for validation by stakeholders</li> <li>o Highlighting the major points which demonstrate the practical application of gender mainstreaming within the country’s coordination efforts</li> <li>o Highlighting the specific entry points and activities which support gender responsive NDC implementation and enhancement</li> </ul> </li> <li>f. Practical Exercises and Assimilations</li> <li>g. Recommendations</li> <li>h. Next Steps &amp; The Way Forward<sup>9</sup></li> </ol>	<p>16 working days after deliverable 4a</p>	<p>30%</p>
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<sup>7</sup> Given that comments and feedback will be forthcoming from the validation session any suggested changes and/or modifications should be appropriately integrated into the final format of the NDCs Gender Mainstreaming Roadmap for the Commonwealth of Dominica which should be submitted in pdf (inclusive of the design layout and infographics) and word format for the approval of the project team.

<sup>8</sup> Please refer to the Annex section of the TOR for further details. The outline provided for the Roadmap captures the minimum content requirements that should be included and offers guidance to the Contractor **only**. The draft final document should not be limited to the areas outlined.

<sup>9</sup> The outline provided for the validation workshop and capacity building session captures the proposed content requirements **only** as a reference guide. The strategy document developed by the Consultant will directly guide and inform how the validation and capacity building session will be executed within the project scope, guided by the approval of the project team.



## 5 INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Contractor will report directly to the EnGenDER Technical Specialist Gender Equality, with support from the Technical Specialist for Climate Change and the Climate Promise project team in accordance to the approved schedule of work, on progress, challenges encountered, risks foreseen, proposed or taken mitigation measures, and where UNDP support may be required. The Contractor is expected to liaise/interact/collaborate/work closely, within the course of performing the work, with the established EnGenDER National Focal Point and the National Mechanism for Decision Making, other government agencies, national climate change technical officers, technical officers from Dominica’s INDCs priority sectors, other consultants, other agencies, donors, communities, CSOs, local government units, etc. Whenever requested, the Contractor may participate in wider multi-agency assessment exercises and coordination fora, but not to represent and/or to speak on behalf of UNDP.

## 6 DURATION AND FINANCIAL PROPOSAL

The duration of the contract is for a period of 4 months, from November 2020 to February 2021. The independent contractor’s price is a fixed output regardless of extension of the duration specified herein. Payments are based upon output, i.e. upon delivery of the 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 professional fees per technical resource, the number of anticipated working days and if applicable travel, accommodation and per diem cost). 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.

*Despite the opening of borders, the COVID 19 pandemic may still impede travel to Dominica. As far as is possible the financial proposal should provide information on all travel and logistical cost related to each required mission in country.*

The Contractor’s price proposal will include ***all expected costs of the assignment.*** Payment will be remitted subject to the approval of final deliverables and based on the Contractor’s price proposal. In country technical clearance/approval must be provided for the all deliverables.

## 7 COMPOSITION AND REQUIRED COMPETENCIES

The technical capacities of the independent contractor will be assessed based on the proposed technical competencies outlined in the tabular matrix below.

Gender Specialist	
Education	<ul style="list-style-type: none"> <li>▪ Mandatory Postgraduate degree (MSc, MA, or higher) in development studies, gender studies, poverty reduction, international policy, sustainable development, social sciences, or a related field</li> </ul>





Experience	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work).</li> <li>▪ 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) will be an asset.</li> <li>▪ Previous work in any of the beneficiary countries and in a similar project is highly desirable.</li> <li>▪ Excellent conceptual, analytical, writing and communication skills.</li> </ul>
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## 8 SELECTION CRITERIA AND EVALUATION

The technical component for the scope of works (technical capacity and related qualifications for, Gender Equality Specialist) would accumulatively contribute to 70%. The financial proposal will be assigned 30%. The Contractor will be evaluated separately based on the selection criteria listed below.

