TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Location</th>
<th>Home-Based</th>
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</thead>
<tbody>
<tr>
<td>Application deadline</td>
<td>19 September 2022</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>Individual Contractor - International</td>
</tr>
<tr>
<td>Title of the post</td>
<td>Gender Equality, Disability and Social Inclusion (GEDSI) Specialist</td>
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<tr>
<td>Languages required:</td>
<td>English</td>
</tr>
<tr>
<td>Duration of Initial Contract:</td>
<td>30 days over two (2) Months.</td>
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BACKGROUND

The UNDP Country Office in the Solomon Islands is implementing a range of projects in support of Sustainable Development Goals and the National Development Strategy 2020-2035 one of which is related to Disaster Risk Management. Disaster Risk Management cuts across almost every Sustainable Development Goals particularly goals number 1, 11, and 13. UNDP's project on Integrated Approach to Disaster Risk Management in Solomon Islands (IDRM Project) supports Strategic Goal Number Four of the NDS which calls for environmentally sustainable with effective disaster risk management, response, and recovery.

In the current UNDP Gender Equality Strategy 2022-2025, and under support equal societies to build resilience, UNDP supports countries and communities in building resilience to a wide range of shocks and crises, including conflict, climate change, disasters, environmental degradation, and epidemics. Long-term resilience calls for empowerment that puts decision-making in the hands of people, as well as for social and state institutions that reduce structural inequalities. Since gender equality determines the resilience of individuals and societies, UNDP will help partners promote both community-based models and state institutions that ensure both women and men shape and benefit from solutions to crises.

Studies have shown that disaster fatality rates are much higher for the poorest women, due, in large part, to gender differences in coping with such events, such as insufficient access to information and early warnings. At the same time, women are key agents of positive change in disaster risk reduction and management. UNDP will continue to help ensure that all risk-informed development strategies, early warning and preparedness measures and post-disaster assessments integrate gender equality, including through leveraging innovative metrics such as the Women's Resilience Index, created with Action Aid in Cambodia. Efforts to identify and challenge structures that prevent women's leadership and participation will accompany sustained engagement with women human rights defenders, community health workers, social and media actors, and the private sector, among others.

In the UNDP Gender Equality Strategy 2022 – 2025, UNDP will pursue building resilience by helping countries develop capacities to prevent, mitigate and respond to diverse risks and crises. This depends on fully involving

women, on equal terms and at all levels, including in decision-making. UNDP will put gender equality at the centre of resilience-building by diminishing structural obstacles and empowering individuals both women and men.

In Solomon Islands, UNDP is embarking on a two-year Integrated Disaster Risk Management (IDRM) project in partnership with the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), to have an integrated approach to addressing disaster management and climate and disaster risks. The IDRM Project’s overall goal focuses on having increased national capacity to anticipate hazards, withstand the impacts, recover from, and better inform development as well as reducing risks associated with human and natural hazards to sustain development gains. The three main outputs of the IDRM project are:

i. Government institutions capacity strengthened with improved policy and governance frameworks for gender-responsive DRM.

ii. Strengthened sub-national institutional arrangements to coordinate and implement gender-responsive DRM programs and promote community resilience; and

iii. Improving national and local level early warning systems, information, and knowledge management system for DRM.

This assignment relates to output 1 (activity 1.1 and 1.2) and output 2 (activity 2.2) of the Integrated Disaster Risk Management project above, which acknowledges the importance of Gender Equality, Disability and Social Inclusion (GEDSI) at the national policy and governance frameworks, and sub-national institutional arrangements. Integrating GEDSI inclusiveness into the national Disaster Risk Management policies, strategies, actions plan, and projects has become critical for realizing government, community, and UNDP efforts to respond to disaster risk management impacts and vulnerabilities.

Under the guidance and supervision of the Project Manager, the GEDSI Specialist will work closely with the National Disaster Management Office and UNDP to develop the baseline report and the IDRM project’s Gender Action Plan. The Gender Action Plan will ensure the IDRM project’s targeted vulnerable groups (women, children, people with disability, widows etc…) contribute positively and be powerful agent of change in building resilience to climate and disaster risks.

