



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: [27/03/2023]

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**Country:** São Tomé and Príncipe

**Description of the assignment:** National Consultant Specialist in Gender and Social Inclusion

**Project name:** Reducing São Tomé and Príncipe's vulnerability to climate change impacts by strengthening the Country's capacity to implement an integrated approach to adaptation planning

**Period of assignment/services (if applicable):** 10 days over a maximum of 3 months.

Proposal should be submitted by email to [bidsstp@undp.org](mailto:bidsstp@undp.org) no later than 10/04/2023

Any request for clarification must be sent to the address or e-mail [procurement.st@undp.org](mailto:procurement.st@undp.org). The Procurement Entity will respond by standard electronic mail and will upload copies of the response, including an explanation of the query without identifying the source of inquiry, to procurement notice.

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### 1. BACKGROUND

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:

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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 Public Works, Infrastructure, Natural Resources, and Environment (MPWINRE), 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.

## 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

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).

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### I. Academic Qualifications:

- Degree or equivalent in social sciences, anthropology, management and related fields.
- Specialization in gender studies and/or gender and social inclusion in the environmental sector. Specialization can be replaced by at least two years of practical experience.

#### II. Years of experience:

- Minimum of 5 years of experience of which 2 in gender and social inclusion issues.
- Domain of microsoft Office software packages (MS Word, Excel, PowerPoint, etc.), project management and report writing;

#### III. Competencies:

- Demonstrate commitment to the mission, vision and values of the United Nations and the DGA.
- Show cultural sensitivity and adaptability to issues of gender, social inequality, religion, communities, nationality and age.
- Demonstrate ethics and integrity.
- Autonomie and pro-activity.
- Willingness to learn and share knowledge and ability to work as part of a team
- Knowledge of gender mainstreaming issues in the context of climate change and/or alike.
- Excellent interpersonal, oral, written, and organizational communication skills.

### **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

#### **1. Proposal:**

(i) Explaining why they are the most suitable for the work

(ii) Provide a brief methodology on how they will approach and conduct the work

#### **2. Financial proposal**

#### **3. Personal CV including past experience in similar projects and at least 3 references**



Evaluation summary of the Technical	Proposal Grade weighting coefficient
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4. Individual Consultant General Terms and Conditions signed (Attached)
5. Offerors Letter to UNDP Confirming Interest and Availability (Attached)

## 5. FINANCIAL PROPOSAL

- **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 number of anticipated working days).

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

**Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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 case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

## 6. EVALUATION

- **Evaluation of technical proposals:**

Technical and financial proposals will be evaluated based on their compliance with the Terms of Reference, based on the evaluation criteria and the following points:

Evaluation summary of the Technical		Proposal Grade weighting coefficient
1.	Consultant	70%
2.	Financial offer	30%

### 1. Consultant Evaluation

- Previous similar experience in provision of technical support to complex projects and multi-lateral (e.g. GEF, GCF, AF) financed projects or UN implemented projects will be an added asset;
- Work experience in Small Island Developing States (SIDS) and Africa including in São Tomé and Príncipe would be an advantage;
- Excellent drafting, formulation, reporting skills and accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including community members and authorities at different levels; familiarity with tools and approaches of communications for development;

Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;

<b>Criteria</b>	<b>Max. Point</b>
<i>Academic Qualifications</i>	25
Years of experience	20
Competencies	25
<b>TOTAL TECHNICAL PROPOSAL</b>	<b>70</b>

Individual consultants will be evaluated based on the following methodologies:

#### 1. Lowest price and technically compliant offer

*When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:*

*a) responsive/compliant/acceptable, and*

*b) offering the lowest price/cost*

*“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.*

## **ANNEX**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**

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## 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.

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### 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.

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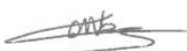
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IV. Deliverables, schedule, and payments		
Deliverables	Indicative/forecast date	Payments (%)
<b>Initial Report</b> including methodology and timeline to deliver the work	Expected working days: 1  Second fortnight of December 2022	<b>1 Payment upon 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: <ul style="list-style-type: none"> <li>- Main recommendations to promote their inclusion in the NAP process and overcome existing gaps, including an analysis focused on the NCCC.</li> <li>- A Gender Analysis in the Stakeholders Mapping Report.</li> <li>- A revised Stakeholder engagement strategy and NAP Roadmap including clear working arrangements to fully engage most vulnerable groups including women.</li> </ul>	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	
 Signature	Date 6 December, 2022
Task Manager, Climate Change Adaptation Unit, UNEP: Eva Comba,	
 Signature	Date 2 December , 2022