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TERMS OF REFERENCE (TOR)

UN-REDD Sri Lanka National Programme

Assignment:	Addressing Gender Considerations and Inclusion of Women in REDD+ Policy Processes
Job title:	National Expert –Women’s inclusion and gender policies
Reporting to:	Technical Advisor-UN-REDD Programme
Location:	Colombo, Sri Lanka
Language required:	English with Sinhala, and/or Tamil
Expected duration of assignment:	June - October 2015 (60 days within the period)
Expected start date:	June 1, 2015
Application deadline:	21 May 2015

A. BACKGROUND

The UN-REDD Programme is a collaborative initiative on Reducing Emissions from Deforestation and Forest Degradation (REDD+) in developing countries. The Programme was launched in 2008 to assist developing countries prepare and implement national REDD+ strategies, and builds on the convening power and national expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP).

As a partner country of the UN-REDD Programme, Sri Lanka is committed to developing the necessary capacity to implement REDD+ through the UN-REDD National Programme (NP). The NP will contribute towards ensuring that Sri Lanka is prepared to participate effectively in the REDD+ mechanism resulting from the UNFCCC negotiations, by focusing on key initial elements of REDD+ readiness.

The overall objective of the UN-REDD NP in Sri Lanka is to “support the Government in catalysing the establishment of key mechanism and process and development of capacities, required to implement REDD+.” This objective will be secured through the following five outcomes:

- National Consensus reached on the Sri Lanka REDD+ programme;
- Management Arrangements contributing to the National REDD+ Process defined;
- Improved Stakeholder Awareness and Effective Engagement;
- National REDD+ Strategy and Implementation Framework developed;
- Forest Monitoring System for REDD+ Activities developed.

To support this work, Sri Lanka’s REDD+ CSO Platform will bring ideas, concerns and experiences of civil society organizations and local communities into these REDD+ related policy activities.

In this process, the Government of Sri Lanka must respect the Cancun Agreements (Decision 1/CP. 16) of the United Nations Framework Convention on Climate Change (UNFCCC), particularly the safeguards under the appendix 1, which call for among others:

‘Addressing, inter alia, the drivers of deforestation and forest degradation, [...], gender considerations and the safeguards identified in [...] appendix I to this decision, ensuring the full and effective participation of relevant stakeholders, [...], when developing and implementing their national strategies or action plans’.

From this perspective, the UN-REDD NP in Sri Lanka is committed to supporting the Government of Sri Lanka in ensuring effective inclusion on gender considerations into the country’s REDD+ readiness processes, and going one step further by empowering women to actively participate in REDD+ policy formulation and implementation.

On this basis, the UN-REDD Programme, in partnership with USAID’s Lowering Emissions in Asia's Forests (LEAF) Project and the Women Organizing for Change in Agriculture and Natural Resources Management (WOCAN) undertook regional baseline studies involving three countries including Sri Lanka during 2013-2014, which revealed a number of critical barriers to women’s inclusion in REDD+ at the institutional and community levels as well as identified key entry points for removing those barriers. Through the national stakeholder consultation event in Colombo for the validation of the study findings, there was a unanimous agreement by the participating stakeholders that more in-depth studies were needed to understand highly nuanced localised barriers and opportunities in order to bridge existing gaps between policies and practices.

UNDP on behalf of the UN-REDD Programme seeks to engage a team of two national experts to build on the above mentioned study findings and outcomes of the stakeholder consultation event to generate further knowledge, to identify and prioritise key strategies, and to develop and conduct capacity development programmes to support the delivery of the following objective.

B. OBJECTIVE

The objective of this assignment is to provide support in enhancing women's inclusion and address gender considerations through the delivery of the following outputs of the UN-REDD National Programme (NP) in Sri Lanka:

- Output 3.2: Stakeholder engagement in REDD+ readiness process enhanced (incl. FPIC, the private sector engagement)
- Output 5.6: Framework for social and environmental risk mitigation and potential multiple benefit enhancement designed

C. SCOPE/EXPECTED OUTPUTS OF ASSIGNMENT

This assignment aims to promote and help ensure that the work undertaken by the Government of Sri Lanka in catalysing the establishment of key central mechanisms and processes and development of capacities required to implement REDD+ successfully incorporates gender considerations and promotes women's inclusion.

The team of national experts (two) is expected to propose and initiate concrete efforts to promote women's inclusion and gender responsive aspects through the UN-REDD National Programme implementation.

Successfully meeting the objective of this assignment will bring local gender and forest experiences to the national level; build capacity of CSO Platform members and the national government on the importance of incorporating gender considerations in REDD+; and help ensure greater women's inclusion and gender considerations in REDD+ policy processes. In so doing, the following activities (further described in Annex One pl ref <http://www.lk.undp.org/content/srilanka/en/home/operations/procurement/> .> Procurement Notices)) will be undertaken by the team of national experts:

1. Identification and prioritization of key messages and entry points for greater gender considerations and women's inclusion in the REDD+ readiness process, including within the CSO Platform;
2. Awareness-raising and capacity development to strengthen the gender sensitivity of the CSO Platform in providing policy feedback, as well as in generating, disseminating and promoting relevant gender sensitive data and good practices from the ground; and

3. In coordination with the CSO Platform, facilitation of effective dialogue with policy makers and public institutions involved in REDD+ to promote the prioritised key messages and make a strong case for greater inclusion of women and gender considerations in the REDD+ readiness process.

