

ANNEX 1

TERMS OF REFERENCE

A. POST DETAILS

Post Title	: Gender and Social Inclusion Specialist (National IC)
Agency/ Project Name	: UNDP/ Safeguarding Rural Communities and their Physical Assets from Climate Induced Disasters in Timor-Leste
Period of Assignment/ Services	: January to December 2021 (136-days)
Location	: Dili, Timor-Leste (with extensive field travel to six project target Municipalities, Aileu, Ermera, Liquica, Baucau, Lautem and Viqueque,
Starting Date	: 18 January 2021

1. Background/Project Description:

Approximately 70% of Timor-Leste's rural population (840,000 people) is highly vulnerable to climate changes, particularly increasing variability of rainfall and extreme weather events. Lives and livelihoods in the remote interior of the country and coastal regions are both highly exposed. Impacts of intensified extreme events include damage and degradation of decentralized small-scale critical infrastructure, particularly water supply and drainage structures, embankments, and feeder roads and bridges. Damages leave rural populations isolated, lacking basic services. According to climate change scenarios and risk models, occurrences of climate extremes and related damages will at least double towards mid- century.

The project objective is to safeguard vulnerable communities and their physical assets from climate change-induced disasters. It aims to address existing institutional, financial and legislative barriers, increasing the climate resilience of vulnerable small-scale rural infrastructure.

Output 1 : focuses on strengthening the capacity of mandated institutions to assess and manage climate risks in order to maintain local infrastructure services. Monitoring and recording of climate risk information will be enhanced, and these data will be integrated into policies, standards, guidelines, and long-term investment planning for small-scale rural infrastructure.

Output 2 : focuses on implementing climate resilient building measures to improve small-scale rural infrastructure in vulnerable areas. GCF funds will assist in the development and implementation of catchment management strategies, supporting long-term resilience and climate risk reduction via landscape restoration and enhanced land stability, particularly in vulnerable catchments where small-scale infrastructure is present.

The project is supporting an ongoing decentralized investment framework which is administered through the Municipality Development Investment Program (PDIM) and Suco Development National Program (PNDS) processes, by embedding the knowledge of climate risks and skills of climate proofing design, construction, operation and maintenance of rural infrastructure. Through the project, local authorities' capacity for climate-risk informed development of long-term investment plans will be enhanced, thereby strengthening de-centralized decision-making. Human resource capacity in managing climate risks to local development funding (including technical capacity for assessing proposals, ensuring performance standards, conducting safety, environmental impact and cost-effective evaluations of proposals, and monitoring local development projects) will be enhanced.

The project aims to address the existing barriers and shift the baseline scenario towards climate resilience. The project will directly benefit 19,751 households, comprising 15% of the total population. The direct beneficiaries of the project are 175,840 (89,643 males, 86,197 females) and the indirect beneficiaries are 346,160 (176,473 males, 169, 687 females) living in the six selected municipalities. The proportion of men and women benefitted by the project is almost the equally balanced – 51% males and 49% females.

Gender inequality and women's disempowerment are the determining factors behind women and girls being disproportionately affected by climate change and disasters; and at the same time their 'skills and life experiences are not identified as resources, and, therefore, are not incorporated into risk reduction and disaster preparedness, relief or recovery efforts'. Unless these inequalities are adequately assessed and incorporated into climate change adaptation and DRR measures, the disparities are likely to be exacerbated.

OBJECTIVE:

The overall objective of the consultancy assignment is to support the project and team to develop the Gender Responsive Climate Change Strategy and Action Plan which encompasses the priorities endorsed in the main national strategy and policy documents (including the National Climate Change Policy) and guide the mainstreaming of gender and social inclusion in local development planning frameworks while supporting the project implementation and ensuring women empowerment through appropriate strategies and actions.

2. SCOPE OF SERVICE

The consultant/team is expected to work under the guidance of the Chief Technical Adviser (CTA), Project manager, Sustainable Development Unit and support ,UNDP Timor-Leste Country Office (CO), the Regional technical Advisor (RTA) and national counterparts. The consultant is expected to conduct field visit to selected sites and scenarios in the municipalities under consideration and in collaboration with the project team, national and municipality stakeholders and counterparts, community members, civil society, in order to produce the required deliverables foreseen in the contract as per the following:

