

## **TERMS OF REFERENCE**

### **The Gender & Nationally Determined Contributions (NDCs) Training Clinics and Best Practice Tool Kit for the Caribbean region and Technical Paper on Gender-responsive climate actions in SIDS**

#### **GENERAL INFORMATION**

<b>Services/Work Description:</b>	Capacity Building Support for the Gender and Nationally Determined Contribution(s) Training Clinics and the development of a Best Practice Tool Kit for Caribbean Countries in Gender Mainstreaming across NDC processes, policies, and programming and the development of a Technical Paper on gender responsive climate actions in Small Island Developing States (SIDS)
<b>Project/Programme Title:</b>	Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER)
<b>Procurement title:</b>	The Gender & Nationally Determined Contribution (NDC) Training Clinics and Best Practice Tool Kit for the Caribbean Region and Technical Paper on Gender-responsive climate actions in SIDS
<b>Duty Station:</b>	Barbados
<b>Duration:</b>	50 days within 4 months
<b>Expected Start Date:</b>	June 2021

#### **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 July 2021.

The UNDP in supporting countries in their efforts to advance the NDCs process and/or implementation developed the Climate Promise Programme. The aim of the Climate Promise Programme is to provide

countries with the necessary support to drive NDC implementation, through the leveraging of existing funds within the UNDP's existing climate portfolio, or by working in close collaboration with other UN system partners or by strategically augmenting other relevant ongoing activities, as appropriate under the UNDP Framework. The 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>

The EnGenDER project, is already doing just that, through its support for the implementation of activities under the Climate Promise Work Programmes of the Commonwealth of Dominica and Saint Vincent and the Grenadines in the successful advancement of the following activities:

***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" and***

***Activity 4.2: "design gender responsive dialogues with private sector to scope investment opportunities that can help identify more ambitious actions for enhanced NDCs" respectively.***

Although EnGenDER is providing direct funding support to two (2) of the four (4) Climate Promise countries directly in the implementation of specific activities which are meant to lead to the development of a NDC Gender Mainstreaming Roadmap for both countries and a gender-responsive NDC Private Sector Scoping Study for Saint Vincent and the Grenadines. Inherent commonalities exist among the four (4) beneficiary countries of the Climate Promise Programme, which are also seen across the wider network of the nine (9) EnGenDER participatory countries and the Caribbean Community (CARICOM) at large. Principal among these is the need for gender mainstreaming capacity building support in the integration of gender into climate change policies and actions.

The nine (9) beneficiary EnGenDER countries are part of a larger grouping of fifteen (15) member countries known as the Caribbean Community and part of even larger network of countries recognized for their distinct social, economic and environmental vulnerabilities known as Small Island Developing States (SIDS). The environmental and climate vulnerabilities faced by many of these countries are common across the African, Caribbean, and Pacific countries. These similarities provide opportunities for the sharing of best practices, the building of and transfer of knowledge and enhance South-South co-operation among small island developing countries. Regional projects like EnGenDER provide a platform for such support to be facilitated

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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.

and when leveraged against other global programs like that of Climate Promise NDC Support Programme as its impact becomes more expansive.

Through the funding support provided by Global Affairs Canada and the UK Government, the EnGenDER project, 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 the (9) Caribbean countries. The EnGenDER project therefore provides the perfect nexus, for the advancement of the aforementioned project activities in-addition to the strengthening of capacity building support to technical practitioners in the mainstreaming of gender into climate change policies and actions.

One of the immediate outcomes of the EnGenDER project is the “improved national capacity for gender-responsive climate change adaptation and mitigation planning and implementation among state and non-state actors across key target countries.”<sup>2</sup> The training of technical and senior level personnel on sector-level gender equality mainstreaming is being led by UN Women as one of the main implementing partners under the EnGenDER project. The need for capacity building support among technical practitioners in the integration of gender within the NDC processes, policies and programming is also intrinsically linked to this immediate outcome. This is because support for this initiative will ensure that the project meets its key Output Indicator: 1111, of **“the number of targeted gender equality mainstreaming training workshops being completed for technical and senior level Government personnel and non-governmental organizations.”**<sup>3</sup> Even though the activity will not support directly the number of sector level NAP and NAMA produced with explicit gender-equality. The alignment and harmonization of countries NDCs with other relevant regional and global processes is critical to promoting policy coherence as well as a whole-of-government approach. Not to mention it will support the strengthening of the core technical competencies **“among state and non-state actors responsible for gender responsive climate change adaptation and mitigation planning and implementation”**<sup>4</sup> across the nine (9) participating EnGenDER countries.

