TERMS OF REFERENCE

PORTFOLIO: Energy, Environment and Climate Change

A. GENERAL INFORMATION

**Title:** Gender and Stakeholder Engagement Specialist  
**Project:** Strengthening the national Biodiversity governance system for the sustainable management of living natural resources in Cabo Verde  
**Type of Contract:** National Consultant  
**Direct Supervisor:** Energy, Environment and Climate Change portfolio and Regional Technical Advisor Ecosystems & Biodiversity UNDP Africa  
**Duty Station:** Cabo Verde  
**Estimated Start Date:** April, 2022  
**Duration:** 50 workdays (over a 16-month period)

B. PROJECT DESCRIPTION OR BACKGROUND

Cabo Verde faces natural vulnerabilities that are linked to its volcanic origin, its archipelagic nature, its geographical location in the Sahel region, the scarcity of rains, the lack of mineral resources and its small territorial, demographic, and economic dimension as a Small Island Development State (SIDS).

Despite the difficulties associated with insufficient human and financial resources, specifics of the legal and institutional framework, and the difficulty of integrating conservation and socio-economic development, there is a significant advancement in terms of biodiversity conservation initiatives.

With the help of several national and international partners, including UNDP through GEF funds, in Cape Verde several projects and programs were developed on biodiversity conservation and enhancement, strengthening of technical capacity, strengthening of the legislative and institutional framework, and environmental education and awareness-raising.

As a result of the various projects and initiatives, there is an increasing empowerment and involvement of civil society organizations, private sector, and civil society in general, in issues related to the conservation of biodiversity and activities related to nature. Two protected areas were created as a result of proposals submitted by NGOs and more proposals are under analysis, which clearly shows the engagement of the stakeholders in the governance of biodiversity, with the largest of the initiatives linked to protected areas. The creation of two UNESCO Man and Biosphere (MAB) reserves recently created in 2020 are also a sign for the greater integration of conservation with local communities.

Despite the efforts made, there is a need to reinforce aspects linked to the governance of Biodiversity so that the various actors involved can have an active and effective participation.

The importance and the fragility of Cabo Verde’s ecosystems – marine, coastal, and inland – demand a holistic approach for the conservation and sustainable use of natural resources, in particular biodiversity, in the
In brief, this project sets out to strengthen national and local governance for the conservation of terrestrial and marine ecosystems and species of global and national significance through effective management and sustainable financing, and firmly position biodiversity as being foundational to the country’s social and economic resilience. It will strengthen the implementation of existing biodiversity legislation both in and outside protected areas, will engage more systematically the local population in biodiversity governance, including by piloting co-management agreements for terrestrial and marine protected areas, and will explore innovative biodiversity finance mechanisms such as blue bonds and debt for nature swaps. The project will also work to enhance coordination, cooperation, and knowledge-sharing to enable integrated and proactive management of biodiversity. The project is structured around four Components: (1) Strengthened national and local governance for effective biodiversity conservation; (2) Management effectiveness of the country’s protected area network; (3) Promoting community and private sector engagement in biodiversity governance and benefit sharing; and (4) Gender mainstreaming, monitoring and evaluation and knowledge management. Implementation will focus on two islands – Ilha Boa Vista and Santo Antão – with broad applicability for the other islands of the archipelago and other SIDS.

C. PURPOSE

The purpose of this consultancy is to provide technical expertise and guidance and lead the assessment/analysis of gender dimensions and stakeholder participation of the project package (PRODOC and CEO Endorsement Request including annexes) under the Project Preparatory Grant (GEF PPG) of the project Strengthening the National Biodiversity Governance System for the Sustainable Management of Living Natural Resources in Cabo Verde. This formal document submitted to the GEF Secretariat is for a standalone project.

The development of the PPG should follow the objective of the project described in the PIF, which is to strengthen the national governance of terrestrial and marine biodiversity for the conservation of ecosystems of global and national importance, integrated and mainstreamed within the economic development of the country, through a sustainable management and financing of natural resources.

