

TERMS OF REFERENCE

Gender-Based Climate Resilience Baseline Analysis

GENERAL INFORMATION

Services/Work Description:	In-depth baseline assessment of gender and climate change policy and programming in 9 countries.
Project/Program Title:	Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER)
Post title:	Gender-based Climate Resilience Baseline Analysis
Duty Station:	Barbados
Duration:	4 months
Expected Start Date:	N/A

I. BACKGROUND / PROJECT DESCRIPTION

The United Nations Development Programme (UNDP) is the UN's Global Development Network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in over 170 countries, employing participatory approaches to developing local solutions to national and global development challenges. UNDP's core vision is to help countries achieve simultaneous eradication of poverty and significant reduction of inequalities and exclusion, within a context of 3 development settings: eradicating poverty in all its forms and dimensions, accelerating structural transformations for sustainable development, and building resilience to crises and shocks.

The physical impacts of climate change and natural hazards are being seen to compound pervasive structural inequalities and socioeconomic vulnerabilities since gender equality and human rights are given insufficient consideration required in climate change mitigation and adaptation, and in disaster risk, recovery and response. While this is a general pattern where women and girls face a disparity in terms of (amongst other things) access to economic participation, nuances exist in each country in the needs and vulnerabilities of women, men, girls and boys, which warrant more detailed investigation and articulation.

Women and men typically respond and react differently at various stages of disaster and recovery; and the groups with the least knowledge and capacity to take short-term measures to limit impacts from climate-related disasters are often the most affected. Thanks to the generous contribution from Government of Canada and UK aid, EnGenDER seeks to further integrate gender equality and human-rights based approaches into disaster risk reduction (DRR), climate change (CC) adaptation and mitigation; environmental management frameworks and interventions. EnGenDER will also identify and address some of the gaps to ensure equal access to DRR and climate change and environmental solutions for both men, women, boys and

girls in nine Caribbean countries (Antigua and Barbuda, Belize, Dominica, Grenada, Guyana, Jamaica, Saint Lucia, Saint Vincent and the Grenadines and Suriname).

Appreciating that the nine participating Caribbean countries are at different stages of removing barriers to gender equality and integrating gender-based analysis into climate change, as well as recovery, this project aims to ensure that climate change and disaster risk reduction actions are better informed by an analysis of gender inequalities, and decisions are taken to ensure that inequalities are alleviated rather than exacerbated. These underlying gender inequalities (specific to each country context) are compounded by increasingly intense and frequently experienced climate change and disaster risk within Caribbean societies. EnGenDER therefore aims to empower governments to take ownership of their disaster risks and exposure with better national arrangements to deal with possible large-scale recovery needs, including improved shock responsiveness in national systems and better social protection finance tools for the most vulnerable. As such, the project's ultimate outcome is improved climate and disaster resilience for women and girls and key vulnerable populations¹ and future generations in the Caribbean.

The EnGenDER project will support CC, DRR and environmental management interventions in the 9 Caribbean countries by leveraging sector-level entry points (e.g. National Action Plans (NAPs) and National Appropriate Mitigation Actions (NAMAs)), specifically supporting implementation and/or upscaling of countries' priority actions. This project will analyse and prioritise the needs of the most vulnerable with respect to climate change adaptation and mitigation in priority sectors, including increasing their resilience in key livelihood sectors. It will also improve institutional capacities for delivering services effectively for the most vulnerable to accelerate post-disaster recovery and mitigate risk. By using a multi-disciplinary and integrated approach, the project also aims to contribute to the achievement of several SDGs (2, 5, 10, 11, 13, 14, 15, 16).

II. OBJECTIVES

To conduct a baseline assessment inclusive of quantitative and qualitative data that would assist in achieving the project's immediate *Outcome 1110: "Improved national capacity for gender-responsive climate change adaptation and mitigation planning and implementation among state and non-state actors in the target countries"*.

The objectives of the baseline are:

1. To provide data and analysis on the gendered inequality and vulnerability of women and men in priority sectors identified in the country-specific NAPs or NAMAs. This will inform tailored capacity building initiatives on gender equality mainstreaming in the priority sectors identified from the NAPs and NAMAs.