### **1.1 The UNDP Regional Centre for Latin America and the Climate Strategies and Policy Team and the role of EnGenDER**

The gender team of the UNDP Regional Centre for Latin America and the Climate Strategies and Policy Team (including the NDC Support Programme and the Climate Promise) undertook in November 2020 an analysis of the Latin American countries climate change policy and planning instruments, specifically those related to the countries NDC implementation efforts, as part of the NDC review process for these countries. The objective of that analysis was to identify good practices and lessons learnt that will contribute to a better

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<sup>2</sup> UNDP. *Multi-Country Project Document*. Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean Project. Bridgetown: Barbados; 15.

<sup>3</sup> UNDP. *Multi-Country Project Document*. Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean Project. Bridgetown: Barbados; 31.

<sup>4</sup> UNDP. *Multi-Country Project Document*. Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean Project. Bridgetown: Barbados; 56.

articulation and synergy between the different processes, to ensure that gender is mainstreamed systematically in the climate change policies and actions of the Latin American countries.

This policy analysis led to the coordination of capacity building training clinics which were specifically designed to support the mainstreaming of gender into these countries NDC processes, policies and programming through the practical sharing of information and demonstration of best practices utilized by specific Latin America countries that had successfully and systemically done so. The result was the facilitation of a series of gender mainstreaming capacity building training clinics for the Latin American countries that were highly successful. This is because, the training clinic approach allowed for the use of practical and country specific examples, to demonstrate how gender dimensions could be effectively integrated across a country's NDC process, policies, and programming and by extension its climate change actions.

In recognizing the success of this intervention, a collaborative partnership between the EnGenDER project, the Gender Team of the Regional Centre for Latin America and the Caribbean and the Climate Strategies and Policy Team was established. Under this collaborative approach, series of virtual capacity building training clinics have been planned specifically for the nine (9) EnGenDER beneficiary countries as well as the wider network of countries across the Caribbean region, with special emphasis being placed on the inclusion of other SIDS as well.

The completion of these virtual training clinics will be supported further by the development of a Best Practice Tool Kit for Caribbean countries on the mainstreaming of gender within a country's NDC and climate change actions. The tool kit is expected to provide additional value by supplementing the capacity building support received by the Caribbean countries in the facilitation of the virtual training clinic series. **Added to this, and based on the information compiled in the Best Practice Tool Kit a technical paper on the "examples of gender responsive climate actions in Small Island Developing States (SIDS)" will be prepared to highlight the successful practices of SIDS in integrating gender into their climate change policies and actions specifically that of their NDCs. The technical paper will draw upon for example: gender specific baseline data collection; gender disaggregated indicators; activity design; project implementation; decision-making; policy mainstreaming and governance structures to facilitate gender integration.**

The Gender and NDC Training Clinic Series for Caribbean countries have therefore been planned to share good practices and offer specific recommendations on how countries can identify and address gender considerations in various sectors or processes that are relevant to the climate agenda. The objective of these sessions is to strengthen the capacities of state and non-state actors to systematically mainstream gender in climate change policies and actions, especially during the NDC review process that will be carried out between 2020 and 2021, and as part of the multidimensional COVID-19 recovery response to increase ambitious climate action, which includes more ambitious gender-responsive approaches, to face the climate crisis.

### **1.2 OBJECTIVES**

The overall objective of this assignment is three-fold, the first being to conduct a series of Gender and NDC Training Clinics for the beneficiary countries of the EnGenDER project and the wider Caribbean region with a limited focus to include other small island developing states. Secondly, to develop a Best Practice Tool Kit, which provides a practical implementation guide on the strategies, tools and techniques and specific interventions which should be utilized by Caribbean countries in integrating gender into their NDCs and climate change actions and lastly, in the preparation of a technical paper on gender-responsive climate change actions within SIDS. .

