Terms of reference

GENERAL INFORMATION

Title: Gender Specialist
Project Name: Accelerating Clean Energy Access to Reduce Inequality (ACCESS)
Reports to: National Project Manager ACCESS
Duty Station: Home based
Expected Places of Travel (if applicable): N/A
Duration of Assignment: 30 working days within 3 months (May - July 2021)

REQUIRED DOCUMENT FROM HIRING UNIT

✔ TERMS OF REFERENCE
CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
   (1) Junior Consultant
   (2) Support Consultant
   (3) Support Specialist
   (4) Senior Specialist
   (5) Expert/ Advisor

CATEGORY OF INTERNATIONAL CONSULTANT, please select:
   (6) Junior Specialist
   (7) Specialist
   (8) Senior Specialist

✔ APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

✔ P11 or CV with three referees
✔ Copy of education certificate
✔ Completed financial proposal
✔ Completed technical proposal

Need for presence of IC consultant in office:
✓ home based (participate on regular online coordination meetings with the Project team)
☐ intermittent (explain)
☐ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:
Office space: ☐ Yes ☑ No
Equipment (laptop etc): ☐ Yes ☑ No
Secretarial Services ☐ Yes ☑ No
If yes has been checked, indicate here who will be responsible for providing the support services: < Enter name >
I. BACKGROUND

The objective of the Accelerating Clean Energy Access to Reduce Inequality (ACCESS) project is to support the poor and most vulnerable communities to have equitable and sustainable access to basic services for improving their livelihoods. The ACCESS project will be implemented in 2020-2023 in 23 villages in four provinces in Indonesia (East Nusa Tenggara, West Sulawesi, South-East Sulawesi and Central Kalimantan provinces) and 25 villages in three municipalities of Timor-Leste (Municipality of Dili (Atauro), Bobonaro and Manatuto). The ACCESS project is funded from the grant of USD 18,028,509 from the Korea International Cooperation Agency (KOICA) Indonesia, from which Indonesia’s allocation is USD 15,028,509 and USD 3 million for Timor-Leste.

To achieve the objective, ACCESS will implement activities that will produce following outputs in Indonesia and Timor-Leste:

Output 1: **Renewable-based power plants built providing sustainable access to electricity for remote villagers in Indonesia with institutional and local capacity in place.**

- Activity 1.1 Renewable-based energy infrastructures construction that providing access to electricity for households in targeted villages in Indonesia that can be monitored remotely.
- Activity 1.2 Local capacity building for operation and maintenance of the built energy infrastructures.
- Activity 1.3: Local institution establishment to enhance sustainability and scaled-up use of built energy infrastructures.
- Activities 1.4: Results dissemination and planning for scaling up

Output 2: **Under SSTC between Indonesia and Timor-Leste, solar PV water pumps and Highly Efficient Solar Lamp System (LTSHE) are installed in remote villages in Timor-Leste, providing sustainable access to clean water and lighting.**

UNDP Indonesia is the implementation partner of KOICA for the ACCESS project. Under overall project management oversight by UNDP Indonesia, the UNDP Timor-Leste is responsible for producing Output 2 under South-South Triangular Cooperation (SSTC) activities with Indonesia in form of introduction of clean energy technology and issuance of technical certifications for local operators. For the project implementation, ACCESS project will be supported by the Project Management Unit (PMU) in Indonesia and Timor-Leste. The Ministry of Energy and Mineral Resources (MEMR) and KOICA Indonesia are the counterparts in Indonesia, while the Ministry of State Administration (MSA) and KOICA Timor-Leste are the counterparts in Timor-Leste. These counterparts are the project board members expected to steer and provide strategic direction to the PMU.

At the end of the project, with minimum 30% of women as direct beneficiaries and in compliance with social-environmental safeguards, ACCESS is expected to result in access to electricity to at least 20,000 people in Indonesia and Timor-Leste, and access to water to 3,500 people in Timor-Leste from the total installation of about 1.2 Mega Watt decentralized solar-PV power plants, improve the technical capacity of 80 local people and enhance the sustainability of built clean energy infrastructure at the village level by establishment of local energy service institutions.

Project Management Unit (PMU) was established to ensure that the project produces the results agreed to the required standards of quality and within the specified time and cost. The Ministry of Energy and Mineral Resources and KOICA Indonesia are the counterparts in Indonesia. These counterparts are the project board members expected to steer and provide strategic direction to
the PMU. A Gender Specialist is needed to develop a gender analysis and action plan. He/She will report to the UNDP-ACCESS project manager and work in close collaboration with the UNDP-ACCESS project technical officer, UNDP gender focal points, and the expert from the Ministry of Energy and Mineral Resources (MEMR).

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

An experienced gender specialist is sought to:

a. Undertake a comprehensive gender and social analysis that will potentially be affected by rural electrification intervention by taking into-account the project context background and targets; It includes the identification of gender problems, stakeholder analysis, and target beneficiaries’ challenges and opportunity mapping, relevant social risk and mitigation.

b. Develop a gender and social inclusion action plan and targets that are able to support project to meet the gender -transformative standards. The action plan should include detail activities with tangible timeline, indicator measurements, and estimation on required resources.

c. Provide input to project M&E framework and approach, by designing the gender result tracking against defined objectives.

d. Train ACCESS project team members and partners on gender mainstreaming in relevant area of intervention, which include consideration to the UNDP Gender Policy and Standards.

e. Provide advices and coaching to ACCESS project team and project partners on strategy to implement the developed gender action plan document.

f. Support ACCESS project team members to conduct initial gender meeting with implementing partners and other key stakeholders, if any, as the bridge to start project conducting their gender activities.