¹ An online survey completed by 108 stakeholders in the target countries have identified the following groups as very vulnerable: women, older men, boys and girls, and persons with disabilities.

2. To provide data and analysis on the successes and barriers to women’s empowerment and participation in contributing to each priority sector, and the opportunities for policy articulation to strengthen the integration of gender equality into sectoral planning and implementation processes to address both adaptation and resilience. This would support the development of budgeted gender-responsive and inclusive NAP and NAMA sector action plans.

3. To provide data and information on the projected localised climate change impacts on men and women, persons with disabilities (PWDs), indigenous populations and other vulnerable groups within the prioritised sectors from the NAPs and NAMAs. This will add to the sustainability of the sector level plans.

II. SCOPE OF THE WORK

The in-depth gender-based and climate resilience baseline analysis will include the application of, but not be limited to utilising the following analytical approaches: Gender-based Analysis Plus (GBA+)², gender and human rights based Climate Change Vulnerability and Capacity Assessment (VCA), as well as the development of a methodology for mainstreaming the relevant socio-economic analysis for poverty reduction perspectives and recommendations in the aforementioned approaches, in the context of gender responsive climate change adaptation and mitigation policies and programmes. Recommendations for the integration of a gender-responsive and human rights based approach (HRBA) inclusive approach, in the development and implementation of priority sector plans, based on the findings will also be developed as part of the scope of works.

The Gender-based Analysis Plus (GBA+), gender and human rights based Climate Change Vulnerability and Capacity Assessment (VCA) will focus primarily on the priority sectors identified by the 9 participating countries. The sectors in the 9 participating countries include (sectors may be subject to modification, based on Governments’ priorities).

Country	Priority Sectors (within the NAP)
Antigua and Barbuda ³	Infrastructure, Finance, Protected Areas
Belize	Agriculture; Water; Coastal Communities
The Commonwealth of Dominica ⁴	
Grenada	
The Co-Operative Republic of Guyana	Agriculture, Health
Jamaica ⁵	
Saint Lucia	Water, Agriculture, Fisheries
Saint Vincent and the Grenadines	Agriculture, Water
Suriname	Agriculture; Water; Energy and Forestry

² <https://cfc-swc.gc.ca/gba-acs/index-en.html>

³ Antigua and Barbuda are in the process of finalizing the NAP document.

⁴ The Commonwealth Dominica has not prepared a NAP. The priorities sectors are to be identified and confirmed.

⁵ Jamaica has not prepared a NAP. The priorities sectors are to be identified and confirmed.

A. Gender-based Analysis Plus (GBA+)

Gender-based Analysis Plus (GBA+) is an analytical approach used to assess how diverse groups of women, men and socio-economically vulnerable and at-risk groups may experience policies, programmes and initiatives. The “plus” in GBA+ acknowledges that GBA goes beyond biological (sex) and socio-cultural (gender) differences. In addition, to sex and gender, GBA+ considers multiple identity factors, such as mental or physical disability, national or ethnic origin, indigeneity, age and language. GBA+ also considers systemic barriers and their resulting impacts, both intended and unintended, on people’s lives.

Within the scope of this work, the GBA+ should assess the extent to which gender equality and inclusion has been mainstreamed into current national policies for the country-specific priority sectors from the NAPs and NAMAs, other planning instruments and institutional and governance mechanisms on climate change adaptation and mitigation. In addition, the GBA+ should also assess how climate change will exacerbate gender inequality within the poverty reduction strategies; the gender machineries which allow or encourage participation from vulnerable groups (women’s organisations; private sector/civil society, PWD and underrepresented groups), in decision making, policy development or implementation of climate programmes; and the legal rights of women, indigenous and tribal people (ITP).

The application of the GBA+ for the purposes of this work would involve quantitative and qualitative data collection; analysis of the data and information collected and the presentation of recommendations. When designing data collection methods, the team/firm needs to consider the context, circumstances and characteristics of the target population groups and data collection should use participatory approaches when including vulnerable groups. During data collection, the team/firm should include different voices and provide a space for traditionally disempowered groups to be heard.