Therefore, the specific objectives of the Gender and NDC Training Clinics are as follows:

- i. To strengthen the technical capacities of key state and non-state actors across the EnGenDER beneficiary countries, and by extension the Caribbean region to systematically mainstream gender in a country's climate change policies and actions and more specifically its NDCs.
- ii. To identify specific best practices across the EnGenDER participating countries and in the wider Caribbean region which support gender responsive NDC implementation and climate change policies.
- iii. To highlight important lessons learnt and challenges in the integration of gender into climate change policy specific to the Caribbean region and
- iv. To promote South-South cooperation on gender and climate change across the EnGenDER beneficiary countries and by extension the Caribbean region.

Whereas, the specific objectives of the Best Practice Tool Kit Guide are as follows:

- i. To provide support to national governments across the Caribbean region in the process of mainstreaming gender into their NDC processes, policies and programming and wider climate change policies.
- ii. To provide national governments across Caribbean region as well as non-state actors with the information, tools and techniques and methodologies most appropriate for systematically integrating gender into a country's NDC processes, policies, and programming.
- iii. To provide further guidance to national governments seeking to align their commitments and actions with the NDCs.

Finally, the specific objectives of the Technical Paper on Gender-responsive Climate Change Actions across SIDS are as follows:

- i. To provide technical support to the Governments of SIDS through the AOSIS Chair in the preparation of a high-level policy paper which highlights gender-responsive climate change actions across Small Island Developing States with a specific focus on the African, Caribbean and Pacific regions.

- ii. To support data collection and information gathering efforts on Small Island Developing States in the areas of gender-responsive climate change actions.
- iii. To provide high-level policy guidance to the Governments of SIDS to support the potential unlocking of new funding/financing modalities and in the identification of new programmatic areas of technical support in the facilitation gender-responsive climate change actions.

## **2 SCOPE OF THE WORK**

### **2.1 Gender Training & Capacity Building Support in the conduct of the Gender and NDC Training Clinics and the design of NDC Gender Mainstreaming Tool Kit for the Caribbean Countries**

The scope of this assignment is to provide training and capacity support to the beneficiary governments of the EnGenDER countries as well as the wider network of countries within the Caribbean Community (CARICOM) as well as within the specific SIDS region. The training and capacity building support being provided under this consultancy will mainly target the climate change and disaster recovery coordinating agencies as well the gender machineries. The aim of which is to enhance the technical capacity of key actors and decision makers across the climate change and disaster recovery bodies to better integrate gender dimensions within their country's sustainable development and climate change actions.

In this regard, the training and capacity building support being provided will be carried out in three (3) main project phases:

- i. **Phase One:** The Conduct of the Gender and NDC Training Clinic Series and
- ii. **Phase Two:** The Development of the Gender Mainstreaming NDC Best Practice Tool Kit for Caribbean Countries
- iii. **Phase Three:** The Preparation of a Technical paper on gender-responsive climate change actions in SIDS<sup>5</sup>

### **2.2 Phase One- The Conduct of the Gender and NDC Training Clinic Series**

The overarching objective of the gender and NDC training clinic series is to strengthen the capacity of the countries in the Caribbean region to design and implement gender responsive climate policies and strategies. This objective is directly linked to and supports the fulfilment of the project's **immediate outcome indicator 1110**, through the support provided a series of virtual capacity building training clinics will be hosted which target technical and senior personnel and NGOs.

In fulfilment of the above, the Consultant will be directly responsible for the implementation of the following actions:

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<sup>5</sup> Important to note that the preparation of the Technical Assistance (TA) Paper on Gender-responsive Climate Change Actions in SIDS is time sensitive deliverable given that it must be finalized and approved in time for the COP 26 Conference. It is therefore expected that the TA paper will be finalized and approved one month prior to the COP 26 i.e. by September 2021.

