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Terms of Reference National Gender Specialist

Basic Contract Information:

Location: Monrovia

Application Deadline:

Category:

Type of Contract: Individual Contract

Assignment Type: Consultancy

Languages Required: English

Starting Date: April 01, 2021

Duration of Initial Contract: 30 days

Expected Duration of Assignment: 30 days

Background:

The Global Environment Facility (GEF) Council in its May 2020 Council meeting approved a project preparatory grant (PPG) for Liberia. The grant is intended to develop a full-sized GEF proposal to access USD8.9 million of GEF/LDCF for enhancing the resilience of vulnerable coastal communities in Sinoe County.

The proposed LDCF project will upscale successful project experiences of GEF's community-based adaptation projects in Liberia and apply integration and innovation approaches for transformational impact to better address sea and river defense management in Liberia. It will also use data generated from, and implement the outcomes of the GCF-funded readiness project which is under implementation in Liberia. The initiation and implementation of innovative sea and river defense planning, adoption of private sector new alternative business models linked to infrastructure techniques for integrated farming practices coupled with encouragement for community entrepreneurship will be considered in the project. Importantly, the approach shall seek to open the space for other entrepreneurial initiatives especially those in other value chains such as fisheries, fuelwood, which will open up opportunities for women's involvement.

The project will focus on coastal communities within Sinoe County to support integrated coastal adaptation practices for a number of coastal settlements within the County though with the capacity for the project outcomes to benefit other coastal counties in Liberia. The project will therefore seek to empower communities and institutions to better plan and implement coastal adaptation interventions in a deliberate and proactive manner, reducing reliance on the Government of Liberia (GoL) to help provide already scarce resources for climate change adaptation solutions. Building community self-reliance and by providing a community planning focus (with new livelihood alternatives) will enable them to tailor adaptation tools and



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technologies to their specific needs. It will also build the capacities of the administrations of other coastal counties to design and implement integrated coastal adaptation plans.

At the local level, new technologies in combination with traditional technologies will be promoted to ensure that productivity and sustainability of livelihoods are maintained. These adaptation actions and associated technologies or practices will build on the natural resilience and innovativeness of Liberian communities to build their self-reliance and capacity to continue the adaptive process iteratively. Such adaptation strategies such as coastal ecosystem-based adaptation solutions, participatory sea and river defence planning approaches, climate-smart integrated farming systems, coastal protected area establishment and diversification of livelihood options are all in combination critical elements for a long-term adaptation solution in the context of risks and vulnerabilities of Sinoe County. The project shall also seek to learn and upscale some of the well-tested practices that is being undertaken to support community benefit-sharing mechanisms (CBSM) in forest ecosystems for the Production-Protection Approach project of IDH in Sinoe County (2017) which is based on best practices of operational CBSM in Liberia.¹

Finally, of major concern is the apparent lack of strategic delivery of a sustainable and strategic sea and river defense risk management approach policy to address these concerns. Coastal protection and sea defense structures are currently not planned with regard to their purpose, their outcome and importantly, their long term maintenance costs. Despite the professional efforts of the Ministry of Mines and Energy (MoME) and the Environment Protection Agency (EPA) to address the problems being faced, the approach to shore protection (at present) is reactionary and without long term national planning mechanisms in place.

As part of implementation of the PPG, UNDP is seeking to hire a Gender Specialist with knowledge on sustainable development issues as a relate to gender. This national consultant will also be responsible for the collection of data on gender issues. He/she will work very closely with the international Safeguard and Gender Specialist.

