



ANNEX 1

TERMS OF REFERENCE

Assignment: National Consultant: Mainstreaming of gender considerations into national policy processes in the context of addressing climate change in Trinidad and Tobago.

Project: Climate Promise

Duration of Project: 4 months

Type of Contract: Individual Contract

1. Introduction

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 NCCP was laid in Parliament in 2011 and seeks to address, *inter alia*, the impacts of climate change including sectoral vulnerability and mitigation potential in major emitting sectors. It provides policy guidance for the development of an appropriate administrative and legislative framework for the pursuance of a low carbon development path.

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.

2. Request for Consultancy

Governments and international organizations worldwide have accepted gender mainstreaming as a strategy towards achieving gender equality. Trinidad and Tobago is no exception to this global initiative and the established Gender Affairs Division of the Office of the Prime Minister in fact has the following mission “to promote gender equity and equality through the process of gender mainstreaming in all Government policies, programmes and projects”.¹ Supporting the mandate of this government division is the National Policy on Gender and Development (2018) which provides a solid basis for improving the lives of men, women and children of society, reinforcing the links between gender equality and sustainable development goals, and promoting gender mainstreaming in all sectors.

Recognizing the importance of gender equality, Parties to the UNFCCC have included a gender-responsive agenda item under the Convention, as well as overarching text in the Paris Agreement. As a Party to the Convention, having developed its NCCP in 2011, having submitted its NDC in July 2015, Trinidad and Tobago must therefore deliver on its commitment to address issues of gender in the context of climate change. Consequently, the implementation of Trinidad and Tobago’s NDC and NCCP will have a more effective impact due to the enhanced capabilities to address any potential gender gaps.

Trinidad and Tobago collaborated with the UNDP under the NDC Support Programme to conduct a Gender Analysis of the policy and institutional framework for mainstreaming gender in the NDC. The analysis sought to uncover key issues and gaps in capacity and provisions for incorporating gender equality considerations in policy and programming in the climate change sector, as well as opportunities and enabling factors for mainstreaming gender into the work of key climate change sectors and NDC implementation.

Recommendations arising out of the Gender Analysis have been used as the basis for the development of a Gender Action Plan (GAP). The GAP provides a framework for implementing actions for gender mainstreaming in climate change sectors. Through the GAP, stakeholders working in key ministries and agencies with mandates for addressing climate change will be able to streamline their operations to include gender equality considerations. As organisations work to implement the NCCP and the actions outlined in the NDC Implementation Plan, there will be a common goal and approach towards ensuring that their methodologies include the consideration of gender.

The main objective of activity 2 under the Climate Promise project is to enhance the mainstreaming of gender considerations into national policy processes in the context of addressing climate change in Trinidad and Tobago. In light of this, and on behalf of the Government of the Republic of Trinidad and

¹ <http://www.opm-gca.gov.tt/Gender/What-We-Do-at-Gender>

Tobago (GoRTT), the UNDP is seeking a suitable professional to 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.

3. Expected Results and Deliverables

The Project Consultant, with guidance from the Climate Promise Project Team, has the following principal responsibilities and deliverables, as well as other related tasks that the Project Team may identify as necessary to the success of the Project in attaining its objectives:

I. Prepare Workplan

- i. Produce a detailed workplan of activities to be undertaken for how the assignment will be implemented based on the review of the available literature and the interpretation of this Terms of Reference, inclusive of methodology/approach, strategies, required consultations, schedule and other related activities.

II. Establish guidelines for the incorporation of gender analyses in policy development processes inclusive of monitoring and evaluation activities in key climate change sectors

- A. Review relevant national documentation including the NCCP, NDC, NDC Implementation Plan, Gender Analysis and Gender Action Plan completed under the NDC support programme;
- B. Based on the reports referred to above, and in consideration of the wider national climate change framework,
 - i. Identify key stakeholders who are critical to gender issues relevant to NDC and NCCP implementation;
 - ii. Conduct necessary focus groups/consultations to identify and discuss key issues as it relates to mainstreaming gender analysis into national policy processes;

- iii. Prepare guidelines for the incorporation of gender analyses in policy development processes inclusive of monitoring and evaluation activities in key climate change sectors.