- i. Develop with the support of the UNDP RBLAC and EnGenDER Project Team the Gender and NDC Training Clinic Series Methodology and Outline.
- ii. Develop with the support of the UNDP RBLAC and EnGenDER Project Team the relevant course content (inclusive of power point presentations, guidance notes, workshop templates, case study examples and assimilation exercises) to support the execution of the Gender and NDC virtual Training Clinics Series.
- iii. Facilitate the conduct of four (4) virtual training clinics with the aim of enhancing the technical capacities senior and technical level personnel and NGOs in effective gender mainstreaming within climate change policy planning, programming, and implementation.
- iv. Develop a Competency Assessment Framework to support the pre and post evaluation of the competency levels of the key target groups participating in the training clinic series.
- v. Conduct a pre and post evaluation of the key target groups participating in the training clinic series to assess on the first part the immediate competencies levels of senior and technical level government personnel and NGOs in gender responsive climate change planning and implementation and later to assess how these competencies were enhanced through the training provided.
- vi. Produce a final workshop report and result card which summarizes the lessons learnt, best practices, challenges as well as country specific case study examples to be used in the development of the Gender Mainstreaming NDC Best Practice Tool Kit for the Caribbean region.

### **2.3 Phase Two- The Development of the Gender Mainstreaming NDC Best Practice Tool Kit for Caribbean Countries**

Following completion of the training clinics, the second phase of the consultancy will focus on the design and development of the Gender Mainstreaming NDC Best Practice Tool Kit for the Caribbean Region. A core part of the Climate Promise and NDC Support Programme is its emphasis on strengthening the institutional and technical capacities of key agencies and actors in support of NDC implementation. This core part of the Climate Promise and NDC Support Programme is also intrinsically linked to the EnGenDER project's intermediate outcome indicator 1100, **“enhanced practices of relevant actors for the sustainable implementation of gender responsive climate change action.”**<sup>6</sup> The development of the Tool Kit is therefore expected to provide long-term support through the development of a guidance document which systematically supports climate change coordinating bodies, across the Caribbean region, in mainstreaming gender into their current and future NDC commitments and climate change actions.

In view of the foregoing, the Consultant will be responsible for undertaking the following activities in support of the above:

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<sup>6</sup> UNDP. *Multi-Country Project Document*. Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean Project. Bridgetown: Barbados; 31.

- i. Undertake a desk review of the existing research and reports produce on gender mainstreaming into climate change actions, specifically NDC policies, programming, and planning to inform the development of the Best Practice Tool Kit document for the Caribbean region.
- ii. Conduct stakeholder consultations with select country representatives across the target EnGenDER countries<sup>7</sup> to strengthen the training clinic report findings which highlights the shared experiences, best practices, lessons learnt, and challenges encountered as part of the case study examples in the development of the Best Practice Tool Kit document to provide country specific information from across the Caribbean region.
- iii. Develop the Gender Mainstreaming NDC Best Practice Tool Kit for the Caribbean Region considering in its development the entry points in integrating gender considerations in climate policies and processes, examples of countries in the region that have successfully promoted gender equality in various policy instruments, implementation strategies, or processes related to the climate agenda (particularly the NDC), gender responsive monitoring and evaluation (inclusive of the setting of gender responsive indicators), climate financing and or gender-responsive budgeting and enhancing capacity building efforts as a means of strengthening institutional and technical competencies.
- iv. Host a virtual validation workshop with the support of the UNDP RBLAC, Climate Promise and EnGenDER project teams to approve the presentation of the report findings and recommendations outlined in the Tool Kit.

### **2.4 Phase 3: Development of the Technical Paper on Gender-responsive Climate Change Actions in Small Island Developing States**

The overarching objective of the technical paper is to provide technical support to the Governments of SIDS through the AOSIS Chair in the preparation of a high-level policy paper which highlights gender-responsive climate change actions across small island developing states with a specific focus on the Caribbean region.