In delivering these above outputs, the team of national experts are expected to specifically gather ideas, concerns and experiences of civil society organizations and local communities through a consultative process and structurally integrate stakeholder inputs into REDD+ related policy processes. They are also expected to analyse and showcase lessons learned and good practices, building on those identified in the recent UN-REDD/LEAF/WOCAN gender country case study, to further demonstrate and highlight the opportunities for women's inclusion and gender integration in REDD+ in Sri Lanka.

D. EXPECTED DELIVERABLES

The team of national experts (02) will deliver the following outputs (please also see Annex One pl ref <http://www.lk.undp.org/content/srilanka/en/home/operations/procurement/>>Procurement Notices) for more detail and delivery schedule):

- **A detailed work plan (joint inception report)** shortly after inception describing specific methodologies, work flow, structure of deliverables (e.g., an outline of final report), expected output delivery timeline, consultation plans, specific roles and responsibilities of each national expert, and any other items as appropriate (within two weeks of signing of their contract(s));
- **Policy Brief (jointly)** (based on a review of existing literature and the work plan of the CSO Platform) 1) identifying key messages and entry points on where gender considerations and women's inclusion can be strengthened and/or added; 2) prioritizing these entry points; and 3) identifying any potential barriers in their implementation;
- **Action Plan (jointly)** (to address messaging and recommendations of the Policy Brief) including the identification required resources (i.e. staff time, capacity building, financial, etc.);
- Awareness raising and capacity building materials (i.e. through hand-outs, workshops, trainings, etc.);
- Report on CSO capacity building;
- Advocacy materials for policy makers;
- Advocacy activity report;
- Perception surveys (2 - at the outset and toward the end the assignment with both the CSO Platform and policy makers) and survey reports;

Note: the above mentioned awareness-raising and advocacy materials must be developed in consultation with the communication officer of the UN-REDD Programme in Sri Lanka.

E. TIMEFRAME

The assignment will require 60 days during June – October 2015. The national expert will be based in Colombo, with expected travel to provinces.

F. EXPERT PROFILE

The National Expert should meet the following requirements and profile descriptions.

Qualifications

- An advanced degree in a gender study, Sociology, environment/ Forestry or relevant field.
- A minimum of 10 years of working experience in relevant areas.
- Proven strong experience in women's inclusion and gender related policy development.
- Extensive experience in facilitating policy dialogue with senior government officials and technical officers will be an added advantage.
- Proficiency in both spoken and written English, and Sinhala/Tamil.

Competencies

Technical work

National Expert on women's inclusion and gender policies should have:

- Strong facilitation and coordination skills.
- Strong analytical, writing and communication skills, including the ability to articulate ideas in a clear and concise manner (e.g. a record of publication).
- Good understanding of forestry, natural resource management, socioeconomic policies and livelihood strategies.
- Familiarity with UN-REDD Programme or REDD+ initiatives is an advantage.

Partnerships

- Ability to seek and apply knowledge, information and best practices from multiple sectors.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of case studies and progress reports.

- Excellent leadership, coordination and team working skills.

Results

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Good team players who have ability to maintain good relationships with diverse stakeholders.

G. Financial Proposal

Please provide a breakdown of the all-inclusive cost for four deliverables separately as per below

a1). Preparation of the Work plan (Inception Report) LKR.....

a2). Preparing the Briefing Document LKR.....

a3). Developing the action plan LKR.....

a4). Submission of Awareness raising and capacity building materials (i.e. through hand-outs, workshops, trainings, etc.); Report on CSO capacity building; advocacy materials for policy makers; advocacy activity report; perception surveys (2 - at the outset and toward the end the assignment with both the CSO Platform and policy makers) and survey reports; and end of assignment recommendations and suggestions for ways forward. LKR.....

All a). All Inclusive Lump Sum Fee (Professional Fees): (a1+a2+a3+a4) (LKR).....

b). All Inclusive Lump Sum Fee (other costs as indicative below): (LKR).....

c). Total Lump Sum Fee (a+b): (LKR).....

Please note that the above rates do not include the costs involved in site visits, conducting of workshops and foreign travel if any.

