



UNDP-GEF BRANTV Project ID 5926

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Consultancy	: Gender Specialist Consultant
Unit	: Project Management Unit (PMU)
Languages Required	: English
Start Date	: 31st August 2020
End Date	: 31st January 2021
Duration of Contract	: 120 working days spread over 5 months period
Duty Station	: Department of Energy office (DoE)
Project Title:	Barrier Removal for Achieving the National Energy Road Map Target of Vanuatu (BRANTV)

1. Background

The Department of Energy (DoE) with support from the United Nations Development Programme (UNDP) are currently implementing a Global Environment Facility (GEF 6) funded project referred to as the Barrier Removal for Achieving National Energy Road Map Target of Vanuatu (BRANTV) Project for the Vanuatu Government to address the National Energy Road Map (NERM) rollout. The project is managed by the Project Management Unit (PMU) which sits under the DoE.

The project's objective is to enable the achievement of the energy access, sustainable energy, and green growth targets of Vanuatu, as represented in the country's National Energy Road Map (NERM). Central to the approach is BRANTV's implementation of Vanuatu's Rural Off-Grid and EE Promotion Program which includes demonstrations¹ on: pico-/micro hydropower mini-grid system,; pico-/micro hydro PV hybrid mini-grid system , community-scale solar PV systems, family compound-scale PV nano solar systems; and applications of EE cook stoves, and productive, livelihood-enhancing uses of RE and EE.

The PMU with the support of the Department of Energy and Government agencies and private sectors have identified 40 communities to demonstrate the RE and EE technologies. The selection panel takes into consideration meeting the criteria of technical and economic viability of the demonstration of RE-based energy generation system. The baseline information was important for the purpose of co-financing the incremental features. Further the household data was critical towards the sustainability of the systems.

¹ Demonstrations are actual hardware implementations. There are 4 different demonstrations of which 19 are either Pico or Micro hydroelectric systems with its mini-grid, 1 hybrid system which is made up of a Pico hydro and solar, community based standalone solar system approximately 5 to 6 kW without any grid and compound based Nano grid system usually ranging from 700W to 2 kW designed to connect up to 5 households through its mini-grid.

A gender survey was conducted in accordance with the UNDP quality assurance assessment for designing and appraising development projects. The Gender Survey was undertaken in December 2017 and helped set the scene for the overall gender assessment that will determine the extent to which gender needs are being addressed through the BRANTV demonstration activities. As described in the relevant annex of the project document, the Gender Survey comprised three methods: (i) Key informant interviews - the purpose of which is to deepen the grasp of context, coping strategies and issues of concern in relation to accessing energy in the context of BRANTV; (ii) Single sex focus groups - the purpose of which is to identify respective gender roles and duties of men and women, as well as to identify gender-specific coping strategies, practices and concerns in relation to accessing energy; and (iii) Time use surveys - the purpose of which is to track the number of hours per day that men and women typically devote to various activities (productive and reproductive) in a specific community, to detect gender differentiated patterns of time use.

The stakeholder engagement and communications plan of the project document states that women in rural Vanuatu often do much of the work and particularly the volunteer work associated with donor projects. At the same time, they often have less opportunity than men for increasing their income and educational level. The project will put special emphasis on the involvement of women in village community meetings with the project, ensuring that 50% of participants (or at least decision-making participants) at such meetings are women. The project will also proactively seek the involvement of women in productive use initiatives, assuring that 50% of project funds for productive uses go to initiatives mainly involving women.

A preliminary gender analysis is outlined in Annex 15 of the BRANTV project document. As of 25th October 2018, time-use surveys have been analyzed, and promotional materials (posters, and brochures) have been developed. The gender survey report has been drafted and needs to be completed. Data entries from key informant interviews and the single sex focus group interviews are still in hard-copy and need to be entered manually and analyzed (an attempt to obtain a software to digitize the data and information was unsuccessful).

2. Recruitment of Gender Specialist

The Vanuatu Department of Energy is seeking to recruit a Gender Specialist to ensure that gender considerations are fully mainstreamed into all relevant components of the project document as well as produce a participatory gender analysis and action plan, which will be part of the project implementation plan. The objective of the work is to explain how the project will contribute to gender equality and women's empowerment, identify entry points for mainstreaming gender considerations in project components, ensure that the project results framework and theory of change are gender responsive and to develop a gender action plan (within the context of the project) to advance women's empowerment and promote gender equality.

The project implementation will include stakeholders' consultations and data collection for the elaboration of baseline data for the project results framework. The consultant will work with the project team to ensure that stakeholder consultations are gender responsive, to integrate the gender analysis results into the project implementation action plan and to use the results to identify opportunities and gaps to help better understand and address gender concerns within the project context.

Where possible during the consultancy period, the consultant shall assist with ongoing capacity building activities and other aspects of project implementation to ensure gender considerations are mainstreamed in the implementation of such activities of the project.

