

Terms of reference



GENERAL INFORMATION

Title: Consultant for Gender and Public Finance (*National Consultant*)

Project Name: Sustainable Development Financing (SDF) Project

Reports to: Head of Innovative Financing Lab, UNDP

Duty Station: Home-Based

Expected Places of Travel: N/A

Duration of Assignment: 38 working days within 5 months (June- October 2021)

REQUIRED DOCUMENT FROM HIRING UNIT

<input checked="" type="checkbox"/>	TERMS OF REFERENCE
5	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

<input checked="" type="checkbox"/>	P11 or CV with three referees
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal
<input checked="" type="checkbox"/>	Completed technical proposal

Need for presence of IC consultant in office:

☒partial as the international consultant is based overseas, the presence of the consultant will not be possible due to the COVID-19 situation. Thus, any consultation will be done through online

☐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:

n/a

I. BACKGROUND

The Government of Indonesia (GoI) has committed to address climate change including risks and vulnerabilities that could have implications to the national development agendas. Up to now, GoI has enacted several climate change policies, i.e RAN-GRK, RAN-API, and NDC. To finance the climate change actions, the government has to ensure that it not only has adequate funding but also to track and monitor the results of the programmes it implements. In addition to addressing the direct challenge of climate change, the GoI also needs to overcome the differential impact of climate change on gender. In Indonesia and other developing countries, many women work in the informal sector who depend on agricultural and plantation products. The changing climate increased the risk of natural disasters such as floods, heat waves and long droughts, which will be a high risk for women because they will lose their livelihoods.

During the two RPJMN periods, climate change and gender mainstreaming (PUG) have been defined as cross-sectoral development strategies. It is hoped that the implementation of PUG integration into the government planning and budgeting cycle can encourage the allocation of development resources to be more effective, accountable and fair in providing benefits to all Indonesian citizens, both men and women.

As an effort to improve accountability and track the budget allocations, the budget tagging system is needed. Several thematic budget tagging themes are gender-responsive budget (ARG) with code (003), climate mitigation budget (004) and climate adaptation (007).

However, there are still various challenges in the implementation of combined-theme budget tagging, particularly in carrying out a gender analysis pathway (GAP) on climate change outputs as the basis for combined-theme budget tagging. To support the implementation of combined-theme budget tagging (gender and climate change), then the development of guidance is needed. In this regard, SDF Project has supported the Ministry of Finance and Ministry of Women Empowerment and Child Protection to develop technical guidance for gender-responsive climate budget tagging.

To ensure the implementation, the consultant will be responsible to pilot the draft **Technical Guidance for Gender-Responsive Climate Budget Tagging** to two Ministries/Institutions. He/She will work together and under the supervision of the Technical Advisor for Development Finance, UNDP and Technical Associate for Public Climate Finance, Sustainable Development Finance (SDF) Project, UNDP Indonesia.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

The objective of the assignment is for the consultant to conduct the trial of the technical guidance for gender responsive budgeting including facilitating the training to selected ministries on the topic of gender mainstreaming and climate finance.

Scope of the assignment:

In consultation with the SDF team and the Ministry of Finance as well as the Ministry of Women Empowerment and Child Protection, the Consultant is expected to:

1. Pre-trial phase
 - Prepare the detailed work plan and timeline for trial phase and technical assistance, as well as the update and revise the work plan based on comments and inputs from key stakeholders (such as MoF, MoWECP, Bappenas) and UNDP.
 - Assessment and scoring to select priority ministries/institutions for piloting.
 - Facilitate the training on developing GAP and GBS for selected ministries/institutions.
2. Trial of the Technical Guidance
 - Assist two selected pilot ministries by using the technical guidance, to exercise using GAP and GBS for climate-related outputs.
 - Produce a report after assisting the pilot ministries.
3. Dissemination of the Technical Guidance
 - Finalize the technical guidance after receiving multiple feedbacks from Ministries.
 - Disseminate the final technical guidance.