A. Gender-based Analysis Plus (GBA+)

Specifically, using the aforementioned GBA+ approach to data collection and analysis, undertake the following:

1. Desk Review

- 1.1 A comprehensive desk review of national policies, programmes and initiatives for the country specific NAPs and NAMAs, relevant planning instruments, composition, roles and responsibilities of relevant institutional mechanisms on climate change adaptation and mitigation, gender equality and poverty reduction, including LEDS, REDD+, DRR planning, National communications/BURs and financing modalities for climate change mitigation and adaptation in priority sectors.
- 1.2 The desk review should also include examination of the level of capacity of relevant authorities and service providers to make available gender-responsive services, as well as the level of coordination and cohesion between gender machineries, NGO’s and women groups with DRR, Environmental and Meteorological entities to ensure that plans and actions are strategically implemented to priorities and meet the unique need and challenges of different groups.



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- 1.3 The desk review should include quantitative and qualitative data drawn from as diverse as possible a range of sources, including but not limited to census, relevant gender equality, poverty, labour force and other social and economic statistics from national statistics offices and line ministry statistics units including planning units/divisions, relevant and accessible administrative data and academic databases, including the work of the Institute of Gender and Development Studies at the University of the West Indies and other relevant academic institutions.
- 1.4 Country-specific financing mechanisms for funding climate change actions will be reviewed with a view to inform the development of gender responsive budgets for action plan implementation and will consider the gender responsiveness of policy considerations for the development and implementation of financing options for climate resilient development. This should include a look at the mitigation and adaptation priorities identified and invested in, and whether these are gender responsive and human rights based. This should inform decision making and recommendations on how climate finance can be used to support gender equality and poverty reduction efforts (see UNDP's guidance on Gender and Climate Finance).
- 1.5 Information gaps should be identified for the development and implementation of gender responsive quantitative and qualitative data collection processes as per the GBA+ approach, including stakeholders from the key areas of focus i.e. climate change mitigation and adaptation, gender equality, poverty reduction, disaster risk management, and their relevance to the work of the project/role they will play either as beneficiaries, or in implementation and or sustainability of NAP and NAMA related activities. Data on the capacity building needs related to addressing gender-based violence, heightened during disaster and exacerbated by climate change would be provided. Gender equality goals should be identified based on gaps in policy and programmes, and recommendations for stakeholder engagement specific to women and their needs be made.
- 1.6 Clear intersections between climate vulnerability and how this will compound the vulnerability of women and other vulnerable and at-risk groups must be illustrated, linking the desk review to the Vulnerability and Capacity Assessment. Examination of the specific psycho-social effects (which is manifested differently based on gender/socio-economic status) and challenges facing women, men, boys and girls as well as vulnerable groups caused by climate change and disasters should be undertaken. This should include mention of the particular hazards being addressed currently in policy, planning and programmes.
- 1.7 The desk review should also assess levels of compliance (based on the level of reporting for the various conventions that have been submitted) with regional and international agreements including but not limited to the SDGs, the Paris Agreement, the Sendai Framework, SAMOA Pathway, the Beijing Declaration.

2 Stakeholder Engagement

- 2.1 Based on the recommendations for additional data collection and stakeholder inclusion from the desk review, in accordance with GBA+ guidelines develop and administer qualitative and quantitative data collection processes and tools and develop a stakeholder engagement plan which identifies stakeholders to participate in data collection. This should include beneficiary groups, government and private sector entities involved in implementation of NAPs and NAMAs and others affecting policy and programme decisions on climate change adaptation and mitigation.
- 2.2 The stakeholder engagement plan will identify the stakeholder, the type of data and data collection process to be used to collect their inputs and a method for follow up re: their involvement in relevant project activities. Stakeholders will include key Government actors, civil society with a focus on women's groups, national women's machineries, groups representing the needs of vulnerable persons including persons with mental and physical disabilities and the elderly, academia, private sector, UN Agencies) involved in the relevant climate and gender equality decision making and planning processes should also be used, to ensure broad integration of perspectives. Women's only stakeholder engagement should be mapped out as part of a focus on the needs and priorities of women beneficiaries. Stakeholders should include relevant persons in finance (Ministry of Finance and financial institutions), as well as persons included in the Climate Change portfolio.
- 2.3 Gender sensitive methodologies should be used to plan and implement interviews, focus groups and consultations ensuring that the engagement is inclusive. The consultations should allow participants to express and discuss their comments and concerns in a safe environment and should foster informal dialogues and information sharing, for example in gender- and age-focused groups at grassroots levels. This will include considerations of the appropriateness of venues chosen, and gender-based and socio-economic needs for example child-care, transportation allowances, wheelchair accessibility etc. Ethical codes of practice related to data collection using human subjects will be adhered to. Women only data collection efforts as pertains to women's equality issues specifically as relevant to informing needs-based NAP and NAMA interventions should be undertaken. Where possible parity in participation of men and women in data collection should be sought, noting that some stakeholders are based on positions in institutions and their sex/gender cannot be prescribed/as well, sectoral based consultations may be influenced by occupations sex segregation and numbers of men and or women may be limited due to these structural characteristics of the sectors.