Duties and Responsibilities

1. Carry out gender analysis of the GEF LDCF project document for Sinoe County to fully consider the different needs, roles, benefits, impacts, risks and access to/control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) given a project's context, and appropriate measures taken to address and these and promote gender equality; set gender responsive baseline data relevant to project planning and monitoring; identify the share of female and male direct beneficiaries.
2. Ensure that all aspects of the project documents are gender responsive: develop gender-responsive outcomes, baselines, targets, and indicators for the project results framework and ensure that all

applicable indicators are disaggregated by sex and other relevant, intersecting forms of identity; ensure that gender considerations are integrated into the project's theory of change, including in the discussion of impact, assumptions, evidence and risks

3. Develop a Gender Action Plan for the project with annual outputs to facilitate implementation of activities that promote gender equality and women's empowerment.
4. Provide inputs to the UNDP Social and Environmental Screening Procedure including assessing potential negative impacts of the project on gender equality and specific activities to mitigate and/or minimize them.
5. Assist the project management team in identifying and developing partnerships with gender equality/women's governmental institutions, local women's NGOs/CSOs and relevant national stakeholders.
6. As requested by the project management team, assist with capacity building and other aspects of project management to ensure gender considerations are mainstreamed into the project document.

Expected Outputs and Deliverables:

The consultant shall prepare and submit:

Deliverable 1: Gender Analysis: This deliverable will be fully integrated into the project document and used to inform the process of developing the results framework and theory of change. The gender analysis may consist of:

- Analysis using the guiding questions in the gender analysis template (Annex 2) to understand the national and local context, and understand issues around gendered division of labour and time use, access and control, power and decision making, and knowledge and capacities. A review of national gender statistics, time-use surveys, national action plans, and qualitative data generated through policy and academic research and participation assessments should be used to inform the analysis;
- Stakeholder consultation analysis, interviews and relevant information;
- A baseline analysis on : *women's participation in project activities/ meetings; women's participation in national/ local planning processes; women's livelihood and economic activities; women's specific adaptation needs; women and men's participation in decision making processes; men and women as project beneficiaries; roles of men and women in the oil palm production sector and roles of men and women in ecosystem management / community adaptation; differential impact of climate change on women; etc.*

Deliverable 2: Gender considerations fully mainstreamed into project document, including:

- Working with the project management team using the findings from the gender analysis of the project document, develop and integrate in the project's results framework gender-responsive



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outcomes, baselines, targets, and indicators ensure that all applicable indicators are disaggregated by sex and other relevant, intersecting forms of identity.

- Working with the project management team using the findings from the gender analysis of the project document, develop a gender-responsive theory of change and ensure gender considerations are integrated into the project's theory of change, including discussion of impact, assumptions, evidence and risks.

Deliverable 3: Gender Action Plan: A Gender Action Plan for the project with concrete outputs to facilitate implementation of activities that promote gender equality and women's empowerment.

Deliverable 4: Note to file on process to mainstream gender considerations into the project document: The note to file is an opportunity for the consultant to highlight any key lessons, issues, risks and recommendations (for example, notes for the mid-term review, recommendations to the Regional Technical Advisor or Project Manager) related to gender mainstreaming during any aspect of the project implementation not covered elsewhere.

Institutional Arrangement:

The consultant will report to, seek approval/acceptance of outputs from the international Gender and Safeguard Specialist) and UNDP team.

The contractor is expected to have her/his own office space, laptop and access to internet and a printer during the assignment (the cost of this facilities should be included in the financial proposals, if required).

Payment terms:

Deliverable 1: 20%

Deliverable 2: 30%

Deliverable 3: 30%

Deliverable 4: 20%

Duration of the Work:

The duration of the consultancy is 30 days within the period March 1 to 30 November 2021.

Duty Station:

The duty station for this task is Monrovia. No field travel is expected.



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Travel:

- All related travel expenses (if any) will be covered and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents.

Required Skills and Experience:

Qualifications of the Successful Individual Contractor:

The selection of consultants will be aimed at maximizing the overall qualities in the following areas:

- Demonstrated understanding of issues related to gender and sustainable development; at least 5 years of practical working experience in gender mainstreaming, women's empowerment and sustainable development in Liberia.
- Experience carrying out participatory gender analysis; experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis; developing gender action plans.
- Proven experience in analysis of gender issues in Liberia
- Demonstrated understanding of the links between sustainable development, social and gender issues;
- Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations.
- Experience in facilitating gender responsive stakeholder meetings is highly desired;
- Excellent analytical, writing, advocacy, presentation, and communications skills are required.

Education:

- Master's degree in gender studies, gender and development, environment, sustainable development or closely related area.

Language:

- English



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