Expected Outputs and deliverables:

Deliverables/ Outputs	Number of Working Days	Due Date	Payment Schedule
Deliverable 1: <ul style="list-style-type: none"> • Detailed work plan and timeline for the accomplishment of the trial phase of the technical guidance 	5 Wds	25 June 2021	
Deliverable 2: <ul style="list-style-type: none"> • Report on scoring Result of Piloting ministries • Provide a result of training on development of GAP and GBS in selected ministries/ institutions 	10 Wds	9 July 2021	
Deliverable 3: <ul style="list-style-type: none"> • Report of training activities in selected pilot ministries, including the result, challenges, as well as recordings of the trainings • Provide draft of technical guidance that has been consulted with the Ministries/Institutions 	15 Wds	30 Aug 2021	
Deliverable 4: Final technical guidance for gender-responsive climate budget tagging.	8 Wds	15 Sept 2021	

III. WORKING ARRANGEMENTS

Institutional Arrangement

- The consultant will be closely supervised and in coordination with the Innovative Financing Lab of UNDP through the Sustainable Development Financing (SDF) Project, as well as the Ministry of Finance and the Ministry of Women Empowerment and Child Protection.
- The consultant's draft reports will be reviewed by UNDP and Ministry of Finance and Ministry of Women Empowerment and Child Protection.
- The consultant will report to the Head of Innovative Financing Lab of UNDP.
- The payment will be made to the consultant at each payment schedule, upon technical clearance and approval of the satisfactory submission of results from the Head of Innovative Financing Lab of UNDP. The estimated lead time for UNDP or Project Implementing Partners to review outputs, give comments, certify approval/acceptance of outputs is 2 weeks.

Duration of the Work

The consultant is expected to work 38 working days within 5 months. Final report expects full completion not later than 30 October 2021.

Duty Station

The consultant is expected to work home-based.

Travel Plan

There will not be any travelling required for this project.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- At least a master's degree or equivalent in the field of master's degree in Gender Studies, Social Science, Economics, Finance, Development Studies, Environment, and related fields

Years of experience:

- 8 years of working experience on gender equality analysis and the advancement of women, in particular translating technical data/information/analysis into clear and comprehensive policy recommendations that support government agencies.
- Substantive experience in country/regional level work, in close collaboration with central government agencies – e.g., Ministries of Finance and Ministry of Women Empowerment and Child Protection, line ministries, as well as local governments in Indonesia, including leading consultations with senior government officials and facilitate discussions among a wide group of stakeholders will be an advantage.
- Substantive working experience and well understanding on climate change, climate finance and gender-related issues in Indonesia demonstrated through at least 2 prior projects.
- Experience on researching, reporting, writing and editing manuscripts of UN and other international development partners is preferable.

Competencies and special skills requirement:

- Demonstrated knowledge and experience in developing a research on the topic of Gender, Climate Change and Public Finance/Policy will be an advantage.
- A good knowledge and experience of multi-criteria assessments, stakeholder engagement and consultation; analytical skills to assess institutional capacity and to design/ review practical arrangements for implementing complex projects.
- Excellent report writing and drafting skills along with a grasp of Gender and Climate Finance operations in the context of Indonesia, as demonstrated by previous research/analytical reports/policy notes on relevant topics.
- Able to work independently with little or no supervision.

V. EVALUATION METHOD AND CRITERIA

Individual consultant 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:

- 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 weight; 70%

* Financial Criteria weight; 30%

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

Criteria	Weight	Maximum Point
<u>Technical</u>		100
Criteria A: qualification requirements as per TOR:	(70%)	70
1. At least a master's degree or equivalent in the field of master's degree in Gender Studies, Social Science, Economics, Finance, Development Studies, Environment, and related fields	20	
2. 8 years of working experience on gender equality analysis, the advancement of women and gender responsive climate change, in particular, translating technical data/ information/ analysis into clear and comprehensive policy recommendations that support government agencies.	15	
3. Substantive experience in country/ regional level work, in close collaboration with central government agencies – e.g., Ministries of Finance and Ministry of Women Empowerment and Child Protection, as well as local governments in Indonesia, including leading consultations with senior government officials and facilitate discussions among a wide group of stakeholders will be an advantage;	10	
4. Substantive working experience and well understanding on climate change, climate finance and gender-related issues in Indonesia demonstrated through at least 2 prior projects.	15	

5. Experience in researching, reporting, writing and editing manuscripts of UN and other international development partners is preferable.	10	
Criteria B: Quality of Proposal	(30%)	30
1. Understanding the scope of work and objectives of the assignment	10	
2. Approach and methodology proposed - comprehensiveness & fitness against requirements	10	
3. Quality of proposed implementation plan, i.e., report outline, how the bidder will undertake each task, and time-schedules	10	