In view of the foregoing, the consultant will be expected to:

- i. Develop a Technical paper, as part of the support documentation, on gender-responsive climate actions in SIDS with a specific focus on the Caribbean region highlighting the work undertaken by the EnGenDER project and the accomplishments achieved by the EnGenDER participating countries in integrating and mainstreaming gender into the climate change policies and actions. The paper should identify 'successful' practices in SIDS focusing on the African, Caribbean and Pacific regions. To this end, the technical paper will include reference to, **but is not limited** to the following: gender-specific baseline data collection; gender disaggregated indicators; gender-responsive policy mainstreaming and implementation efforts, effective gender based decision-making (inclusive of institutional and coordination mechanisms). Special considerations on the role of gender in enhanced NDCs, or

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<sup>7</sup> The target EnGenDER countries refer to the four (4) EnGenDER countries which will participate in the Gender and NDC Training Clinics, as co-facilitators in the case study analysis of the integration of gender into their respective country's climate change actions.

examples of SIDS with gender responsive actions already in their NDCs, will help to support and inform the analysis.

### **3 KEY PROJECT MILESTONES**

The specific project milestones under this consultancy are as follows:

<b>Output</b>	<b>Milestones</b>
1	Inception Report <sup>8</sup> (submitted in pdf and power point format)
2	Project Kick-off Meeting (to be organized by the project team)
3	Gender and NDC Training Series- Methodological Outline and Course Content
4	Gender and NDC Competency Assessment Framework (to be included as part of the Methodological Outline and Course Content but not separately given its importance)
5	Draft Gender Mainstreaming NDC Best Practice Tool Kit for the Caribbean
6	Technical Paper on Gender-responsive climate actions in SIDS with a specific focus on the Caribbean region. <sup>9</sup>
7	Validation Session for the Draft Gender Mainstreaming NDC Best Practice Tool Kit for the Caribbean
8	Final Approved Gender Mainstreaming NDC Best Practice Tool Kit for the Caribbean

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<sup>8</sup> The submission of the Inception Report will be done in pdf and power point format. The power point submission is to support the presentation of the Inception Report mainly outlining the approach and methodology at the Project Kick of Meeting.

<sup>9</sup> Please pay special attention to the time sensitive nature of this deliverable which must be finalized and approved **NO LATER than one month prior** to the COP26 Conference.

### **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 and NDC Training Clinic Series- Methodological Outline and Course Content**

The second major project deliverable is that of the Gender and NDC Training Clinics Series Methodological Outline and Course Content. The methodological outline and course content should include the methodological approach which will be utilized in the execution of the virtual training clinic series detailing the training clinic series overall structure, its goals and objectives along with the main expected outputs and anticipated outcomes to be achieved. A proposed working agenda for each training clinic should also be outlined and captured in detail as part of this deliverable requirements. The submission of the course content to be used as part of the training methodological outline should also be included in the deliverable submission. This will be developed with the support of the UNDP RBLAC, Climate Strategies and Policy Team and EnGenDER project teams. In this regard the consultant will be expected to produce a support draft power presentation outline for use in the virtual NDC and Gender training clinic series. The power point presentation will inform countries presenting in the clinics how to capture their experiences highlighting practical examples of how gender was and is being appropriately integrated into climate change policies and actions with specific focus on NDCs. In strengthening the power presentation, a focus on case study examples and practical exercises and assimilations will be included. The consultant will therefore need to include within the course content a detail outline of these practical exercises, assimilations and case studies which will be used in the training and capacity building of senior and technical level government personnel and NGOs; and as part of the support documentation for use by the participants.

#### **4.3 Gender and NDC Competency Assessment Framework**

Included as part of the Methodological Outline and Course Content but captured as a separate deliverable because of its importance in the pre and post evaluation of the clinic participants. The consultant will be expected to develop a Competency Assessment Framework as part of the main outputs to be produced under this consultancy. The framework will focus predominantly on gender and climate change policies specifically that of the NDCs and will seek to assess the pre and post competencies levels of the clinic participants. To determine whether the training provided did indeed enhance the capacity of senior and technical level

government personnel and NGOs practitioners following the completion of the training clinics. The competency assessment will therefore be conducted twice at the pre-clinic stage, to determine the competencies levels of the key actors on gender and climate change actions and policies with specific focus and emphasis on NDCs as well as gender mainstreaming into climate change policies, planning and programming prior to the start of the training clinic series. While, the second assessment will be conducted after completion of the virtual training clinics (either at the end of each clinic or at the end of the series) to evaluate the increased capacity of the clinic participants from the training provided.