D. SCOPE OF WORK

The National Consultant will collaborate closely with the GEF Operational Focal Point (OFP), relevant Cabo Verde Government institutions, and other stakeholders (e.g., UN agencies, NGOs, Civil Society, academia, private sector, etc.), the Joint Office (UNDP/UNICEF, UNFPA) as well as Regional Technical Advisor (RTA), Senior Program Advisor, and the Energy, Environment and Climate Change Portfolio Country Office to ensure timely delivery of a PPG and supporting documentation including draft Core Indicators, Project Taxonomy Sheet, and an initial Environmental & Social Risk Screening Report, in line with UNDP and GEF requirements and quality standards. The consultant will also work with a team of professionals composed by 1 International Team Leader, 1 International Social and Environmental Safeguards Specialist, 1 National Specialist on biodiversity governance (Lead National Consultant) and 1 National Specialist on Gender and Stakeholder Engagement.

The National Specialist on community livelihoods and local development will support Lead National Consultant conducting the relevant assessments and collation of data will provide technical expertise and guidance and lead the assessment/analysis of gender dimensions and stakeholder participation in the proposed project. The assessment will guide the project team to mainstream gender equality and women’s and youth empowerment into project implementation, considering the differences, needs, roles and responsibilities of men, women, and youth, under the guidance of the Team Leader and in collaboration with the other PPG team members.

The following lists the overall responsibilities and deliverables that will be expected from the consultant. Note that the UNDP PPG Initiation Plan provides further and more detailed guidance regarding the tasks and responsibilities of the PPG team and must be followed accordingly.
Duties of the National Gender and Stakeholder Engagement Specialist:

The gender assessment will at a minimum utilise the UNDP GEF Guide to Gender Mainstreaming in UNDP Supported GEF Financed Projects for conducting gender analysis and will seek to provide guidance for the project to be gender responsive or gender transformative using the following gender results effectiveness scale as outlined in the UNDP evaluation of gender mainstreaming in UNDP:

- Gender negative: result have a negative outcome that aggravate or reinforce gender inequalities and norms.
- Gender blind: results pay no attention to gender and fail to acknowledge the different needs of men, women, girls and boys, or marginalized populations.
- Gender targeted: results focus on the number or equity (50/50) of women, men or marginalized populations that targeted.
- Gender responsive: results address differential needs of men or women and equitable distribution of benefits, resources, status, and rights but did not address root causes of inequalities in their lives.
- Gender transformative: results contribute to changes in norms, cultural values, power structures and the roots of gender inequalities and discriminations. The aim is to redefine systems and institutions where inequalities are created and maintained.

Guidance should facilitate the mainstreaming of gender equality considerations into the Project Strategy and Result Framework through a process of assessing the implications for women and men of any planned action, in all areas and at all levels. The project strategy should ensure that women’s, men’s, youth and other marginalised groups’ concerns and experiences are an integral dimension of the design, implementation, monitoring, and evaluation of projects so that all stakeholders benefit equally from the project interventions.

The following lists the overall responsibilities and deliverables that will be expected from the consultant. Note that the UNDP PPG Initiation Plan provides further and more detailed guidance regarding the tasks and responsibilities of the PPG team and must be followed accordingly.

To facilitate the development of an inclusive and gender-transformative project, the expert will at a minimum:

- Lead the stakeholder identification (including identification of indigenous groups) and profiling process, by conducting an analysis of data on demographic profiles of communities in the project sites, and consultations and ensure that these are complete and comprehensive. This process should be informed by a review of the PIF Social and Environmental (SESP) pre-screening report, and the existing UNDP guidance on Social and Environmental Standards and other best practice approaches to stakeholder engagement and gender mainstreaming;
- Lead and advise on the stakeholder analysis and consultations and ensure that they are complete and comprehensive;
- Prepare a comprehensive Stakeholder Engagement Plan based on the outcomes of the stakeholder analysis and consultations;
- Determine the number of men and women, disaggregated by age, and their roles, responsibilities and priorities in relation to project activities in the target landscapes;
- Based on the findings, prepare a Gender Action Plan for incorporation into the Project Document (PRODOC) to ensure that the project strategy and its implementation are monitored as appropriate in terms of gender-responsiveness;
- Using the findings of the gender analysis exercise, propose gender-disaggregated indicators and targets for integration into the Project Results Framework;
- Provide responses to the UNDP SESP on sections related to gender and women’s empowerment and make recommendations for the Gender Marker Rating for the overall project strategy.
E. EXPECTED OUTPUTS / DELIVERABLES