III. Develop sector-specific training plans and material to facilitate capacity building of staff and Gender Focal Points (GFPs) in the key sectors

- A. Prepare detailed training modules/training session plans and all accompanying sector-specific material to facilitate training on conducting gender analyses and gender mainstreaming. This includes developing learning content and knowledge products (tools, activities, infographics, presentations etc.) using creative learning approaches, methodologies, and technologies.

IV. Conduct training/capacity building sessions

- A. Train planning and monitoring staff in ministries and agencies involved in climate change actions and key sectors organizations to conduct gender analyses;
- B. Conduct training using a 'train the trainer' approach to inform relevant stakeholders of the necessary actions required to incorporate gender considerations into national policy.

V. Prepare sector-specific gender and climate change toolkits to facilitate ongoing capacity building initiatives

- A. Finalize training plans, knowledge products and other relevant material by incorporating lessons learnt during the training and feedback from the project team. Prepare comprehensive gender and climate change toolkits containing the guidelines prepared in item II above, and all relevant training content and tools, including support material from the train the trainer modality and any guidance required for use of the toolkits.

VI. Provide a report on the outcomes of the training session including attendance, stakeholder feedback and agreed on actions for the future sessions.

- A. Prepare a training report that assesses the training course and its overall success in meeting objectives, identifies both strengths and problem areas and makes suggestions for improvement, inclusive of lessons learnt and recommendations for sustainability of capacity building and/or future training going forward.

4. Duration of the Study

The total duration of this work is four (4) months from its date of commencement.

5. Main Deliverables and Terms of Payment

The following main deliverables shall be submitted and payments issued upon final acceptance by the Climate Promise Project Team.

No.	Deliverable	Timeframe	Payment
1	Submission and acceptance of work plan	2 weeks	10%
2	Submission and acceptance of guidelines for the incorporation of gender analyses in policy development	4 weeks	25%
3	Submission and acceptance of training plan and material	3 weeks	25%
4	Training of planning and monitoring staff in ministries	3 weeks	40%
5	Submission and acceptance of sector-specific gender and climate change toolkits	3 weeks	
6	Submission and acceptance of training report	1 weeks	

5. Qualifications and Competencies

The candidate should be highly motivated and capable of working independently. The ability to work and/or collaborate with a wide variety of stakeholders from governments, agencies, private companies, NGOs, and research institutions is essential. In addition, the Project Consultant should possess:

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

Proven ability to undertake gender analyses, design relevant criteria and develop gender strategies.

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.

Strong understanding of the links between climate change/environment and gender issues.

Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations.

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

Candidates must submit examples of training materials or courses that were previously developed.

6. Technical Evaluation

Method: 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.

Table 1: Criteria for Desk Review

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

Additional requirements for recommended contractor:

The recommended Individual contractor below age 65 is required to submit a statement of good health and a copy of his/her medical insurance prior to commencement of services in any offices or premises of UNDP, or before engaging in any travel required by UNDP, or connected with the performance of the Contract. Medical examination not required.

The recommended Individual contractor aged 65 and older is required to submit a statement of good health signed by a recognized physician and a copy of his/her medical insurance prior to commencement of services in any offices or premises of UNDP, or before engaging in any travel required by UNDP, or connected with the performance of the Contract. The medical examination shall be paid by the consultant.

9. Reporting Requirements

The Project Consultant will report directly to the Project Team. In addition, he/she is expected to meet as necessary with the Project Team, Personnel of the Ministry of Planning and Development, and the UNDP. At the end of the contracted time period, the Project Consultant shall submit all project outputs to the Project Team, which will be assessed for validity and completeness of required information and should be in the desired format identified by the client. Once approved by the MPD and UNDP, all outputs including protocols and methodologies developed for the consultancy, become the property of the Government of the Republic of Trinidad and Tobago to utilize and disseminate as deemed necessary.