**DUTIES AND RESPONSIBILITIES**

**Scope of Work**

Under the direct supervision of the Project Manager and in close consultation with Director NDMO, the
GEDSI Specialist consultant will be required to;

**Task 1:** Referring to international strategies, including the UNDP *Gender Equality Strategy 2022-2025* and the relevant *Sustainable Development Goals (SDGs)*; and Disaster Risk Management national strategies and other national policies especially the SIGs *Gender Equality and Women’s Development (GEWD) Policy* and the SIGs *National Development Strategy, 2016 to 2035*; conduct a desktop assessment on key Gender Equality, Disability and Social Inclusion (GEDSI) considerations to identify how these policies address gender equality, people with disabilities and social inclusion before, during and after crisis situations.

**Task 2:** In the desktop assessment, highlight structural and physical barriers to gender equality, disability and social inclusion in the project stakeholders and partners’ organizational establishments and policies and recommend strategies for their elimination.

**Task 3:** Consult with relevant stakeholders and map out their various current gender practices in Solomon Islands and documentation of best practices regionally and globally. These should include areas such as the availability of information to both women, men, and vulnerable groups (PWDs, the elderly, the sick, pregnant mothers and women led households); their involvement in decisions that affect their lives, their engagement in community resilience dialogues and the different forms of support that they receive before, during and after crisis situations.

**Task 4:** Compile a baseline assessment report on GEDSI integration and inclusiveness in the Solomon Island Disaster Risk Management Sector and Climate Change.

**Task 5:** Develop a GEDSI Action Plan for the IDRM project in consultations with key project stakeholders which will contain specific set of practical strategies and recommendations on the mainstreaming of gender, women’s empowerment and social inclusion in their key documents, policies, and action plans.

**Task 6:** Liaise with relevant gender organizations for advice and guidance on current gender practices.

**Expected Outputs, Deliverables and Timelines:**

<table>
<thead>
<tr>
<th>Expected outputs /deliverables</th>
<th>Payment milestones</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>1. Submission of baseline report on Gender Equality, Disability and Social Inclusion integration in the Solomon Island’s Disaster Risk Management sector, after stakeholder consultation and mapping.</td>
<td>30%</td>
<td>21 October 2022</td>
</tr>
<tr>
<td>2. Submission of the first draft of the GEDSI Action Plan and PowerPoint presentation brief with the UNDP IDRM project management unit and relevant stakeholders.</td>
<td>40%</td>
<td>11 November 2022</td>
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<tr>
<td>3. Submission of Final GEDSI Action Plan report with incorporation of all feedbacks received from UNDP, NDMO and other relevant stakeholders.</td>
<td>30%</td>
<td>30 November 2022</td>
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Institutional Arrangement

The Consultant will report to the Project Manager, IDRM Project and work in close collaboration with the National Disaster Management Office Director on this assignment. Reporting by the Consultant will be aligned to the deliverables. The Consultant should ensure timely identification of information and data requirements, and potential risks to implement the assigned tasks and convey any potential delays in deliverables.

Although the Consultant will be required to provide their own laptop, UNDP will provide additional IT support whenever required to ensure that the outputs are delivered in timely manner. The Consultant will mainly work from his or her home while maintaining close communication with the GEDSI Support Expert and UNDP IDRM Project Team. UNDP will hold the copyright of the assignment deliverables.

Duration of the Work

The Consultant is expected to commit, on a full-time basis, to a period between 3 October 2022 and 30 November 2022, up to a maximum of 30 working days over the contract period.

Duty Station

This consultancy is home-based. Should the consultant is required to travel to the UNDP duty station (Honiara), all travel expenses related to the project will be paid by UNDP separately. No travel is required if the consultant is already in Honiara.