#### **4.4 Gender Mainstreaming NDC Best Practice Tool Kit for the Caribbean Region**

The Gender Mainstreaming NDC Best Practice Tool Kit for the Caribbean Region will be prepared using the information and data gathered during phase one of this assignment. This includes the information and data gathered from the desk research conducted, as well as from the select stakeholder consultations, that were facilitated, as a means of strengthening the information captured in the training report produced at the end of the training clinic series. In this regard, the tool kit will act as guidance document outlining information pertaining to the specific entry points for mainstreaming gender into climate change policies and processes (with specific emphasis on NDCs), enhancing policy and institutional coordination efforts as a means of facilitating gender mainstreaming, gender responsive monitoring and evaluation (inclusive of the setting of gender responsive indicators), climate financing and/or gender-responsive budgeting and enhancing capacity building efforts as a means of strengthening institutional and technical competencies. Another important component of the tool kit document is its focus on the Caribbean region and the use of country specific case studies examples to enhance the development of the guidance document. The consultant will be expected to draw on and utilize the case studies examples presented within the training clinic series as part of reference tools and/or supporting documentation used in providing practical country specific examples and in strengthening the content specificity of the Tool Kit document to appropriately fit the needs of the Caribbean region.

#### **4.5 Technical Paper on Gender- Responsive Climate Change Actions in Small Island Developing States (SIDS)**

The final output to be developed under this consultancy is the preparation of a technical paper on gender responsive climate change actions in Small Island Developing States with special focus on the African, Caribbean and Pacific SIDS regions as a case study example. The technical paper is being prepared as a broad “stocktake” document that will inform AOSIS overall position paper and thereafter COP messaging and negotiating position as it relates to Gender-responsive climate change action. The technical paper should be completed and approved no later than one month prior to the COP 26 Conference (i.e. September 2021). The paper will therefore be produced under the guidance of the UNDP RBLAC, Climate Strategies and Policy Team and EnGenDER project team and will leverage the information gathered from the training clinic series

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to help inform the preparation of the technical assistance paper. The EnGenDER project as well as the case study examples provided by the participating EnGenDER countries along with the case study examples from the other SIDS will be utilized and incorporated in the preparation of the technical paper. Overall the technical paper will provide an outline of the work undertaken across Small Island Developing States in integrating gender into their climate change actions highlighting the important milestone and key gender policies decisions of SIDS in their development agenda, important lessons, learnt, barriers and challenges encountered integrating gender into climate change actions while discussing the emerging opportunities and importance for gender inclusion within the current post COVID -19 recovery sustainable development agenda.

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

<b>Deliverables</b>	<b>Number of w/days</b>	<b>% Payment</b>
<b>1. Inception Report<sup>10</sup></b> <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 signing the contract	10%
<b>2. Gender &amp; NDC Training Clinic Series-Methodological Outline &amp; Course Content</b> <ul style="list-style-type: none"> <li>a. Background</li> <li>b. Goals and Objectives</li> <li>c. Training Clinic Methodological Approach</li> <li>d. Summary of Course Content</li> <li>e. Training Tools (Practical Assimilations/ Exercise/ Case Study Examples)</li> <li>f. Competency Assessment Framework and Guide</li> </ul>	10 working days after submission of deliverable 1	20%
<b>3. Competency Assessment Framework</b> <ul style="list-style-type: none"> <li>a. Pre- Assessment Competency Survey</li> <li>b. Post-Assessment Competency Survey</li> </ul>	10 working days after submission of deliverable 1	0%
<b>4. Conduct of the Gender &amp; NDC Training Virtual Training Clinic Series</b> <ul style="list-style-type: none"> <li>a. Conduct of Four (4) Virtual Training Clinics</li> <li>b. Preparation and Submission of the Training Clinic Series Report</li> </ul>	10 working days after submission of deliverable 2	20% <sup>11</sup>

<sup>10</sup> The submission of the Inception Report will be done in pdf and power point format. The power point submission is to support the presentation of the Inception Report mainly outlining the approach and methodology at the Project Kick of Meeting.

