



Caribbean Community Climate Change Centre

TERMS OF REFERENCE STAKEHOLDER AND GENDER SPECIALIST (SGS)

Request for Expression of Interest (EOI)	
Country	Belize
Donor	Green Climate Fund (GCF)
Project Name	Building Capacity for the Regional Approach to Climate Action in the Caribbean: Caribbean Community Climate Change Centre (CCCCC)
Contract Title	Stakeholder and Gender Specialist (SGS)
Contract #	Contract #20/2019/GCF/CCCCC
Contract Type	Fixed Price - Individual Contracts
Expected Duration of the Services	2.5 years
Duration of Contract	12 months in the first instance (Contract renewal is subject to the availability of funds and successful performance evaluation)
Estimated Start Date	April 2019
Duty Station	Caribbean Community Climate Change Centre (CCCCC) Office, Belize with travel to Member States as necessary
Deadline for Submission	<u>2:00pm (GMT-6), Friday 22 March 2019.</u>

1. BACKGROUND

The Caribbean Community Climate Change Centre (the Centre) has the mandate to coordinate the Caribbean Community's (CARICOM) response to climate change as well as provide climate change-related policy advice and guidance to CARICOM Member States. As part of its effort to continuously execute its mandate, the Centre has developed a Readiness Project with the support of CARICOM Member States and the Green Climate Fund, aimed at building greater capacity within the Centre, especially within its Programme Development and Management Unit (PDMU). This capacity is essential for identifying and shaping impactful, transformative, sustainable, innovative and replicable projects for submission to the GCF and other climate financing windows.

The Green Climate Fund (GCF) is a key multilateral financing mechanism that is essential to support climate action in the Caribbean and by extension developing countries. On July 9, 2015, the Board of the GCF accredited the Centre as a Regional Implementing Entity. As a



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regional direct access entity, the Centre has the mechanism, which includes the Regional Framework for Achieving Development Resilient to Climate Change and its Implementation Plan, to coordinate climate action in the region. Utilizing a bottom-up approach the aim is to develop bankable projects, both national and regional, consistent with national priorities, the Regional Framework, GCF's strategic results area and investment criteria and the Sustainable Development Goals (with specific reference to Goal 13).

The GCF is committed to integrate gender perspectives and encourages the involvement of relevant stakeholders, including vulnerable groups and addressing gender consideration in all aspects of project/programme designs. These inclusions are aligned with the Sustainable Development Goals set out by the United National Development Programme. Additionally, this is important for the Centre and CARICOM Member States to mainstream gender consideration in climate change action as well as ensure all projects/programmes align with GCF guidelines on gender and social inclusion. These actions emphasizes on building partnerships required to carry out project/programme objectives.

Readiness Project in Brief

In the Caribbean, Direct Access Accredited Entities (AE) seek support to enhance their capacity to identify, develop and implement projects for the GCF. To this regard, the Readiness Project aims at improving the CCCCC's and CARICOM countries' capacity to deliver high-quality funding proposal for GCF consideration.

The Readiness Project's specific objectives are:

1. Strengthen capacities of CCCCC's Staff and CARICOM Members States;
2. Enhance stakeholders' engagement to accelerate country-driven adaptation and mitigation projects;
3. Support efforts aimed at maintaining and or upgrade the CCCCC's accreditation;
4. Enhance CCCCC's capacities in supporting CARICOM countries during the process of Concept Notes' and Funding Proposals' development; and,
5. Mobilize private sector in supporting Low-Carbon and Climate-Resilience development in CARICOM countries.

This consultancy will support efforts to achieving all objectives set out above.

2. OBJECTIVES OF THE POSITION

The objective of this position is to support the Caribbean Community Climate Change Centre (referred hereafter as "the Centre") in the strengthening of the Project Development and Management Unit (PDMU) through the preparation of project/programme proposals for Caribbean Community (CARICOM) Member States and the Caribbean Region in general The



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PDMU aims at ensuring improved proposals crafting for innovative, impactful and transformative projects that can qualify for bilateral or multilateral climate and/or developmental financing, inclusive of funding from the Green Climate Fund (GCF).