1. Inception report summarizing the objectives, scope and outputs of the assignment, organization and methodology for achievement of the outputs, documentation review, meetings, findings, and setting out a detailed planning of the assignment, including the schedule.
 - In collaboration with UNDP-GCF project, to conduct desk review of relevant documents such as prodoc, gender assessment report and any related documents to develop inception report, including the methodology to deliver outputs and the schedule
 - Develop questioner for Focus Group Discussions at local level
 - Design and facilitate consultations and workshops in each municipality, community consultation and document gender considerations to be incorporated int the action plan:
 - In collaboration with UNDP-GCF project, to conduct field visit to selected municipalities of Aileu, Baucau, Ermera, Lautem, Liquica and Viqueque to meet with local authorities, community groups and local leaders;
 - Organize and facilitate meetings and interviews with key stakeholders, including

- government counterparts i.e. Secretary of State for the environment (SEA), Ministry of State Administration (MSA), Ministry of Public Works (MoPW), Ministry of Agriculture and Fisheries (MAF), Secretary of State for Civil Protection (SSCP), Secretary of State for Gender and Equality (SEI), Municipality authorities from Aileu, Ermera, Lautem, Liquica, Baucau, and Viqueque, local leaders, local contractors, local NGOs, Civil Societies, partners agencies of their experiences of gender equality and empowerment to rural infrastructure, agroforestry and reforestation;
- Conduct Focus Group Discussion (FGD) to community groups i.e. Grupo Manaje Fasilidade (GMF), community Forestry groups, agriculture groups, Suco Disaster Management Committee (SDMC), community groups regarding information gathering related to climate change and disaster risks impact to men and women;
 - Conduct workshop in each municipality (6-municipalities) and validation workshop in Dili to relevant stakeholders. In coordination with project , conduct validation workshop in at both national and municipalities levels to present findings and any clarification of the findings;
2. Develop Gender Responsive Climate Change Strategy and Gender Action Plan to effectively mainstream gender concerns in the planning, prioritization and development of climate resilient to rural infrastructure, DRR and DRM.
 - Develop gender-responsive management tool to integrate and corporate into PDIM, PNDS, GMF, CAMP, EVAS, Agroforestry, reforestation and DRM guidelines
 - Develop Gender responsive standards, guidelines and specifications for rural infrastructure, encompassing both technical and functional standards based on international best practices
 3. Extensive consultation at national and sub-national levels (including local/suco levels) develop two types of training manual both in English and Tetun for experts and local community in the context of the project and Timor-Leste, facilitate the presentation and validation of the manuals developed.
 - Review an existing CCA and DRM manual training and add Gender mainstreaming into the manual for INAP.
 - Develop manual of training of gender responsive to be utilized for PNDS, PDIM, DRM, Agroforestry and agriculture practitioners;
 4. Training reports - Facilitate trainings workshops for key government stakeholders and experts, partner NGOs and PMU on gender mainstreaming, gender analysis and gender audit and social inclusion
 - Develop training manual to support government counterparts for the deliver of gender training in the future
 5. Conduct validation workshops at both national and municipality levels to relevant stakeholders to present findings;
 6. Report submitted on targeted technical support and advise for the development and integration of gender and social aspects in sub-national development planning and prioritization frameworks.
 7. Reports on the gender awareness raising events facilitated in targeted municipalities/suco representatives implemented at AP levels, including preparation and dissemination of outreach materials
 8. Prepare and submit the final report including documenting lessons learned and case stories/best practices for scale-up.

The consultant is expected to support the concept preparation and all aspects related to each output, hosting and facilitation of the respective events, logistic arrangements such as venue, equipment, translator, materials, vehicle and supplies will be supported by the project.

B. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverable/Outputs	Estimated duration to complete	Target Due dates	Review and Approvals Required
1	Inception report summarizing the objectives, scope and outputs of the assignment, organization and methodology for achievement of the outputs, documentation review, meetings, findings, and setting out a detailed planning of the assignment, including the schedule.	4 days	January 25, 2021	CTA, PM-UNDP CO TL, RBAP (Bangkok)
2	Design and facilitate consultations and workshops in each municipality, community consultation and document gender considerations to be incorporated into the action plan,	18 days	March 22, 2021	CTA, PM-UNDP CO TL
3	Develop Gender Responsive Climate Change Strategy and Gender Action Plan to effectively mainstream gender concerns in the planning, prioritization and development of climate resilient to rural infrastructure, DRR and DRM,	15 days	April 20, 2021	CTA, PM-UNDP CO TL, Board members, RBAP (Bangkok)
4	Extensive consultation at national and sub-national levels (including local/suco levels) develop two types of training manual both in English and Tetun for experts and local community in the context of the project and Timor-Leste, facilitate the presentation and validation of the manuals developed.	20 days	May 17, 2021	CTA, PM-UNDP CO TL
5	Conduct validation workshops at both national and municipality levels to relevant stakeholders	14 days	June 7, 2020	CTA, PM-UNDP CO TL
6	Training reports - Facilitate trainings workshops for key government stakeholders and experts, partner NGOs	11 days	July 5, 2021	CTA, PM, UNDP CO TL