The UNDP will provide and cover the following costs:

1). Actual costs for travels outside duty station will be reimbursed

Note: Payments will be based on invoices on achievement of agreed milestones i.e. upon delivery of the services specified in the TOR and certification of acceptance by the UNDP. The applicant must factor in all possible costs in his/her “All Inclusive Lump Sum Fee/Daily Fee” financial proposal including his/her consultancy and professional fee, honorarium, communication cost such as telephone/internet usage,

printing cost, return travel from home to office, ad-hoc costs, stationery costs, and any other foreseeable costs in this exercise. No costs other than what has been indicated in the financial proposal will be paid or reimbursed to the consultant. The UNDP will only pay for any unplanned travel outside of this TOR and Duty Station on actual basis and on submission of original bills/invoices and on prior agreement with UNDP officials. Daily per diem and costs for accommodation/meals/incidental expenses for such travel shall not exceed established local UNDP DSA rates.

For an Individual Contractor who is of 62 years of age or older, and on an assignment requiring travel, be it for the purpose of arriving at the duty station or as an integral duty required under the TOR, a full medical examination and statement of fitness to work must be provided. Such medical examination costs must be factored in to the financial proposal above.

H. Payment schedule

The payments will be made in instalments

- 1st payment-Detailed work plan (inception report) within two weeks after signing the agreement) 20% after delivery
- 2nd payment -Briefing document (within two months after signing the agreement 30%after delivery
- 3rd payment-Action Plan (within three months after signing the agreement) 20%after delivery
- 4th payment-Submission of all other documents required (within four months after signing the agreement) 30% after delivery

J. HOW TO APPLY

The application should contain:

- A brief methodology on how you and the consortium will approach and conduct the work to deliver the expected outputs and deliverables, including a tentative table of contents for the final report.
- Updated CV includes qualifications/competencies and relevant past experience in similar projects and name/contact details of 2 professional referees who can validate and recommend your professionalism, competencies and suitability to undertake this assignment.
- Consultant will be evaluated based on a combination of membership of the consortium a desk review of the CV, the draft work plan and the offer that provides the best value for money. (Please refer and adopt the financial model format provided below in your financial offer). The Evaluation Panel may decide to call for an interview (face to face or telephone) if required
- **Please duly fill the financial proposal and attach to the last page of the CV along with all other required documentation above.**
- To apply please access UNDP Jobs site <http://jobs.undp.org>.

Annex One: TS Results Framework: Sri Lanka: Addressing Gender Consideration and Inclusion of Women in REDD+ Policy Processes

Objective:	<p>To provide support in strengthening women's inclusion and address gender considerations through the delivery of the following outputs of Sri Lanka's Readiness Preparation Proposal (R-PP)/UN-REDD National Programme (NP):</p> <ul style="list-style-type: none"> • Output 3.2: Stakeholder engagement in REDD+ readiness process enhanced (incl. FPIC, the private sector engagement) • Output 5.6: Framework for social and environmental risk mitigation and potential multiple benefit enhancement designed 		
Result	Activity	Result delivery timeframe	Indicator(s) of success/impact
1. Policy Brief and prioritization exercise completed	<ul style="list-style-type: none"> • Identification of key messages and entry points where gender and women's inclusion could be strengthened and/or added within CSO Platform, as well as any corresponding barriers. • Document and present prioritization exercise in a brief and corresponding action plan. 	By July 2015	<ul style="list-style-type: none"> • Development of Policy Brief on key messages and entry points • Development of Action Plan (to address messaging and recommendations of the Policy Brief)
2. CSO Platform work and recommendations are gender sensitive	<ul style="list-style-type: none"> • Conduct awareness raising and capacity building efforts (i.e. through trainings, workshops, informal meetings, etc.) on gender and women's inclusion within the CSO Platform. • Conduct perception surveys (at the outset and toward the end the assignment). • As necessary, utilize existing and/or develop tools and reports to highlight good practices on the ground and the importance/benefits of women's inclusion and gender in REDD+. 	By September 2015	<ul style="list-style-type: none"> • # of CSO Platform members participating/involved in gender and women's empowerment awareness raising and capacity activities (Data disaggregated by sex and type of activity). • % change in perceptions around gender with members of the CSO Platform engaged in awareness raising and capacity building activities • # of actions in the CSO Platform's work plan that include gender considerations in their formation and implementation
3. National REDD+ policy work integrates gender considerations and is informed and aligned with priorities of women's and gender organizations	<ul style="list-style-type: none"> • Conduct advocacy efforts (i.e. through dialogue exchanges, workshops, trainings, etc.) to disseminate information at the national level on local gender and forest experiences and good practices. • Conduct perception surveys (at the outset and toward the end the assignment) • Establish linkages between gender and/or women's empowerment focused CSOs and policymakers at the national level in order to open new opportunities for multi-stakeholder collaboration and knowledge exchange. 	By October 2015	<ul style="list-style-type: none"> • # of policy makers participating/involved in gender and women's empowerment knowledge exchange, awareness raising and capacity activities (Data disaggregated by sex, ministry and department as well as type of activity). • % change in perceptions around gender issues with policy makers engaged in awareness raising and capacity building activities • # of gender and/or women's empowerment recommendations taken on board by policy makers and integrated into REDD+ related policy processes