3 Guidance for Data Analysis and Recommendations

The analysis of this data will involve the identification of themes, categories and patterns. The analysis can be based on relevance, design and delivery, effectiveness and efficiency etc. The table below is a simple guide and does not limit the analysis conducted to the questions listed below.

Analysis	Questions
Relevance	<ul style="list-style-type: none"> ▪ Is the policy or programme expected to contribute to promoting equality, diversity and inclusion? ▪ How does it meet the needs of women and men and other vulnerable groups? ▪ Were the vulnerable population groups appropriately identified? ▪ Is the policy or programme equally relevant to different population groups? ▪ Are there population groups that should be targeted but have been omitted? ▪ Does the policy or programme align with or contribute to the achievement of government-wide priorities on gender equality? ▪ Does it align with or duplicate the objectives of other policies, programs or services? ▪ Are there lessons learned from comparable policies or programmes that include a GBA + approach that could be applied?
Design and Delivery	<ul style="list-style-type: none"> ▪ Does the policy or programme provide equal access to diverse groups of individuals? ▪ Does the policy or program create or perpetuate barriers for certain vulnerable population groups? ▪ What kind of barriers (for example, limited access due to financial barriers) do those vulnerable population groups perceive? ▪ How could the policy or programme be improved to foster inclusion of vulnerable population groups (for example, by enhancing said groups' feedback on or contribution to development of the policy, program or service)? ▪ Are there particular vulnerable population groups that are not being reached with this policy or programme? Does the policy, programme or service provide equal access to diverse groups of individuals?
Effectiveness	<ul style="list-style-type: none"> ▪ To what extent have underrepresented vulnerable population groups participated in the policy or programme? ▪ To what extent, and in what ways, have expected outcomes had an impact on different vulnerable population groups? ▪ Have outcomes differed across diverse vulnerable population groups? What accounts for the differences? ▪ To what extent have any disparities in outcomes for different vulnerable population groups been addressed, if necessary? ▪ Does the policy or programme address the needs of various vulnerable population groups equally? ▪ Have there been any unexpected or unintended impacts (positive or negative) on any vulnerable population groups? If so, how were they addressed, if at all? ▪ Is the policy or programme taking steps that could be considered gender-transformative? ▪ To what extent has the policy or programme fostered changes that promote gender equality? ▪ Are results related to equality and diversity likely to be sustained?
Efficiency	<ul style="list-style-type: none"> ▪ To what extent are effective and efficient means being used to ensure that vulnerable population groups are included when implementing this policy, programme or service? ▪ What are the costs of the policy or programme, for each vulnerable population group?

The findings from the GBA+ should be used to formulate recommendations, including: the identification of entry points (the institutional and policy arrangements; the relevant actors; the financial and human

resources) and proposed solutions/actions to reduce gender inequalities and key vulnerabilities in the country-specific priority sector interventions outlined in the NAPs and NAMAs.⁶

B. Gender Responsive Climate Change Vulnerability and Capacity Assessment (VCA) and Recommendations

The Climate Change Vulnerability and Capacity assessment is undertaken in order to better understand the projected impact of climate change on the key vulnerable groups within the country-specific priority sectors. The focus of the assessment is the extent to which the key vulnerable groups (within the country-specific priority sectors) will be exposed to climate change impacts in the future and how likely they are to adapt to the projected impact. This information will help to ensure that the gender responsive sector action plans produced under the EnGenDER project will not only reach appropriate groups, but will also lead to fair, inclusive and affirmative actions and decisions to those groups who are most vulnerable to climate change impacts. This will also help to ensure the sustainability of the action plans. The findings from climate change VCA should be used to formulate recommendations, including actionable measures to reduce gender inequalities and key vulnerabilities in the priority sector(s) to projected/future climate change impacts.