The scope of work will include a desk review of the project documentation, UNDP policy and standards on Gender Equality and Social Inclusion, and other valid resources that relevant to ACCESS Project area of intervention. Consultant should design the integration of gender result monitoring and evaluation, that will be integrated to existing project M&E framework.

Consultant is also required to conduct consultation with ACCESS project team and project counterparts, to effectively integrate the gender and social inclusion components into project activities.

Consultant should support the dissemination of gender action plan that is developed, including to support the initial efforts in building awareness, capacity and belonging of project stakeholders to the Action Plan. Consultant should play advisory roles to ACESS project team together with its implementing partner, whenever is required.

Duty station

Home-based, with reliable internet access for attending virtual meetings/discussions.

Expected Outputs and deliverables

The payments will be made upon satisfactory submission of following deliverable:
The gender specialist will work directly with the project team, UNDP and other relevant stakeholders to complete the gender and social analysis and development of the action plan.

Output 1: Draft report of Gender and Social Analysis (in English) that consist of:

- Comprehensively identify and analyse the gender and social aspects that will potentially be affected by the rural electrification intervention; It includes the identification of gender problems/gender inequality, stakeholder analysis and target beneficiaries’ challenges and opportunity mapping (i.e. marginalization/exclusion of benefit from the project), relevant social risk and harmful practices, as well as the risks mitigation.
- The gender analysis should cover project context background, the project Result Framework/RRF and project’s targets/objectives, other project’s lesson learnt and good practices. It should also be able to accommodate the requirements from UNDP’s Gender policy/guidance for programming/project
- Drafting the gender and social inclusion action plan. It should be able to support project to meet the gender - transformative standards and to reduce/avoid the risk of gender inequality as well as social/economic exclusion. The action plan should include detail
<table>
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<tr>
<th>Output 2: Final report of Gender and Social Analysis (in English), which includes Recommendation and Action Plan;</th>
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<tbody>
<tr>
<td>• Final report of gender analysis is produced, with complete gender and social inclusion action plan and targets that can support project to meet the gender -transformative standards.</td>
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<td>• The action plan should include detail activities with tangible timeline, indicator measurements, estimation on required resources.</td>
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<td>• The Action Plan should be realistic and measurable to be applied in target villages in four Provinces, in the remaining implementation timeframe</td>
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<td>• Provide input to project M&amp;E framework and approach, by designing the gender result tracking against defined objectives and guidance of gender monitoring checklist that relevant with project. Conduct consultation and presentation meeting with ACCESS project team and relevant partners, whenever is required.</td>
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<td>15 days</td>
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<th>Output 3: Build capacity to implement Gender Action Plan;</th>
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<tr>
<td>• Provide online training to ACCESS project team members and partners on gender mainstreaming in relevant area of intervention, which include consideration to the UNDP Gender Policy and Standards.</td>
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<td>5 days</td>
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• Provide advices and coaching to ACCESS project team and project partners on strategy to implement the developed gender action plan document.
• Support ACCESS project team members to conduct initial gender meeting with implementing partners and other key stakeholders, if any, to bridge the kick-off implementation and to assist the dissemination of gender action plan.

III. WORKING ARRANGEMENTS

Institutional Arrangement
The Procurement Specialist will work from home-based basis in close collaboration with the UNDP - ACCESS Project Manager, Project Technical Officers, UNDP gender focal points and expert from other UN agencies and the Ministry of Energy and Mineral Resources (MEMR). The Gender Specialist will be directly responsible to, reporting to, seeking approval/acceptance of output from the ACCESS National Project Manager or Senior Advisor for Sustainable Energy.

Reports are due according to the above schedule.

Duration of the Work
30 working days within 3 months period (May - July 2021)

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:
Bachelor’s or Master degree in Social Science, Political Science, Engineering, Geography, Anthropology or another relevant field.

Years of experience & Requirements:
• At least 8 years of experience in gender analysis in energy sector/environmental / public sector initiatives, preferably with experience in Indonesia (Bachelor’s degree) OR
  At least 5 years of experience in gender analysis in energy sector/environmental / public sector initiatives, preferably with experience in Indonesia (Master’s degree)
• Experience in conducting feasibility studies / evaluations for national and international organizations, multilateral or bilateral donor funded environmental initiatives.
• Experience in conducting gender training to national/international organization, multilateral or bilateral donor funded environmental initiatives.
Competencies and special skills requirement:

- Knowledgeable about environmental issues, renewable energy, rural electrification, climate change impacts, and resilience building opportunities particular to Indonesia.
- Culturally sensitive, friendly, and effective communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks.
- Proactive in updating work progress and raising any challenges and proposing practical solutions when delays and/or change of plans occur.
- Able to build strong relationships with stakeholders, focuses on impact and result for the stakeholders and responds positively to feedback; consensus oriented.
- Fluently in Indonesian and English, both written and oral.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; 70%
* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation

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<tr>
<th>Criteria a: Qualification requirements as per TOR:</th>
<th>Weight</th>
<th>Maximum Point</th>
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<tbody>
<tr>
<td>1. Academic qualification</td>
<td>10</td>
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<tr>
<td>2. Years of relevant gender experience</td>
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<td>3. Experience in conducting feasibility studies / evaluations for national and international organizations, multilateral or bilateral donor funded environmental initiatives.</td>
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<td>4. Experience in conducting gender training to national/international organization, multilateral or bilateral donor funded environmental initiatives.</td>
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<td>5. Knowledge or experience working on project focusing on environmental, renewable energy, rural electrification, climate change impacts, and/or resilience building opportunities particular to Indonesia.</td>
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<td>Criteria b: Brief Description of Approach to Assignment:</td>
<td>30%</td>
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<tr>
<td>Adequacy and quality of proposed workplan</td>
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<tr>
<td>Technical approach</td>
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<td>methodology</td>
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