In order to integrate gender into these project/programme proposals, the Stakeholder and Gender Specialist will develop a gender assessment and social inclusion action plan. This entails undertaking a comprehensive socioeconomic and gender assessment (complementary to the ESS requirements), including relevant gender-equitable stakeholders' consultations and engagement. The gender assessment and action plan will be submitted as an annex of the full funding proposal. This will provide the GCF and CCCCC with an overview of how gender equality will be promoted within the project. The main purpose of this position are to:

- (i) Undertake a comprehensive review and provide a revised and up-to-date Gender Policy and Action Plan of the CCCCC
- (ii) Undertake a comprehensive gender analysis/assessment to examine the different roles, rights, needs, constraints, and opportunities of women and men in the proposed EDA programme. The analysis should include at a minimum a comparative summary of key gender equality indicators for the EDA pilot countries. The gender assessment for the EDA preparatory stage should be guided by the GCF's Gender Policy and relevant templates
- (iii) Prepare a Gender and Social Inclusion Action Plan to ensure that gender mainstreaming is clearly visible in the EDA programmes design and implementation. Specifically, the Action Plan should present:
 - a) Work undertaken to address gender issues in the programme;
 - b) Targets and design features, included in the programme to address gender concerns and ensures tangible benefits to women and men, especially from vulnerable communities;
 - c) Mechanisms to ensure implementation of the gender design elements; and
 - d) Gender - sensitive monitoring and evaluation indicators.

3. SCOPE OF WORK

An experienced Stakeholder and Gender Specialist is sought to mainstream gender and social inclusion in several facets of the Caribbean Community Climate Change Centre's operations including policies (Regional Framework and internal policies) and projects (during development and implementation).

The Stakeholder and Gender Specialist will be expected to conduct a comprehensive gender analysis/assessment to examine the extent to which gender mainstreaming is visible in the design/implementation of the Regional Framework. Specifically, the assessment should take stock of, and make recommendations for, the design features included in the Regional



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Framework to address gender concerns and provide tangible benefits to vulnerable groups, inclusive of the women, children, elderly, youths, ethnic minorities indigenous peoples and physically challenged. This exercise should make specific recommendations for gender-sensitive monitoring and evaluation indicators to be adopted in the Implementation Plan and organise a consultative meeting to endorse the findings.

The Specialist will be screening all funding proposals developed by the PDMU and develop Stakeholders and Gender Action Plans for, and incorporate gender considerations into ALL funding proposals. The proposals will be formulated in keeping with the required format, content and quality required by the Centre's Programme Development and Management Unit (PDMU) and in keeping with the GCF templates. Specifically, the Stakeholder and Gender Specialist is required to:

1. Liaise with CARICOM Member States to identify their priorities ensuring gender issues are addressed in the beginning of the development of project/programme concepts;
2. Review relevant documentation and literature to ensure the inclusion of gender in the projects/programmes being developed
3. Prepare inputs and support the required analyses/studies
4. Work closely with the PDMU to ensure findings are meaningfully integrated into project strategies and results framework
5. Conduct and support completion of any additional studies that are determined to be needed for the preparation of proposals and final outputs
6. Assist with the piloting and acceptance of these proposals for funding as it relates to integrating gender equality and the development of environmental and/or social management plan(s) for identifying all risks; and
7. Any other duties that may be assigned from time to time for the effective and efficient delivery of services within the PDMU.

4. EXPECTED DELIVERABLES

The principal delivery of the Stakeholder and Gender Specialist will be:

- A gender analysis/assessment report of the Regional Framework and gender-sensitive M&E indicators for the Implementation Plan.
- A review of the Regional Framework and the Project Formulation Manual to reflect recommendations on gender and social inclusions
- Review and update of the current Gender and Action Plan for CCCCC and submit an updated version based on said review



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- Perform further consultations as needed to finalise the updated Gender Policy and Action Plan
- Conduct Stakeholders and Gender Analysis and develop complementing Stakeholder Engagement Plans and Gender Action Plan for at least five (5) Funding Proposals submitted to be the GCF for consideration.