Selection Criteria			
1. Qualification of Key Personnel		Weight (30%)	Max Points (130pts)
1.1	<b>Gender-Equality Specialist</b>		<b>85</b>
	<p><b>Experience</b> A minimum of 5 years of experience addressing issues specific to Caribbean SIDS surrounding gender equality and gender mainstreaming within climate change action. – 5 Pts Specific experience especially in the area of gender mainstreaming and implementation in climate change action and policies will be granted an additional 5 points per the specific year of experience up to a limit of 30 points.</p>		30

	<p>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. – 5pts</p> <p>A minimum of 3 years of experience in executing capacity building activities at the policy level and supporting institutional coordination will be granted 5 points per additional year of experience up to a limit of 30 points.</p>		30
	<p>Regional Experience: Previous work in the Commonwealth of Dominica or any of the other EnGenDER beneficiary countries or any other country in the Caribbean region where similar work has been undertaken.</p>		25

2. Proposed Methodology, Approach and Implementation Plan		Weight (40%)	Max. Points (130pts)	
2.1	<p>The methodology should be clear and coherent and outline how the use of gender analysis, the GBA+ approach and gender-responsive stakeholder consultative methods will support the fulfilment of all the project requirements outlined in the TOR. To ensure that the approach taken will result in effective gender mainstreaming in the strengthening of the institutional and coordination mechanisms for NDCs between and among Ministries.</p> <p>The methodological approach should also outline in detail the specific actions necessary, which includes but is not limited to efficient coordination mechanisms, that will lead to gender responsive NDCs targets and implementation as well as gender-responsive national climate change and sectoral policy actions across the Commonwealth of Dominica.</p> <p>The consultant in the design of their methodological approach should demonstrate their ability to transfer analytical results into simple and actionable solutions demonstrating where these skillsets will be utilized in the development of the Roadmap document and how it can improve the project’s successful outcome.</p>		Weak	15
			Satisfactory	25
			Good	35
			<b>Excellent</b>	<b>50</b>
2.2	<p>The methodology should also outline in detail the specific entry points for a gender responsive NDCs coordination and implementation. The methodology should also provide sufficient detail for Gender-Responsive Climate Financing/ Budgeting and Gender-Responsive Monitoring and Evaluation within the NDCs process; so, the scope of each task is clearly defined addressing all aspects of the TOR and there is not uncertainty as to what will be provided. The consultant should therefore demonstrate in their methodology excellent conceptual, analytical, writing and communication skills.</p>		Weak	10
			Satisfactory	20
			Good	30
			<b>Excellent</b>	<b>40</b>
2.3			Weak	10



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Sequence of activities are logical, realistic and the execution of the methodology is coherent and constructive and, designed to add value to the project. COVID response risk mitigation strategy is also well defined and clearly explains how the project work will be undertaken in the absence of face to face consultations; while still demonstrating the need for an inclusive gender-responsive stakeholder approach to be adopted.	Satisfactory	20
	Good	30
	<b>Excellent</b>	<b>40</b>
<b>Final Score</b>	<b>70%</b>	

## 9 OTHER

The independent contractor must submit copy of their CV, reference letters and methodology together with their financial proposal. Applications must be submitted in English and incomplete proposals will not be considered.

### Documents to be included when submitting the proposal

- **Proposed Methodology for the Completion of Services.** The contractor must describe how they will address/deliver the demands of the assignment as specified in the ToR.
- **CV** in alignment with the required qualifications and relevant experience of the Contractor.
- **Reference Letters.** The contractor must submit two reference letters from previous work undertaken.
- **Financial Proposal.** The contractor must submit the financial proposal containing the final and all-inclusive (professional fees, all envisaged travel costs, etc.) total price offer for the full range of services required, broken down into all major cost components associated with the services. All envisaged travel costs must be included in the Offeror’s financial proposal. This includes all duty travels

## 10 ANNEX

### NDCs Gender Mainstreaming Roadmap Format

The NDCs Gender Mainstreaming Roadmap for the Commonwealth of Dominica should include the following:<sup>10</sup>

- I. **Background: Dominica’s Country Specific INDCs/ NDCs Context and Rationale:**  
The background should outline the specific country situational context, in line with Dominica’s INDCs/NDCs. It should also include how the project fits into the country’s overarching national climate change policy objectives and the country’s full ownership of the project. The background

<sup>10</sup> Please note the NDCs Gender Mainstreaming Roadmap Format proposed is just a content guide and at a minimum should include the reference areas captioned. The roadmap should not be limited to the areas outlined or proposed.