<sup>11</sup> Payment of this deliverable will be received upon completion of the four (4) virtual training clinic and submission of the final training clinic workshop report.

<p><b>5. Gender Mainstreaming NDC Best Practice Tool Kit for the Caribbean Region</b></p> <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. Priority Actions and Entry Points</li> <li>f. Enhancing Policy and Institutional Coordination</li> <li>g. Gender-responsive monitoring and evaluation</li> <li>h. Climate Financing and gender-responsive budgeting</li> <li>i. Case Study Examples</li> <li>j. Recommendations</li> <li>k. Next Steps/ The Way Forward</li> <li>l. Conclusion</li> </ul>	<p>15 working days after completion of deliverable 4</p>	<p>20%<sup>12</sup></p>
<p><b>6. Technical Paper on Gender Responsive Climate Actions in SIDS.<sup>13</sup></b>  <b>(N.B. Draft Technical Paper to be completed by July 2021 and the Final Paper to be completed and approved by September 2021)</b></p>	<p>10 working days after submission of deliverable 5</p>	<p>30%<sup>14</sup></p>

**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.

<sup>12</sup> Payment of this deliverable will be made upon completion and approval of the final Gender Mainstreaming NDC Best Practice Tool Kit for the Caribbean Region by the UNDP and the Project Steering Committee

<sup>13</sup> The technical paper is being prepared under the guidance of the UNDP RBLAC, Climate Strategies and Policy Teams and EnGenDER Team on behalf of the AOSIS Chair; and is being prepared as a broad “stocktake” document that will inform AOSIS overall position paper and thereafter COP messaging and negotiating position. The final approved paper should be ready and complete by September 2021.

<sup>14</sup> Payment of this deliverable will be received upon completion and approval of the Technical Assistance Paper by the UNDP and the Project Steering Committee.

**6 DURATION AND FINANCIAL PROPOSAL**

The duration of the contract is for a period of 50 days in 4 months, from June to September 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. However, this is not factor under this assignment as travel is not anticipated in meeting the objectives outlined under the Scope of Works for this consultancy.*

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.

<b>Gender Specialist</b>	
Education	<ul style="list-style-type: none"> <li>▪ Postgraduate degree (MSc, MA, or higher) in development studies, gender studies, poverty reduction, international policy, sustainable development or social sciences.</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 with specific focus on NDCs.</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> </ul>

	<ul style="list-style-type: none"> <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 (120pts)
1.1	<b>Gender-Equality Specialist</b>		<b>120</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. -20 Points</p> <ul style="list-style-type: none"> <li>▪ Specific experience is highly desirable especially in gender mainstreaming and implementation in climate change action and policies and an additional 2 points will be granted per the specific experience up to a limit of 10 points.</li> </ul>		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. A minimum of 3 years of experience in executing capacity building activities at the policy level and supporting institutional coordination. – 10 Points</p> <ul style="list-style-type: none"> <li>▪ Additional experience is desirable and will be granted 5 points per additional experience up to a limit of 20 points in the aforementioned areas.</li> </ul>		30
	<p>Regional Experience: Previous project related work in any of the EnGenDER beneficiary countries or any other country in the Caribbean region or SIDS specific regions where similar project work has been undertaken is highly desirable.</p>		25

## United Nations Development Programme

	<b>Knowledge and Skills</b> Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work).		15
	Previous experience in the preparation of Gender based policy reports and studies based on work experience and field work.		20
<b>2. Proposed Methodology, Approach and Implementation Plan</b>		<b>Weight (40%)</b>	<b>Max. Points (130pts)</b>
2.1	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.  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.		Weak 15
			Satisfactory 25
			Good 35
			<b>Excellent 50</b>
2.2	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.		Weak 10
			Satisfactory 20
			Good 30
			<b>Excellent 40</b>
2.3	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.		Weak 10
			Satisfactory 20
			Good 30
			<b>Excellent 40</b>
<b>Final Score</b>		<b>70%</b>	

### **9 OTHER**

The independent contractor must submit their OFFEROR'S LETTER including CV, references and methodology together. The financial proposal should be submitted as per the guidance provided in the Procurement Notice and Annex IV. 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