Specifically, using the aforementioned Gender Responsive Climate Change Vulnerability and Capacity Assessment (VCA) approach to data collection and analysis should be guided by UNDP Social Vulnerability Assessment Tools for Climate Change and Disaster Risk Reduction Programming⁷, undertake the following:

1. Data from regional climate models (RCM) should be used in the climate vulnerability analysis. The available RCM is the Providing Regional Climates for Impact Studies (PRECIS). The climate change VCA should analyse current and projected (2030, 2050, 2100) localised climate change impacts (higher temperatures; changes in precipitation patterns; droughts and heat waves; tropical cyclones; sea level rise and storm surge) on the country-specific priority sector(s) and key vulnerable groups within the country-specific priority sector(s), highlighting how projected climate change will exacerbate the vulnerability or increase the adaptive capacity of these different groups.
2. The VCA will be informed by the GBA+ desk review, noting the country specific priority areas and vulnerable populations identified. Justification should be provided for the proposed climate change VCA methodology presented by the company but should include descriptive and spatial statistics, as well as an indication of the limitations of the methodology proposed.

⁶ UNFCCC 2016. Guidelines or other tools for integrating gender considerations into climate change related activities under the Convention. FCCC/TP/2016/2

⁷ UNDP Social Vulnerability Assessment Tools for Climate Change and Disaster Risk Reduction Programming:
https://www.adaptation-undp.org/sites/default/files/resources/social_vulnerability05102017_0.pdf

III. EXPECTED OUTPUTS AND DELIVERABLES

1. **Methodology:** Develop a detailed methodology and work plan for undertaking the identified activities inclusive of a table of contents for each of the deliverable report and associated stakeholder engagement plan; data collection matrix and tools; timeline and technical resources.
2. **Desk Review and Consultation Report:** Should provide a description of the data collection tools and techniques and stakeholder engagement methods utilised and how it was adapted to suit the specific country context. The report should also include summary findings of the literature review; results from the instruments administered and summary findings from each in country stakeholder consultation conducted. The sources and types of the documents and data collected (bibliography and database); list of stakeholders involved in the process; sample of interview questions and questionnaire; agenda for the in-country focus group or working session and a schedule of country visits should be also included in the report.
3. **Final Baseline Country Reports:**
 - 3.1. The final baseline report should use the GBA+ approach to analyse the data from the desk review inclusive of finance modalities (specific data analysis guidelines follow below), additional qualitative and quantitative data collection and the VCA, and make recommendations, including actionable measures to reduce gender inequalities and compounded vulnerabilities in the priority sector(s) to projected/future climate change impacts
 - 3.2. Recommendations proposed should be based on evidence from the baseline assessment, including but not limited to gender-responsive decision making in climate change adaptation, mitigation and disaster risk reduction strategies response, interventions for priority sectors, and relevant poverty reduction and gender equality goals. Recommendations proposed should guide the development of Gender-responsive budgeted sectoral plan from the NAPs (to be further elaborated in activity implementation including M&E frameworks).
 - 3.3. The tools developed for data capture should be included as annexes along with the data collection methodology and stakeholder engagement plans. A database with links/copies of the documents/policies/literature collected through the process should be shared with UNDP. The format of the Country Report is provided in the Annex.

Expected deliverables and proposed payment allocations are as follows:

Deliverables	Number of w/days	% Payment
1. Methodology and work plan: <ul style="list-style-type: none"> a. Table of Contents b. Stakeholder engagement plan c. Data collection matrix and methodology d. Timeline e. Technical Resources 	3 days from the signature of the contract	10%
2. Desk Review and Consultation Report <ul style="list-style-type: none"> a. Description of data collection tools and techniques. b. Sources and types of data collected (bibliography and database) c. Summary Findings: Desk Review for each country d. Result from the instruments for each country e. List of stakeholders f. Sample interview questions and questionnaire g. Agenda for the in-country focus groups h. Schedule of country visits i. Summary findings: Stakeholder Consultation for each country 	50 days	25%
3a. Draft Country Report (the process and outcome of GBA+ and climate change VCA, including recommendations, outlined in Annex) for 3 Countries	15 days	15%
3b. Draft Country Report (the process and outcome of GBA+ and climate change VCA, including recommendations, outlined in Annex) for 3 of the remaining Countries:	15 days	15%
3c. Draft Country Report (the process and outcome of GBA+ and climate change VCA, including recommendations, outlined in Annex) for final 3 Countries	15 days	15%
4a. Final Country Reports (the process and outcome of GBA+ and climate change VCA, including recommendations, outlined in Annex) for 4 countries	10 days	10%
4b. Final Country Reports (the process and outcome of GBA+ and climate change VCA, including recommendations, outlined in Annex) for the remaining 5 countries	10 days	10%

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The company will report directly to the EnGenDER Technical Specialist Climate Change in accordance to the approved schedule of works, on progress, challenges encountered, risks foreseen, proposed or taken mitigation measures, and where UNDP support may be required. The company is expected to

liaise/interact/collaborate/ work closely, within the course of performing the work, with UNDP Country Offices (CO's), governments, other consultants, other agencies, donors, communities, CSOs, local government units, etc. Whenever requested, the company may participate in wider multi-agency assessment exercises and coordination forum, but not to represent and/or to speak on behalf of UNDP.

V. DURATION AND RENUMERATION

The duration of the contract is for a period of 4 months, from April to August 2020. The company's price is a fixed output regardless of extension of the duration specified herein. The company's price proposal will include ***all expected costs of the assignment***. Payment will be remitted subject to the approval of final deliverables and based on the company's price proposal. In country technical clearance/approval must be provided for the all deliverables.

Payments would be made upon submission and approval of the following deliverables as highlighted in Section III above:

1. Methodology and work plan– 10%
2. Data Collection and Consultation Report–25 %
3. Draft Country Report for 3 Countries – 15%
4. Draft Country Report for 3 of the remaining Countries– 15%
5. Draft Country Report for the final 3 Countries – 15%
6. Final Country Report for 4 countries– 10%
7. Final Country Report for the remaining 5 Countries – 10%

VI. COMPOSITION AND REQUIRED COMPETENCIES

The technical capacities within the company should include at least a Gender Equality Specialist and a Climate Change Specialist. The company will determine and share with the Project Management Team who will be assigned as the team leader.

The Team leader within the company must possess:

- Specialized knowledge, skills, abilities, and experience to use independent judgment in the performance of their duties and be capable of carrying out work with little guidance or supervision;
- Significant experience in the management of projects and or policy analysis;
- Demonstrated effective planning, management, negotiation, communication and leadership skills;
- Proven ability to work with complex stakeholders and familiarity with project dynamics;
- Broad understanding of technical issues relevant to our core sectors.

The responsibilities of the Team leader will include:



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- Leading the Team in the development of the methodology and work plan.
- Use of best practice in methodologies and analyses for the GBA+ and climate change VCA approach.
- Leading the consultation process and administering of instruments.
- Leading the collation of all information, drafting and finalisation of the Final Country Reports.
- Supervision of the team and ensuring timelines are met.
- Responsible for collating final reports and quality assurance of deliverables

The members of the company must present the following qualifications:

Gender Equality Specialist	
Education	<ul style="list-style-type: none"> ▪ Postgraduate degree (MSc, MA, or higher) in development studies, gender studies, poverty reduction, international policy, sustainable development, social sciences, or a related field
Experience	<ul style="list-style-type: none"> ▪ At least 8 years of experience addressing issues specific to Caribbean SIDS surrounding gender equality. Experience in climate change vulnerability, risk and inequality, or other related development issues is an asset. ▪ At least 5 years of strong experience in gender equality analysis in relevant areas such as gender responsive policy analysis and inter-sectoral approaches; strategic planning and gender equality advocacy to national and other partners, strengthening institutional capacities. ▪ Experience in developing and implementing participatory research approaches, and in quantitative and qualitative research methods; evidence of published work on areas related to gender and inclusion is an asset. ▪ Sound understanding of national and local development planning processes in the Caribbean. ▪ Previous work experience in a UN organisation is desirable. ▪ Previous work in any of the beneficiary countries and in a similar project is highly desirable. ▪ Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work). ▪ Excellent conceptual, analytical, writing and communication skills.