	and PMU on gender mainstreaming, gender analysis and gender audit and social inclusion			
7	Report submitted on targeted technical support and advise for the development and integration of gender and social aspects in sub-national development planning and prioritization frameworks	26 days	August 6, 2021	CTA, PM, UNDP CO TL
8	Reports on the gender awareness raising events facilitated in targeted municipalities/suco representatives implemented at AP levels, including preparation and dissemination of outreach materials	18 days	October 26, 2021	CTA, PM, UNDP CO TL
9	Prepare and submit the final report including documenting lessons learned and case stories/best practices for scale-up	10	31 December 2021	CTA, PM-UNDP CO TL, RTA, Board members
	Total	136 days		

All deliverables will only be accepted if they meet highest quality standards. Workshops and meetings have to be well prepared and executed professionally.

C. INSTITUTIONAL ARRANGEMENT

The consultant will report to the Chief Technical Adviser and Project Manager for GCF Safeguard Project in UNDP Timor-Leste and support from the UNDP CO. Further oversight and guidance will be provided by UNDP's Regional Technical Adviser in RBAP (Bangkok). The project will facilitate administrative arrangements and logistical support throughout the duration of the mission including coordinating the in-country mission and field visits. Field visit, consultation and travel will be required to the municipalities.

- The assignment requires full-time presence in the duty station and collaboration with the project team in UNDP Timor-Leste Country Office (CO), Ministry of State Administration (MSA), Ministry of Agriculture and Fisheries (MAF), Secretary of State for the Environment (SEA), Ministry of Public Works (MPW), Secretary of State of Civil Protection (SSCP), Municipality Administrators, community leaders and respective counterparts.
- Frequent communication and collaboration with project team and relevant national counterpart staff is required.
- The consultant will perform duties according to this TOR, facilitate consultation and discussion with key government counterparts, partners and community including organization in Timor-Leste.

D. DURATION OF ASSIGNMENT

The assignment will be for a period of **136 days** between 18 January – 31 December 2021 in Timor-Leste.

The consultant must be available for meetings with the UNDP Country Office/project team and counterparts in the respective ministries and partners for discussion, consultations and validation of content and products. Arrangement for such consultations/visits will be communicated to the consultant so that team members can prepare and schedule time accordingly.

E. DUTY STATION

The duty station of the work is Dili, Timor-Leste. The IC (national consultant) is expected to be based in Dili with extensive field travel to six project target Municipalities, Aileu, Ermera, Liquica, Baucau, Lautem and Viqueque,.

A total of around twenty (48) travel days is envisaged to the 6 selected municipalities' during the period of the assignment with approximately half of these may require overnight stay. The remaining time for the assignment will be based in Dili. For duty travels, all living allowances required to perform the demands of the TOR must be incorporated in the financial proposal.

F. QUALIFICATIONS OF THE SUCCESSFUL ORGANIZATION

Education

An university degree (minimum Bachelor's degree level) in gender study / development studies / international relations / social science/ political science or in any relevant area is required.

The candidate should meet the following requirements:

- Candidate with specialized knowledge (National) specialized in gender related works are invited to make a proposal for this contract.
- A minimum of 5 years of progressive experience in gender/social inclusion related roles (combination of programme development, advisory, project management, training/capacity building roles).
- Previous work experience with the UN system, international NGOs and International Donors is desirable. Previous experience working with UNDP highly considered
- Previous experience and knowledge relating to climate change adaptation, disaster risk reduction and how this impact on gender and social aspects
- Demonstrate knowledge of the institutional arrangements, key stakeholders and existing policy instruments in the area of gender mainstreaming and women's empowerment in Timor Leste
- Have an experience of organizing/leading discussions, facilitating a variety of events, workshops, working with government, local authorities, community groups as well as providing analysis and reporting;
- Experience undertaking similar projects and assignments in Timor-Leste. Previous expertise with the UN system or Government in Timor-Leste is an advantage;
- Language: Proven capacity to produce outputs in both English and Tetun;

Language requirements:

Tetum and English Language – excellent written and oral communication skills. In addition to excellent command of Tetun and English, ability to communicate in Portuguese and/or Bahasa Indonesian will be considered beneficial to the assignment.