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<thead>
<tr>
<th>Deliverable</th>
<th>Estimated Time to Complete</th>
<th>Review and Approval (Indicate the title of supervisor)</th>
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<tr>
<td>Detailed work plan based on the deliverables outlined above, including availability, and expected mission travel dates, as well as target dates for delivering outputs; to be submitted to UNDP CO and RTA and Preparation of assignment inception and approach</td>
<td>5 workdays</td>
<td>UNDP-CO, National Team Leader</td>
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<tr>
<td>Inputs into the stakeholder engagement plan;</td>
<td>15 workdays</td>
<td>UNDP-CO, National Team Leader</td>
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<tr>
<td>Inputs into the M&amp;E strategy</td>
<td>15 workdays</td>
<td>UNDP-CO, National Team Leader</td>
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<tr>
<td>Gender analysis and action plan</td>
<td>15 workdays</td>
<td>UNDP-CO, National Team Leader</td>
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F. INSTITUTIONAL ARRANGEMENTS

The consultant will work under the supervision of the Head of Energy, Environment and Climate Change Portfolio of UNDP-CO, Regional Technical Advisor (RTA) and in close collaboration with the National Directorate of Environment (DNA)/ Ministry of Agriculture and Environment (MAA).

The Head of Energy, Environment and Climate Change Portfolio of UNDP-CO and the Regional Technical Advisor (RTA) are in charge to approve/accept outputs and deliverables from the consultancy; decision will be based also on the positive evaluation on consultant performance.

The UNDP-CO, RTA and DNA will provide the Consultant with the following, needed for effective and timely implementation of the assignment tasks:
- logistical support during the field missions.
- project related documentation.
- contact details of stakeholders.
- in site logistical support, including the organization of validation workshops and meetings.

The consultant is expected to provide his/her own computer.

The consultancy products have to be delivered in English, in an electronic version. Consultancy reports, as well as other non-legal/non-regulatory documents, shall include an executive summary in English. The Consultant shall be solely liable for the accuracy and reliability of the data provided, links to sources of information used.

G. DURATION AND ARRANGEMENTS OF THE WORK

The consultancy is expected to start on 18 April 2022 and to be completed by 30 June 2023 (deadline for CEO endorsement). It requires 50 workdays to be carried out within a 16-month contract period.

The consultant will report to and be directly supervised by the National Specialist on biodiversity governance (Lead National Consultant) and International Team Leader, with the overall guidance of the UNDP CO, Environment Focal Point, GEF and the National Directorate of Environment (DNA).

The consultant will be given access to relevant information necessary for execution of the tasks under this assignment by the UNDP RTA, UNDP Country Office, and the DNA/MAA.

The consultant will be responsible for providing her/his own workstation (i.e., laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection.

Given the consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with their availability for such consultations taking into consideration different time zones.
Payments will be made upon approval of deliverables by UNDP CO (as per above schedule), submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the UNDP CO on outputs delivered. If the quality does not meet standards or requirements, the consultants will be asked to rewrite or revise (as necessary) the deliverable before proceeding to payment.

H. DUTY STATION

The consultant will be working in Cabo Verde, Praia with possible travel mission to other Cabo Verde Islands (St. Antão, S. Vicente, Boavista).

As of March 11th, 2020, The World Health Organization (WHO) declared COVID-19 a global pandemic as the new coronavirus rapidly spread to all regions of the world. If not possible to travel within the country for the consultancy, then the consultant should develop a methodology and approach that takes this into account. This may require the use of remote interview methods, extended desk reviews, data analysis, surveys, and evaluation questionnaires. These approaches and methodologies should be detailed in the Inception Report and agreed upon with the Commissioning Unit.

If a data collection/field mission is not possible then remote interviews may be undertaken through telephone or online (skype, zoom, etc.) arranged by the evaluation international consultant. If all or part of the consultancy is to be carried out virtually then consideration should be taken for stakeholder availability, ability, and willingness to be interviewed remotely and the constraints this may place on the consultant. These limitations must be reflected in the final report.

No stakeholders, consultants or UNDP staff should be put in harm’s way and safety is the key priority. A short evaluation mission may be considered if it is confirmed to be safe for consultants, stakeholders, and communities, and if such a mission is possible within the schedule.