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should demonstrate how the project is directly contributing to gender responsive NDCs enhancement and/or implementation. It should also describe how the project relates to other relevant national development strategies and policies; any recent or ongoing projects/interventions that are related to the proposal from other domestic or international sources of funding and how they will be complemented by this project. The background should also describe any linkages with any other ongoing support programmes being implemented by UNDP. (For example, the way in which this project correlates with the development of Gender-Responsive Budgeted Sectoral Adaptation Strategies and Action Plans (SASAPs) for Dominica, any synergies which exist that can be utilized or leverage as well as ways in which it can build-upon Dominica's NMDM constituted under the EnGenDER project.) Also describe the project linkages with other activities being coordinated and executed under the Dominica Climate Promise Work Plan.

**II. The Problem**

Describe the current problem which the project is expected to address and its impact on national climate actions. Also describe the most likely climate-related scenario that will remain specific to Dominica's INDCs/NDCs implementation and the process of implementation, if the current situational context is not improved. Additionally, identify the systemic barriers and bureaucratic bottlenecks which need to be addressed; these may be legislative or policy changes and/ or institutional structures that may need to be amended. This section of the report should also, describe the impact/ situational context that will remain if the problem is not addressed.

**III. Goals and Objectives**

The roadmap document should also outline the overarching objective of the project as well as specific objectives to be achieved through the creation of the NDC Gender Mainstreaming Roadmap. The objective (s) should be clear, specific and succinct and show outline how the project problem will be addressed, given the scope and extent of the problem. The Roadmap document should also outline the specific project goals and elaborate on how these goals will be achieved within the scope of the project.

**IV. Methodology/ Approach**

The methodology/approach for addressing the proposed project scope should be clearly outlined and well defined. The methodology/approach should include the specific gender-responsive approaches and tools which will be utilized in the conduct of the consultancy as well as those specific tools that are being proposed in addressing the potential problems and the proposed benefits. The methodology/ approach being utilized should also outline any proposed project limitations and detail the extent to which these limitations can be addressed through appropriate risk mitigation strategies.

**V. Gender Policy and Institutional Assessment**



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The gender policy and institutional assessment will first provide a gender analysis of the national context to better understand the situation of women, men and other key vulnerable groups in country, as well as the gender differences in terms of contributions, divisions of labour, employment (access and availability) , access to resources, and participation in decision-making in key climate change sectors. The gender policy and institutional assessment will also provide a gender analysis of the national climate change and sectoral level policies to better understand how gender can be appropriately integrated into these policies as well as in the NDC review process for target setting and programme implementation. Added to this, the gender assessment will also provide a detailed overview of the institutional arrangements as well as coordination mechanisms which support NDCs implementation and coordination currently. A capacity assessment of the institution and coordination mechanisms should also be carefully outlined in detail, identifying the capacity gaps and constraints across institutions and key coordination mechanisms especially among and between government Ministries. High level recommendations on addressing capacity gaps and constraints should be outlined. The gender policy and institutional assessment should also propose recommendations for enhancing opportunities for institutions and stakeholders to interact. The gender assessment will help to inform and guide the identification of the challenges, opportunities and solutions for a more effective gender responsive institutional assessment and coordination efforts.