Climate Change Specialist	
Education	<ul style="list-style-type: none"> ▪ Postgraduate degree (MSc, MA, or higher) in climate change and development, natural resource management, environmental science, risk assessment, environmental engineering or a related field.

Experience	<ul style="list-style-type: none"> ▪ At least 8 years of experience addressing issues specific to Caribbean SIDS surrounding climate change vulnerability and risk, or other related development issues. ▪ At least 5 years of strong experience in addressing issues specific to Caribbean SIDS surrounding climate change and vulnerability. ▪ Experience in the application of climate projections from climate modelled data in vulnerability analyses/assessment is an asset. ▪ Sound understanding of national and local development planning processes in the Caribbean especially knowledge of the NAP/NAMA/NDC development or implementation process in the Caribbean. ▪ Previous work experience in a UN organisation is desirable. ▪ Previous work in any of the beneficiary countries and a similar project is highly desirable. ▪ Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work). ▪ GIS and/statistical analysis and writing skills would be a strong asset.
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VII. SELECTION CRITERIA

The technical component for the scope of works (technical capacity and related qualifications for team lead, Gender Equality Specialist, Climate Change Specialist and Methodology would accumulative contribute to 70%. The financial proposal will be assigned 30%.

The company will be evaluated separately based on the selection criteria listed below.

Selection Criteria -Team Leader		
1. Technical Capacity and Related Qualifications	Weight (10%)	Max. Points (100pts)
1.1 Specialized knowledge, skills, abilities, and experience to use independent judgment in the performance of their duties and be capable of carrying out work with little guidance or supervision		30
1.2 Significant experience in the management of projects and or policy analysis		25
1.3 Demonstrated effective planning, management, negotiation, communication and leadership skills		20
1.4 Proven ability to work with complex stakeholders and familiarity with project dynamics		15
1.5 Broad understanding of technical issues relevant to the core sectors		10
Total Points	10%	100

Selection Criteria- Gender Equality Specialist			
2. Technical Capacity and Related Qualifications		Weight (20%)	Max. Points (150pts)
2.1	Postgraduate degree (MSc, MA, or higher) in development studies, gender studies in gender equality/studies, poverty reduction, international policy, sustainable development, social sciences, or a related field.		40
2.2	8 years of experience addressing issues specific to Caribbean SIDS surrounding gender equality and climate change vulnerability, risk and inequality, or other related development issues.		35
2.3	5 years of strong experience in gender equality analysis in relevant areas such as gender responsive policy analysis and inter-sectoral approaches; strategic planning and gender equality advocacy to national and other partners, strengthening institutional capacities.		30
2.4	Experience in developing and implementing participatory research approaches, and in quantitative and qualitative research methods.		20
2.5	Sound understanding of national and local development planning processes in the Caribbean. Previous work in any of the beneficiary countries and in a similar project.		15
2.6	Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work). Excellent conceptual, analytical, writing and communication skills.		10
Total Points		20%	150
Selection Criteria- Climate Change Specialist			
3. Technical Capacity and Related Qualifications		Weight (20%)	Max. Points (150pts)
3.1	Postgraduate degree (MSc, MA, or higher) in climate change and development natural resource management, environmental science, risk assessment, environmental engineering or a related field		40
3.2	8 years of experience addressing issues specific to Caribbean SIDS surrounding climate change vulnerability and risk, or other related development issues.		35
3.3	5 years of strong experience in addressing issues specific to Caribbean SIDS surrounding climate change and vulnerability.		30
3.4	Experience in the application of climate projections from climate modelled data in vulnerability analyses/assessment is an asset Sound understanding of national and local development planning processes in the Caribbean especially knowledge of the		20