5. QUALIFICATIONS AND EXPERIENCE

Educational requirement

Candidates are expected to have at least:

- A Bachelor's in Gender Issues, Social Science, Environmental Studies, Political Science, Anthropology or related discipline

Working requirement

Candidates are expected to have:

- A minimum of five (5) to seven (7) years proven experience in gender mainstreaming, sustainable development (environmental initiatives) and climate change adaptation
- Knowledge about natural resources management, Climate Change impacts and building resilience, preferably in the Caribbean Region
- Knowledge of sensitizing stakeholders on gender issues
- Experience on projects financed by multilateral development agencies
- Proven ability to generate and sustain ongoing consultation and meaningful participatory processes with a wide cross section of stakeholders throughout the duration of the period of employment
- Able to build strong relationships with stakeholders, focuses on impact and result for the stakeholders and responds positively to feedback
- Demonstrated ability to work independently and within a multi-disciplinary team of experts involved in project/programme design
- Knowledge of and experience implementing international social safeguards policies/standards (e.g. GCF, World Bank, IFC or IADB) would be considered an advantage
- Be a national of one of the CARICOM Member States
- Excellent communication skills, inclusive of spoken and written English
- Computer experience with competence in Microsoft Office, Excel, etc.



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6. REPORTING AND COORDINATION

The Stakeholder and Gender Specialist will work within the Project Development and Management Unit (PDMU) and closely with staff within the various sub-units. The Consultant will report directly to the Head of the PDMU.

7. REMUNERATION

Remuneration will be negotiated based on budgetary allocation for the position. Payment will be made in monthly instalments upon the Centre's acceptance of a monthly work plans and project highlight reports.

8. APPLICATION SUBMISSION PROCEDURE

All suitably qualified persons are invited to submit their Expression of Interest (EOI) covering the points outlined in the TOR and accompanied by the following application documents:

- a. Letter of motivation outlining motivation and how your experience, skills, qualifications and professional networks fit with the required job description.
- b. Curriculum vitae or Résumé with full details of experience, achievements, qualifications and names
- c. Be a national of one of the CARICOM Member States
- d. Contact details of three (3) references

EOI's should be clearly identified as – **“Recruitment of Consultant - Stakeholder and Gender Specialist (SGS)- Building Capacity for the Regional Approach to Climate Action in the Caribbean: Caribbean Community Climate Change Centre (CCCCC)”** and submitted as PDF files via email to the following email address procurement@caribbeanclimate.bz

The deadline for the submission of EOI's is on or before 2:00pm (GMT-6), Friday 22 March 2019.

For queries regarding the Procurement documents and submission process, email:

awilliams@caribbeanclimate.bz

Attention: Ms. Allison Williams

Procurement Officer

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9. EVALUATION AND SELECTION CRITERIA

Candidates applying for this consultancy shall meet a minimum score of 80 points on the evaluation scale below.

#	Description	Points
Qualifications		
1	Bachelor's in Gender Issues, Social Science, Environmental Studies, Political Science, Anthropology or related discipline	20
Experience		
2	A minimum of five (5) to seven (7) years proven experience in gender mainstreaming, sustainable development (environmental initiatives) and climate change adaptation	25
3	Knowledge about natural resources management, Climate Change impacts and building resilience, preferably in the Caribbean Region	15
4	Experience on projects financed by multilateral development agencies	10
5	Proven ability to generate and sustain ongoing consultation and meaningful participatory processes with a wide cross section of stakeholders throughout the duration of the period of employment	10
6	Able to build strong relationships with stakeholders, focuses on impact and result for the stakeholders and responds positively to feedback	10
7	Knowledge of and experience implementing international social safeguards policies/standards (e.g. GCF, World Bank, IFC or IADB) would be considered an advantage	10
Total		100