

Terms of Reference
Gender Equality, Disability and Social Inclusion (GEDSI) Specialist

A. Project Title

Accelerating NDC through Circular Economy in Cities – ACE Project (00142944/0013117)

B. Project Description

Waste, including marine litter, is one of the most pressing issues in the Philippines and a significant contributor to greenhouse gas emissions (GHG). This complex challenge requires a systemic approach and a shift to a circular economic model. With the generous support of the Government of Japan, UNDP Philippines is supporting the government in achieving its Nationally Determined Contributions (NDC) through enabling and accelerating the country's transition to circular economy (CE). By doing so, it will help the country achieve economic, social, and environmental goals, while also grasping the potential for substantial and accelerated reductions in GHG emissions across all sectors, while also supporting recovery from the pandemic.

The project, which entails a demonstration of how CE can be implemented at the city level, is expected to benefit national government agencies, local government units (LGUs) in the target cities, participating private sector companies (including micro and small enterprises), academic and science organizations, non-governmental organizations (NGOs), informal waste collectors as well as communities and households through access to data and utilization of data platform, policy support at national and subnational level, CE solutions/business models, partnerships, and knowledge exchange, capacity building. This will be delivered through three main outputs:

1. Output 1 (DATA ANALYTICS AND POLICY): Data-driven and gender responsive analytical systems and policies developed to support the transition to a circular economy in support of NDC.
2. Output 2 (DEMONSTRATION IN CITIES): Portfolio of solutions implemented to promote gender responsive circular economy models.
3. Output 3 (PARTNERSHIPS AND KNOWLEDGE): Partnerships established and knowledge and lessons shared at local, national, and regional levels.

The project will be implemented in four (4) cities in Metro Manila and Cotabato City, and will work with the following stakeholders:

- 4 city LGUs and their constituents, who will benefit from improved waste management systems and procedures and circular economy (CE) solutions, thereby reducing cost, improving health outcomes, reducing pressure on the environment, creating investment and job opportunities, enhancing competitiveness, and improving adaptive capacities such as reduction in flooding and likelihood of man-made disasters;
- At least 500 women and 500 men in the cities' CE ecosystem and 8 city-based community organizations involved in the CE value chain
- At least 4 small and medium scale social enterprises who will benefit from funding and technical advisory support to improve production, strengthened value chains; linking to markets and investors; and enhanced product quality

- At least 12 academic institutions, 30 civil society organizations, and 20 private sector companies who will be involved in systems design workshops to identify and implement solutions most appropriate to their needs to improve circularity in the city
- 30 grassroots innovators mapped in 15 communities provided with opportunities to showcase their products in the digital marketplace

Gender equality, disability and social inclusion (GEDSI) underpins the overall strategy of the ACE Project and cuts across its three outputs and their corresponding set of planned activities. Analysis of the differentiated impacts of the current linear economy and proposed circular economy, on women, persons with disability and other marginalized groups must be defined and documented in order to strengthen and inform the GEDSI approach of the ACE Project. Targeted interventions will be carried out to enhance participation and capacity, and increase opportunities for women and marginalized sectors in a circular economy regime, including in the circular economy value chain. In order to support this undertaking, the services of a GEDSI Specialist who will exercise technical leadership on the matter of GEDSI and provide technical assistance to the project team as well as partners are required.

C. Objectives and Scope of Work

The GEDSI Specialist will take the lead in mainstreaming GEDSI across the different outputs and activities of the ACE Project by performing the following functions:

- Prepare a GEDSI Analysis of the ACE Project identifying the specific needs, issues and concerns of women, persons with disability and other marginalized groups in the context of a circular economy, as well as the existing linear economy, in a national and city LGU setting
- Based on the GEDSI Analysis, prepare a GEDSI Action Plan presenting specific options and recommendations on how to mainstream GEDSI into the 3 outputs of the ACE Project and its roster of activities, and identifying specific GEDSI initiatives/measures that may be implemented under the ACE Project
- In consultation with the city LGUs and stakeholders, prepare a City GEDSI Action Plan per LGU (i.e. 4 LGUs) detailing specific GEDSI activities that the LGU may implement as part of its circular economy efforts.
- Conduct one (1) GEDSI capacity building session for ACE Project staff/UNDP and one (1) GEDSI capacity building session for ACE Project partners
- Develop a GEDSI primer on “Women/PWDs in a Circular Economy” – (consultant to develop the text while UNDP will provide design/layout)
- Provide technical support to UNDP staff, consultants, firms, LGU partners and other stakeholders in the implementation of the GEDSI Action Plan of the ACE Project and the City GEDSI Action Plan of the LGUs

D. Expected Outputs and Deliverables

Deliverables/outputs	Estimated man-days/ effort*	Target due date	Name and email address of designated person who will review and accept the output
GEDSI Analysis	5 days	July 2022	ACE Project Manager

GEDSI Action Plan for ACE Project	5 days	15 August 2022	Climate Action Programme Team Leader In coordination with Impact Advisory Team, and Climate Action Programme Team
City GEDSI Action Plan per LGU (i.e. 4 LGUs)	20 days	October 2022	
Two (2) GEDSI capacity building sessions**	7 days	August/September 2022	
GEDSI in CE primer	8 days	December 2022	
Final report on technical support to implementation of GEDSI Action Plan of the ACE Project, and City GEDSI Action Plan of the partner LGUs	25 days	February 2022	

*The man-days efforts are just estimation, consultants can propose as per their understanding of the requirement.