COMPETENCIES

- Demonstrates commitment to the UN’s mission, vision and values;
- Demonstrates sound judgment, diplomacy and sensitivity to confidential matters;
- Openness to change and the ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Demonstrates integrity and ethical standards;
- Innovative forward-thinking, positive, constructive attitude to work; and
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Strong interpersonal and communication skills;
- Demonstrated ability of analytical work and report writing;

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- An advanced degree or post graduate or masters on Sociology, Law, Social Science, Disaster Risk Management, Natural Resources, Public Management, or related fields with focus on cross-cutting issues such as Gender and Disaster Risk Management.

Key Skills and Experience
A minimum of five (5) years of work experience with UN agencies, government, NGOs or training institutions with practical experience in addressing gender equality issues.

Have sound understanding and previously handle positive reporting on cross-cutting GEDSI consideration priorities such as social inclusion, human rights, climate change, disability, and disaster risk management GEDSI considerations.

Demonstrated experience on working with Government and /or development partners, and familiarization on gender issues in the Pacific region, preferably in the Solomon Islands.

Have experience and understand disaster risk management issues and be able to clearly articulate linkage between DRM, gender inclusion and human development.

Strong interpersonal skills with ability to work under pressure and still maintain effective work relationships in different cultural setting with the UNDP IDRM project, NDMO and other relevant stakeholders.

Strong problem solving, communication, writing and analytical skills, including the ability to formulate relevant recommendations and advice.

**Language requirements**

- Fluency of English language is required.

**Price Proposal and Schedule of Payments**

Consultant must send a financial proposal based on a **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, living allowance and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- **Deliverable 1**: Submission of baseline report on Gender Equality, Disability and Social Inclusion integration in the Solomon Island’s Disaster Risk Management sector, after stakeholder consultation and mapping. – 30%

- **Deliverable 2**: Submission of the first draft of the GEDSI Action Plan and PowerPoint presentation brief with the UNDP IDRM project management unit and relevant stakeholders. - 40%

- **Deliverable 3**: Submission of Final GEDSI Action Plan report with incorporation of all feedbacks received from UNDP, NDMO and other relevant stakeholders. - 30%

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses will be met by the IDRM project unit prior to the Individual Consultant's travel date.

**Evaluation Method and Criteria:**

Individual consultants will be evaluated based on the following methodology:

**Cumulative analysis:**
The award of the contract shall 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 the set of weighted technical criteria (70%), and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

**Technical Criteria for Evaluation (Maximum 70 points)**

**Criteria 1** – Relevant education; **Maximum 15 points.**

**Criteria 2** – A minimum of five (5) years of work experience with UN agencies, government, NGOs or training institutions with practical experience addressing gender equality issues; **Maximum 15 points.**

**Criteria 3** - Have sound understanding and previously handle positive reporting on cross-cutting GEDSI consideration priorities such as social inclusion, human rights, climate change, disability, and disaster risk management GEDSI considerations; **Maximum 15 points.**

**Criteria 4** - Demonstrated experience on working with Government and /or development partners, and familiarization on gender issues in the Pacific region, preferably in the Solomon Islands. **Maximum 10 points.**

**Criteria 5** - Strong interpersonal skills with ability to work under pressure and still maintain effective work relationships in different cultural setting with the UNDP IDRM project, NDMO and other relevant stakeholders. **Maximum 10 points**

**Criteria 6** - Strong problem solving, communication, writing and analytical skills, including the ability to formulate relevant recommendations and advice. **Maximum 5 points.**

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Shortlisted candidates shall be called for an interview (if needed) which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

**Documentation required:**
Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.
- **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in SBD.

Incomplete proposals may not be considered. Applications should be submitted via email: procurement.sb@undp.org

**Annexes**
- Annex I - Individual IC General Terms and Conditions
• Annex II – Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

For any clarification regarding this assignment please write to procurement.sb@undp.org

DocuSigned by:

Ms. Vini Talai
Project Manager, Integrated Disaster Risk Management Project