Other Competencies:**Knowledge Management and Learning**

- Demonstrated capacity in knowledge sharing and knowledge management and ability to generate innovative and new ideas and promote learning through leadership and personal example
- In-depth practical knowledge of inter-disciplinary development issues
- Ability to conduct research and analysis and strong synthesis skills

Management and Leadership

- Highly develop inter-personal, negotiation and teamwork skills, networking aptitude, ability to work in multi-cultural environment
- Excellent interpersonal and networking skills, including the ability to liaise effectively at corporate and project management levels;

Corporate/Functional

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

G. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**Lump Sum Amount**

The financial proposal must be expressed in the form of a lump sum all-inclusive cost linked to deliverables specified in TOR Section C, supported by a breakdown of costs as per the template provided.

Schedule of payments

No.	Deliverables/Outputs	Target Due date	Percentage Disbursement
1	Inception report summarizing the objectives, scope and outputs of the assignment, organization and methodology for achievement of the outputs, documentation review, meetings, findings, and setting out a detailed planning of the assignment, including the schedule.	January 25, 2021	5%
2	Design and facilitate consultations and workshops in each municipality, community consultation and document gender considerations to be incorporated into the action plan	March 22, 2021	10%
3	Develop Gender Responsive Climate Change Strategy and Gender Action Plan to effectively mainstream gender concerns in the planning, prioritization and development of climate resilient to rural infrastructure, DRR and DRM,	April 20, 2021	10%
4	Extensive consultation at national and sub-national levels (including local/suco levels) develop two types of training manual both in English and Tetun for experts and local community in the context of the project and Timor-Leste, facilitate the presentation and validation of the manuals developed.	May 17, 2021	10%
5	Conduct validation workshops at both national and municipality levels to relevant stakeholders	June 7, 2020	10%
6	Training reports - Facilitate trainings workshops for key government stakeholders and experts, partner NGOs and PMU on gender mainstreaming, gender analysis and gender audit and social inclusion	July 5, 2021	10%
7	Report submitted on targeted technical support and advise for the development and integration of gender and social aspects in sub-national development planning and prioritization frameworks	August 6, 2021	20%
8	Reports on the gender awareness raising events facilitated in targeted municipalities/suco representatives implemented at AP levels, including preparation and dissemination of	October 26, 2021	15%

	outreach materials		
9	Prepare and submit the final report including documenting lessons learned and case stories/best practices for scale-up	December 31, 2021	10%
	Total		100%

H. RECOMMENDED PRESENTATION OF OFFER

Interested companies in the assignment must submit the following documents to demonstrate their qualification:

- Duly accomplished Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.
- Technical Proposal** - Brief description of methodology on how s/he will approach and complete the assignment;

I. CRITERIA FOR SELECTION OF THE BEST OFFER

Individual consultants will be evaluated based on a 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:

- Responsive/compliant/acceptable, and*
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*
 - * Technical Criteria weighting: 70%*
 - * Financial criteria weighting: 30%*

Only candidates obtaining a minimum of 49 points in the technical evaluation criteria would be considered for the Financial Evaluation

a) Technical Evaluation Criteria	Maximum Points	Weight %
<i>Education</i>	<i>(25)</i>	
Bachelor's degree in Education, Sociology, Gender studies, Environmental Science, Management, Development studies or any other relevant field. Academic training or degree combining social studies and climate science, disaster risk management and climate change related matters will be given special consideration.	25	25%
<i>b) Knowledge and Experience</i>	<i>(20)</i>	<i>20%</i>
Having at least 5 years of experience and knowledge of the constraints and best practices on gender equality and the particular barriers women facing in fully benefiting from and participating in climate change adaptation, disaster risk reduction;	5	5%
Demonstrate knowledge of the institutional arrangements, key stakeholders and existing policy instruments in the area of gender mainstreaming and women's empowerment in Timor Leste	5	5%
Extensive experience of developing and delivering trainings to a diverse groups, especially in the rural areas. Have an experience of organizing/leading discussions, facilitating a variety of events, workshops, working with government, local authorities, community groups as well as providing analysis and reporting;	5	5%
Experience undertaking similar projects and assignments in Timor-Leste. Previous expertise with the UN system or Government in Timor-Leste is an advantage;	5	5%
<i>c) Technical Proposal</i>	<i>(25)</i>	
<i>Organization & Methodology</i> for carrying out this assignment	25	25%
<u>Total Technical:</u>	70	70%
<u>Financial Proposal:</u> 30%	30	30%
FINAL SCORE:	100	100%



Procurement Unit
United Nations Development Programme
UN House, Caicoli Street, P.O Box 558 Dili
Dili, Timor-Leste
Fax: +670 331 3534
E-mail: procurement.staff.tp@undp.org

J. Approval

This TOR is approved by :

Signature

Lazima Onta-Bhatta
UNDP Deputy Resident Representative

Date :