



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Individual Consultant – Gender Expert-(Climate Change)

Country: Trinidad & Tobago

Description of the assignment: The United Nations Development Programme (UNDP), on behalf of the Government of the Republic of Trinidad and Tobago is seeking a suitable professional to work with the Ministry of Planning and Development and the Project Team, to enhance the mainstreaming of gender considerations into national policy processes in the context of addressing climate change in Trinidad and Tobago. The objective of the assignment is to establish guidelines for the incorporation of gender analyses in policy development processes inclusive of monitoring and evaluation activities in key climate change sectors; train planning and monitoring staff in ministries and agencies involved in climate change action, and key AFOLU and waste sectors organizations to conduct gender analyses and develop sector-specific gender and climate change toolkits to facilitate capacity building of staff and Gender Focal Points (GFPs) in key climate sectors

Project name: Climate Promise

Period of assignment/services: 4 months

Proposal should be submitted at the below mentioned email address no later than: **Friday 2nd July 2021 at 12pm AST** with the subject e-mail “**National Individual Consultant- Gender Expert (Climate Change)**”

Email address for submission:

procurement.tt@undp.org

Subject: National Individual Consultant-Gender Expert (Climate Change)

1. BACKGROUND

The project is being implemented by the Ministry of Planning and Development of Trinidad and Tobago in collaboration with the United Nations Development Programme (UNDP). The Climate Promise is UNDP's response to the challenge of climate change particularly the short window of time to take the urgent action necessary to limit average global temperature rise to a safer 1.5 °C. Tackling the climate crisis requires that all countries make bold pledges under the Paris Agreement to reduce emissions of the greenhouse gases (GHG) that cause global warming. The Climate Promise is UNDP's commitment to ensure that any country wishing to increase the ambition of their national climate pledge is able to do so.

Trinidad and Tobago is implementing the Climate Promise project with the intent to enhance its capacity in achieving its goal set out in the Nationally Determined Contribution (NDC) and by extension the National Climate Change Policy (NCCP). Trinidad and Tobago's NDC commits the country to a reduction in emissions from the power generation, transport and industry sectors by 15% relative to its Business as Usual (BAU) scenario by 2030 (conditional); and a GHG emission reduction target in the public transportation sector of 30% compared to 2013 levels by 2030 (unconditional).

The Climate Promise activities in Trinidad and Tobago will build upon the work undertaken nationally to enhance capacity for the preparation of greenhouse gas inventories, as well as facilitate a more gender responsive approach to NDC planning and implementation processes. The Climate Promise activities aim to take the work further in terms of capacity building as well as strengthening institutional frameworks to enhance national climate change strategies and outcomes. Specifically, the Climate Promise project in Trinidad and Tobago comprises the following activities-

1. Building capacity for GHG Inventorying in the Agriculture, Forestry and Other Land Uses (AFOLU) and Waste Sectors via GHG Data Collection and Management Training and
2. Mainstreaming gender considerations into national policy processes in the context of addressing climate change in Trinidad and Tobago.

For detailed information, please refer to Annex 1

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The National Consultant work with the Ministry of Planning and Development and the Project Team, **to complete the following Activities of the Climate Promise project in Trinidad and Tobago:**

- I. Establish guidelines for the incorporation of gender analyses in policy development processes inclusive of monitoring and evaluation activities in key climate change sectors;
- II. Train planning and monitoring staff in ministries and agencies involved in climate change action, and key AFOLU and waste sectors organizations to conduct gender analyses;
- III. Develop sector-specific gender and climate change toolkits to facilitate capacity building of staff and Gender Focal Points (GFPs) in key climate sectors.

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- A Master's degree or higher in Gender, Social Sciences or Sustainable Development, with at least five (5) years working experience.

Experience:

- Experience in conducting research and analysis, and ability to rapidly integrate information from various sources, on gender equality and at least one other related theme, including climate change mitigation and/or adaptation, NDC, environment and/or sustainable development.
- Experience in designing and implementing gender mainstreaming sensitization and capacity building programmes.
- Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations.

Competencies:

- Proven ability to undertake gender analyses, design relevant criteria and develop gender strategies.
- Strong understanding of the links between climate change/environment and gender issues.
- Good knowledge of the power generation, transport and industry sectors and other related issues would be desirable.
- Good organizational skills, especially for facilitating stakeholder consultations, training programmes, events and writing reports.
- Excellent communication skills

Language:

- Excellent interpersonal, as well as, oral and written communication skills in English.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- (1) Offeror's Letter of Confirmation of Interest and Availability to UNDP (See ANNEX II)
- (2) Resume/CV. Resume /CV shall include Contact Information, Education/Qualification, Employment Records /Experience inclusive of three references contact information (name, email address and phone number)
- (3) Brief description of approach to work/technical proposal of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)
- (4) FINANCIAL PROPOSAL:

Please complete the Price Submission Form (ANNEX III) attached, to express your price offer for the services required. All prices shall be quoted in TT dollars (TTD).

A. FINANCIAL PROPOSAL

Lump sum contract

The Consultant must indicate the all-inclusive fixed total contract price and expressed in a lump-sum for the total duration of the contract. The term “all inclusive” implies all costs (professional fees, travel costs, living allowances etc.) supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template. The lump sum is fixed regardless of changes in the cost components. If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP..

Travel

No travel costs should be included. Should any travel be required from the consultant, it will be paid separately. Plane ticket, Terminal expenses and Daily Subsistence allowance as per UNDP rules, will be provided for the Consultant’s required travels. In general, UNDP should not accept travel costs exceeding those of an economy class ticket.

6. EVALUATION

Highest total score of weighted desk review and financial criteria: The price proposals of all consultants, who have attained a minimum 70% score at the Desk Review, will be compared. UNDP will award a contract to the individual who receives the highest score out of a predetermined weighted, Desk Review and Financial criteria as follows: 70% Desk Review criteria, 30% Financial criteria.

Criteria	Maximum Points
Relevance of Education/ Degree	30
Years of Relevant Experience change/public sector or related fields.	50
Professional knowledge and experience relevant to the assignment	50

Proven records of training materials or courses that were previously developed.	50	
Excellent command of written English	20	
Total	200	

Once the candidates have attained a score of at least 70% on the desk review, based on the requirements in the Terms of Reference, only then, their financial proposals will be evaluated. The final evaluation process is based on a 70:30 weighting, with 30 points being allocated to the financial component.

The following formula (cumulative analysis) is used to determine the financial scoring:

$$p = y (\mu/z),$$

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

ANNEXES

ANNEX I- TERMS OF REFERENCES (TOR)

**ANNEX II- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE
INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

ANNEX III – FINANCIAL PROPOSAL (PRICE SUBMISSION FORM)

ANNEX IV – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX V- INDIVIDUAL CONSULTANT CONTRACT TEMPLATE

TIMELINES

ACTIVITY	DUE ON
DEADLINE FOR RECEIPT OF OFFERS	Friday 2nd July 2021 at 12pm AST
EXPECTED START DATE FOR SUCCESSFUL CANDIDATE	July/August 2021