	NAP/NAMA/NDC development or implementation process in the Caribbean.		
3.5	Previous work experience in a UN organisation is desirable Previous work in any of the beneficiary countries and a similar project is highly desirable		15
3.6	Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work). GIS and/statistical analysis skills would be a strong asset.		10
Total Points		20%	150
4. Methodology-Climate vulnerability and capacity assessment		Weight (10%)	Max. Points (50pts)
4.1	The methodology of the climate change VCA is clear and coherent with the TOR demonstrating fulfilment of the requirements, and provides clear and encouraging sign that the Climate Change Specialist will provide an adapted work		30
4.2	The methodology for the climate change VCA has sufficient details and is well balanced. The scope of each task is clearly defined addressing all aspects of the TOR and there is not uncertainty as to what will be provided.		10
4.3	Sequence of activities are logical, realistic and the team's partnership arrangement in executing the methodology is coherent and constructive and designed to add value to the project.		10
Total Points		10%	50
5. Methodology-Gender analysis and integration of gender responsive approach		Weight (10%)	Max. Points (50pts)
5.1	The methodology for the GBA+ is clear and coherent with the TOR demonstrating fulfilment of the requirements and provides clear and encouraging signs that the Gender Equality Specialist will provide an adapted work.		30
5.2	The methodology for the GBA+ has sufficient details and is well balanced. The scope of each task is clearly defined addressing all aspects of the TOR and there is not uncertainty as to what will be provided.		10
5.3	Sequence of activities are logical, realistic and the team's partnership arrangement in executing the methodology is coherent and constructive and, designed to add value to the project.		10
Total Points		10%	50
Final Score		70%	500

VIII. OTHER

The team/firm must submit their CVs, methodology together with their financial proposal. Applications must be submitted in English and incomplete proposals will not be considered.

Documents to be included when submitting the proposal

- **Proposed Methodology for the Completion of Services.** The company must describe how they will address/deliver the demands of the assignment;
- **Company profile.** Brief history explaining the number for years the company has been providing a similar service; history any company name changes and previous and current collaborative partnerships; show evidence of the financial and technical capacity of the company to provide required service.
- **CV** in alignment with the required qualifications and relevant experience for each member of the company.
- **Business registration certificate**
- **Financial Proposal.** The company must submit the financial proposal containing the final and all-inclusive (professional fees, all envisaged travel costs, etc.) total price offer for the full range of services required, broken down into all major cost components associated with the services. All envisaged travel costs must be included in the Offeror's financial proposal. This includes all duty travels.

IX. ANNEXES

1. Country Report Format

1. Introduction and background

- *Explain the objectives of the analysis (which outputs and project activities the baseline information will support), why the analysis is needed.*
- *Identification of existing and pipeline policies/programmes/legislation within the priority sectors and climate change that will be reviewed and analysed.*
- *Introduction and composition of the team, background skills of team members, the appropriateness of the technical skill mix and responsibilities.*
- *Acquaint the reader with the structure and contents of the report and how the information contained in the report will meet the objectives.*

2. Purpose, scope and objective (include limitations of the analysis)

- *Scope of Analysis - define the parameters of the analysis, for example, the time period and the segments of the target population included.*

- *Outline what is outside the scope and why; the effects this will have on the analysis and the pertinence to the assessment.*

3. Methodology (detail)

The report should describe in detail the selected methodological approaches, methods and analysis; the rationale for their selection; and how, within the constraints of time and money, the approaches and methods were employed. It should include discussion on

- *Data sources including the sources of the projected climatic data;*
- *Gender analysis and Climate vulnerability and capacity assessment approach*
- *Data-collection procedures and instruments: methods or procedures used to collect data, including discussion of data-collection instruments for example sample of tool to be utilised in collecting primary and secondary data; stakeholder engagement plan; schedule and logistical arrangements for country visits;*
- *Major limitations of the methodology should be identified and openly discussed as to their implications for analysis, as well as steps taken to mitigate those limitations.*

4. Data Analysis, Findings and Recommendations

Findings should specifically reflect a detailed gender analysis and climate vulnerability and capacity assessment of the country specific priority sectors from the NAPs and NAMAs. The report should describe the procedures used to analyse the data collected. Findings should be presented as statements of fact that are based on analysis of the data. Recommendations on for integrating a gender-responsive approach in adaptation/mitigation as relevant, in the selected priority sector(s) based on the NAP/NAMA should also be included. Assumptions or risks the collection of the data and the analysis that affect the integration of this information should also be discussed.

2. Project Document