**UNDP will arrange the venue and other logistical support for these sessions. The consultant to only prepare and facilitate these sessions as resource person.

E. Institutional Arrangements

1. The Japan Supplemental Budget (JSB)-funded Accelerating NDC through Circular Economy is implemented by UNDP Philippines through a whole-of-country office approach, spearheaded by the Climate Action Programme Team and the Impact Advisory Team (IAT).
2. The ACE Project Manager and Climate Action Programme Team Leader will jointly review the outputs of the consultant, in coordination with the Impact Advisory Team and Climate Action Programme Team.
3. The Consultant is also expected to collaborate with other UNDP teams aside from the aforementioned ones, particularly the Peace Team on the work to be done in Cotabato City, and the Communications Team on the GEDSI primer, among others.
4. The Consultant is expected to have his/her own provisions for workspace, communication equipment including laptop and mobile phone.

F. Duration of Work

It is estimated that the work of the Consultant shall involve a total of 70 days from July 2022 to February 2023. At least 1 week will be allotted for Designated authorities to review outputs, provide feedback, and certify approval and acceptance of outputs.

G. Duty Station

The consultant is home-based, but may be requested by UNDP to report to the office for specific meetings and activities. Should there be any travel, the mission would be agreed with the designated authorities in advance and the travel cost would be at actual as in line with UNDP policy.

H. Qualifications of the Successful Individual Contractor

The successful Individual Contractor should meet the following minimum qualifications:

Education

- Minimum bachelor's degree, preferably master's , in Gender, Women Studies, Development Studies or a related field.

Experience

- At least 5 years of experience in gender and development and/or disability, preferably with specific experience in mainstreaming GEDSI into development/environment programmes
- Prior experience in circular economy or solid waste management is considered an advantage.
- Prior experience in delivering trainings is preferable.

Language:

- Excellent written and spoken English.

I. Scope of Price Proposal and Schedule of Payments

1. The Consultant should send the financial proposal based on a lump-sum amount for the delivery of the outputs identified below. **The total amount quoted shall be “all inclusive” (professional daily fees X number of days, communications, etc.)** that could possibly be incurred by the Consultant should be factored into the final amount submitted in the proposal. Travel, as deemed relevant by UNDP and compliant with government guidelines on community quarantine, will be arranged and paid for by UNDP and should not be included in the financial proposal.
2. **Medical/health insurance must be purchased by the individual at his/her own expense, and upon award of contract, the Contractor must be ready to submit proof of insurance valid during contract duration**
3. The contract price will be **fixed output-based price**. Any deviations from the output and timeline will be agreed upon between the Contractor and UNDP.
4. Payments will be done upon satisfactory completion of the delivery by target due dates. Outputs will be certified by the ACE Project Manager and Climate Action Programme Team Leader prior to release of payments.

Percentage	Description	Deadline
20%	GEDSI Analysis	31 July 2022
	GEDSI Action Plan of the ACE Project	15 August 2022
30%	City GEDSI Action Plan per LGU (i.e. 4 LGUs)	31 October 2022
20%	GEDSI capacity building session for ACE Project staff/UNDP	31 August 2022
	GEDSI capacity building session for ACE Project partners	30 September 2022
20%	GEDSI in CE Primer	31 December 2022
10%	Final report on technical support to implementation of GEDSI Action Plan of the ACE Project, and City GEDSI Action Plan of the partner LGUs	28 February 2023
100%		

J. Recommended Presentation of Offer

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP. The availability must indicate the number of days that the IC needs to be able to commence work upon signing of the Contract of Services with UNDP;
- **UNDP Personal History Form (P11) or Curriculum Vitae** indicating all past experiences from similar projects or requirements, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided, and clearly stating the payment percentage as indicated in this TOR. 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. Financial proposal should also include personal Medical/health insurance (to be purchased by the individual at his/her own expense) as a mandatory requirement for the issuance of contracts.

K. Criteria for Selection of Best Offer

The Offers received will be evaluated using a combined scoring method - where the qualifications and sample work will be weighted a max of 70% and combined with the price offer which will be weighted a max of 30%.

The review of CV will be rated using the criteria in the table below

Qualifications	Points Obtainable (70points)
Education <ul style="list-style-type: none">• Minimum bachelor's degree, master's, in Gender, Women Studies, Development Studies or a related field.	20
Experience <ul style="list-style-type: none">• At least 5 years of experience in gender and development and/or disability, preferably with specific experience in mainstreaming GEDSI into development/environment programmes	30
<ul style="list-style-type: none">• Prior experience in circular economy or solid waste management• Prior experience in delivering trainings	20
TOTAL	70

To qualify for financial review, Offerors must obtain 70% scores from review of CV. Applications from qualified candidates will be desk reviewed by the UNDP Philippines' section panel. Assessment of best offer

will be via Combined Scoring method, where the qualifications will be weighted 70%, and the financial proposal (price offer) will be weighted 30%.