## **VI. Priority Actions and Entry Points**

This section of the roadmap should outline the specific entry points for the mainstreaming of gender: firstly, within the NDC target review process as well as in the planning and implementation phases; and secondly, it should outline the specific entry points for the mainstreaming of gender across the national climate change and sectoral level policies which support NDC implementation. The specific priority actions and support tools required to facilitate this process should also be outlined in detail. Furthermore, this section of the roadmap should also specify in detail the proposed recommendations for enhancing synergies between institutions and coordinating mechanisms among and between Ministries. It should, therefore, propose recommendations for enhancing opportunities for institutions and stakeholders to interact and find synergies, removing siloed approaches, managing policy trade-offs and exploring interconnections among other national goals. Concrete actions should be identified, and an implementation plan clearly outlined in the roadmap and guidance along with a detailed description of the entry points and associated activities required to support these efforts. The use of diagrams, charts and other relevant tools should be utilized to demonstrate the practical achievement of these. The priority actions and entry points should also be outlined in specific detailed order, specifying the step by step approach that should be taken and the key roles of specific institutions, Ministries or coordination mechanisms in supporting these efforts. Where simultaneous approaches could be undertaken this should also be outlined. A timeline on the proposed implementation of the priority actions should also be captured in detail specific to each proposed action. This timeline should correspond to show its impact on national climate change



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actions and policies considering any international commitments set and more importantly in line with the targets outlined as part of Dominica's NDCs process.

## **VII. Recommendations**

The recommendations section of the report should be detailed and specific. Additional guidance on any high-level recommendations or actions proposed earlier should be outlined further detail. For example, specific emphasis on key capacity building activities which should be undertaken in addressing the institutional gaps and capacity constraints which exist, should be clearly outlined and identified. Specificity around the type and the method of implementation of these capacity building interventions should also be captured. Other noted interventions such as multi-stakeholder consultations should also be included, and best practices highlighted in terms of the scope, goals and main expected outputs.

Furthermore, concrete actions that are needed to improve the institutional cooperative arrangements within the overall climate change policy framework and coordination process for Dominica should also be identified. For example, where efforts should be made to increase the participation of women in national decision-making processes and reduce existing gender inequalities which may form part of these institutional and coordination mechanisms. In other instances, specific sectors pertinent to the NDCs, should be able to articulate the key gender challenges in their sector and outline the steps required in addressing these challenges through the NDCs implementation process.

## **VIII. Gender Responsive Climate Financing/ Budgeting**

The financing of gender responsive NDC implementation exists as a core mandate of the NDC enhancement and implementation process. However, without dedicated climate finance resources and/or budgeting such a mandate cannot be achieved. For this reason, the Roadmap will outline the appropriate entry points for gender-responsive climate financing within the NDC review process, policies and programming. At the national level, the roadmap will also identify the specific institutions responsible for this and outline the coordination efforts which should be considered in supporting this goal. The roadmap will also outline how key support Ministries and coordination institutions can better integrate gender-responsive financing into their mandates to support climate change adaptation and mitigation efforts conducive to Dominica's NDC targets and national climate change and sector specific policies. The Roadmap will also outline actions to better integrate gender equality in existing or new financial mechanisms under the NDC process. Finally, this section of the Roadmap will assess the availability of domestic and international climate finance in key selected sectors and assess the extent to which gender equality is taken into account, as a means of outlining how the existing funds can be leveraged to support gender responsive NDC implementation actions and how such efforts can be appropriately streamlined and coordinated across and between Ministries.



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**IX. Gender Responsive Monitoring and Evaluation**

The Roadmap document should include a section on monitoring and evaluation. Firstly, as a means of monitoring the implementation of the proposed recommendations and solutions highlighted earlier in the report. This assessment will help to track and inform the progress of the coordination efforts in the streamlining of the policy and institutional arrangements among and between Ministries. Secondly, in assessing the impact of such efforts on the Dominica's INDCs/NDCs target and climate change actions. The design of a monitoring and evaluation framework can help develop a social context around emissions measurement which leads to social co-benefits such as improved transit systems, reduced pollution levels, improved health, and increased employment and educational opportunities.