Travel:
- Consultant will be based at Praia and required to undertake missions to differentes islands (St. Antao, S. Vicente, Boavista).
- Any necessary mission travel must be approved in advance and writing by the UNDP CO.
- Consultants are also required to comply with the UN security directives set forth under https://dss.un.org/dssweb
- The consultant will be responsible for making his/her mission travel arrangements in line with UNDP travel policies. This will include visa arrangements (however, in some cases UNDP Country Offices may be able to assists in obtaining a landing visa for consultants).

I. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR

Qualifications & Competencies:

Academic Background:
- Master’s degree in field related to Social Sciences or similar areas

General Experience:
- Minimum of excellent knowledge and minimum 7 years of demonstrable experience in gender.
- Training on gender issues/ gender studies and participatory development theories
- Well-developed and demonstrable analytical and research skills, and capacity to collate and present data systematically and in concise formats
- Excellent understanding of the dynamics around gender and natural resource management.
- Demonstrated understanding of the national legal and institutional context related to local and indigenous communities in Cabo Verde highly desirable
• Prior experience of working as part of a project development team on a UNDP-supported, GEF-financed project will be an asset

Required Languages:
• Full proficiency in quality written and spoken Portuguese and working knowledge of English is required. Spanish is a strong advantage.

Competencies Corporate:
• Demonstrates integrity by modelling the UN’s values and ethical standards.
• Promotes the vision, mission, and strategic goals of UNDP.
• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability, treating all people fairly without favoritism.

Functional
• Able to communicate effectively to a varied audience in a simple and concise manner.
• Capable of working in a high-pressure environment and managing multiple tasks while meeting strict deadlines with focus on quality results.
• Exercises the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.
• Excellent analytical, writing, advocacy, presentation, and communication skills

J. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS

• Lump sum contracts
The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e., whether payments fall in installments or upon completion of the entire contract). 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 travel, per diems, and the number of anticipated working days).

The expert will receive payment of fees subject to the approval of the deliverables agreed upon in the Terms of Reference and approval of the respective Certificate of Payment by the immediate supervisor.

Payments:
- 20% Delivery and approval of the Detailed work plan based on the deliverables outlined above, including availability, and expected mission travel dates, as well as target dates for delivering outputs; to be submitted to UNDP CO and RTA and Preparation of assignment inception and approach
- 20% Approved Document with inputs into the stakeholder engagement plan.
- 20% Approved Document with inputs into the M&E strategy.
- 40 % Approved Gender analysis and action plan.

K. RECOMMENDED PRESENTATION OF PROPOSAL AND OTHER RELEVANT INFORMATION
Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;

b) **Personal CV** and **P11**, indicating all experience acquired from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.

c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a **methodology**, if applicable, on how they will approach and complete the assignment.

d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror 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 Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

**L. CRITERIA FOR SELECTION OF THE BEST OFFER**

Individual consultants will be evaluated based on the Cumulative analysis methodology:

The award of the contract will 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;

* Financial Criteria weight;

Only candidates obtaining a minimum of **49 point** would be considered for the Financial Evaluation

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<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td><strong>Technical</strong></td>
<td>70%</td>
<td>70 points</td>
</tr>
<tr>
<td>Master’s degree in field related to Social Sciences or similar areas</td>
<td>15 points</td>
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<tr>
<td>Minimum of excellent knowledge and minimum 7 years of demonstrable experience in gender, Excellent understanding of the dynamics around gender and natural resource management. Demonstrated understanding of the national legal and institutional context related to local communities in Cabo Verde highly desirable</td>
<td>25 points</td>
<td></td>
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<td>Well-developed and demonstrable analytical and research skills, and capacity to collate and present data systematically and in concise formats</td>
<td>10 points</td>
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<td>Previous working experience with GEF agencies (e.g., UNDP, WB), and familiarity with GEF and UNDP policies, procedures, and practices</td>
<td>10 points</td>
<td></td>
</tr>
<tr>
<td>Full proficiency in quality written and spoken English</td>
<td>10 points</td>
<td></td>
</tr>
<tr>
<td><strong>Financial</strong></td>
<td>30%</td>
<td>30 points</td>
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**M. ANNEXES to the TOR**

**GUIDANCE:**