



## UNITED NATIONS PROGRAM FOR DEVELOPMENT TERMS OF REFERENCE

### I. Information

**Position:** National Consultant Specialist in Gender and Social Inclusion

**Project:** Reduce São Tomé and Príncipe's vulnerability to climate change impacts, strengthening the country's capacity to implement an integrated approach to adaptation planning.

**Agency:** UNDP

**Type of contract:** IC

**Duration:** 10 days over a maximum of 3 months

### II. Context

While STP is an absolute sink of greenhouse gases contributing to sequestration of CO<sub>2</sub>, it is also one of the most vulnerable countries to the effects of Climate Change due to its geography and characteristics including the fragility of its ecosystems and low level of social-economic development. Both islands are already bearing the consequences of climate change. The country is impacted by natural hazards, such as coastal and river flash floods, storms, and droughts. Climate projections indicate that these events are set to intensify. Effective climate change adaptation planning will assist Sao Tome and Principe in dealing with these impacts.

The United Nations Framework Convention on Climate Change (UNFCCC) at its COP 16 held in Cancun in 2011 approved a process to enable member states to formulate and implement National Adaptation Plans (NAPs), building upon their experience in preparing and implementing National Adaptation Plan of Action (NAPAs), as a means of identifying medium and long-term adaptation needs and developing and implementing strategies and programmes to address those needs.

It also stated that the NAPs are to:

1. Reduce vulnerability to the impacts of climate change, by building adaptive capacity and resilience.
2. Facilitate the integration of climate change adaptation, in a coherent manner, into relevant new and existing policies, programmes and activities, in particular development planning processes and strategies, within all relevant sectors and at different levels, as appropriate.

The UNFCCC's Least Developed Expert Group (LEG) on adaptation released Guidelines for National Adaptation Plans (December 2012). Furthermore, the Green Climate Fund (GCF) has issued guidance on adaptation planning approaches.

The Government of Sao Tome and Principe, through General Division of Environment (GDE) of its Ministry of Infrastructure, Natural Resources, and Environment (MINRE), has successfully obtained a grant of USD 2.96 million from the Green Climate Fund (GCF) for a 42 months' project to build capacity to advance the National Adaptation Plan (NAP) process in Sao Tome and Principe. The NAP will support a transition from the project-based traditional modus operandi to an integrated approach to adaptation across all vulnerable economic sectors to deal with climate change in a more coherent and efficient way. The main objective of this project is to reduce vulnerability to climate change impacts in STP by supporting the Country's capacity to implement an integrated approach to adaptation planning at all levels and across sectors.

The UN Environment Programme (UNEP) is the Delivery Partner for the project, with the role of supporting and overseeing the project implementation led by the General Division of Environment (GDE). The UN Development Programme (UNDP) Country Office in Sao Tome will work closely with the GDE and UNEP and provide financial management of the project.

### III. Responsibilities and Tasks

The consultant's main objective will be to support the Project Management Unit (PMU) in defining strategies that promote the inclusion in the National Adaptation Planning (NAP) process of the social groups most vulnerable to the effects of climate change (young, elderly, families in need and women) and contribute to the preparation of key project documents.

The main tasks to be carried out during the consultancy are listed below and framed under the activities and results that make up the project:

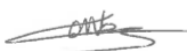
**Task 1:** Inventory of relevant policies, documents and studies and governmental and non-governmental actors working specifically with gender and social inclusion at local, national and international level;

**Task 2:** Analyse the inclusion of gender and the most vulnerable social groups in the NAP Stakeholder Mapping and engagement strategy highlighting the main gaps and making recommendations to ensure their full inclusion in the NAP process. (Activity 1.1.1);


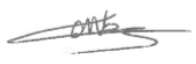
**Task 3:** Guarantee the representation of gender and social inclusion in the development of the NAP roadmap and working arrangements (Activity 1.1.2);

The tasks to be carried out by the consultant will be reflected in the consultant's contribution to the following products foreseen in the project:

- List of governmental and non-governmental actors working specifically with gender and social inclusion at local and national level;
- Section on gender analysis in the NAP stakeholder mapping report (Activity 1.1.1);
- NAP roadmap and a stakeholder engagement strategy with representation of women and most vulnerable social groups (Activity 1.1.2).



IV. Deliverables, schedule, and payments		
Deliverables	Indicative/forecast date	Payments (%)
<b>Initial Report</b> including methodology and timeline to deliver the work	Expected working days: 1  Second fortnight of December 2022	<b>1 Payment upon approval of all deliverables.</b>
<b>Inventory</b> of governmental and non-governmental actors working specifically with gender and social issues;	Expected working days: 4  First fortnight of January 2023	
<b>Inclusion Report of gender and social issues in the NAP process</b> Report on the inclusion of gender and most vulnerable social groups in the NAP process including: - Main recommendations to promote their inclusion in the NAP process and overcome existing gaps, including an analysis focused on the NCCC. - A Gender Analysis in the Stakeholders Mapping Report. - A revised Stakeholder engagement strategy and NAP Roadmap including clear working arrangements to fully engage most vulnerable groups including women.	Expected working days: 5  Second fortnight of January 2023	
<b>Total</b>	<b>Total working days: 10</b>	<b>100%</b>

Signatures - Service Description Certification	
National Project Coordinator: Victor Bonfim	
	Date 6 December, 2022
Task Manager, Climate Change Adaptation Unit, UNEP: Eva Comba,	
	Date 2 December, 2022