3. Duties and Responsibilities:

The Department of Energy is seeking to recruit a Gender Specialist to perform the following tasks:

Phase 1: Complete the write-up of Gender Survey, December 2017 (baseline information)

1. Complete the write-up of the preliminary Gender Survey that was undertaken in December 2017. As stated previously, the gender survey report has been drafted and needs to be completed. Data entries from key informant interviews and the single sex focus group interviews are still in hard-copy and need to be entered manually and analyzed (an attempt to obtain a software to digitize the data and information was unsuccessful). Brochures for 24 sites need to be developed, using the template that was developed for one of the sites (Bwatnapni, Pentecost Island).

Phase 2: Conduct an updated Gender Survey and Analysis, in preparation for the BRANTV Mid-Term Review in November 2020

2. Carry out an updated participatory gender analysis to fully consider the different needs, roles, benefits, impacts, risks and access to/control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) given a project's context, and appropriate measures taken to address and these and promote gender equality; collect gender responsive baseline data relevant to project planning and monitoring; identify the share of female and male direct beneficiaries.
3. Assist in organizing and carrying out gender responsive stakeholder consultation sessions to solicit inputs and ensure both male and female stakeholder involvement and buy-in to the project.
Provide written guidance notes and training on the application of these to the project implementation team particularly in using participatory techniques that involve both women and men in project activities that involve assessments and discussions.
4. Ensure that key project activities are gender responsive: work with the project team to elaborate the project activities and ensure that all applicable activities are disaggregated by sex and other relevant, intersecting forms of identity; ensure that gender considerations are integrated into project activities.
5. Develop a Gender Action Plan for the BRANTV projects with annual outputs to facilitate implementation of activities that promote gender equality and women's empowerment.
6. Provide inputs to the elaborated UNDP Social and Environmental Screening Procedure including assessing potential negative impacts of the project on gender equality and specific activities to mitigate and/or minimize them.
7. Assist the project implementation team in developing partnerships with gender equality/women's governmental institutions, local women's NGOs/CSOs and relevant national stakeholders.
8. As requested by the project implementation team, assist with capacity building and other aspects of project preparation to ensure gender considerations are mainstreamed during project implementation.

4. Expected Outcome and Key Deliverables

The consultant shall prepare and submit:

Phase 1:

- (i) **Report of the 2017 Gender Survey**
- (ii) **Excel spreadsheet of all raw data**
- (iii) **Brochures for 24 sites.**

Due dates: 18th September 2020

Phase 2:

(i) : Participatory Gender Analysis for BRANTV:

This deliverable will be fully integrated during project implementation of BRANTV and used to inform the process of elaborating the results framework and theory of change. The participatory gender analysis may consist of:

- Analysis using the guiding questions in the gender analysis template (Annex 2) to understand the national and local context and understand issues around gendered division of labour and time use, access and control, power and decision making, and knowledge and capacities. A review of national gender statistics, time-use surveys, national action plans, and qualitative data generated through policy and academic research and participation assessments should be used to inform the analysis;
- Stakeholder consultation analysis, interviews and relevant information;
- A baseline survey on women's participation in project activities/ meetings; women's participation in national/ local planning processes; women's livelihood and economic activities; women's specific needs on the use of energy; women and men's participation in decision making processes; men and women as project beneficiaries; roles of men and women in collection and use of biomass fuels; gender differences in water access and use; roles of men and women in resource management; etc.].

Due dates: (1a) 30th October 2020 (the findings from the 2017 Gender Survey and PPG phase will form the basis of this deliverable.

(ii) Gender considerations fully mainstreamed into project implementation of BRANTV, including:

- Working with the project implementation teams for BRANTV using the findings from the gender analysis, develop the elaborated projects results framework ensuring that gender-responsive outputs, baselines, targets, and indicators are included; ensure that all applicable indicators are disaggregated by sex and other relevant, intersecting forms of identity.
- Working with the project implementation teams for BRANTV using the findings from the gender analysis, elaborate on the gender-responsive theory of change, including discussion of impact, assumptions, evidence and risks.

Due dates: (2a) 30th November 2020 (the findings from the 2017 Gender Survey and PPG phase will form the basis of this deliverable and therefore does not require a mission to Vanuatu);

(iii) Gender Action Plan for BRANTV: A Gender Action Plan for BRANTV with concrete outputs to facilitate implementation of activities that promote gender equality and women's empowerment. This will be part of each project's project implementation action plan.

Due date: 31st December 2020

(iv) Note to file on process to mainstream gender considerations during project implementation of BRANTV: The note to file is an opportunity for the consultant to highlight any key lessons, issues, risks and recommendations (for example, notes for the mid-term review, recommendations to the Regional Technical Advisor or Project Manager) related to gender mainstreaming during any aspect of the project document development process and project implementation not covered elsewhere. The note to file will be part of the project implementation action plan.

Due date: 29th January 2021

5. Institutional Arrangement

The consultant will report to, seek approval/acceptance of outputs from the project implementation teams BRANTV.

The contractor is expected to have her/his own office space, laptop and access to internet and a printer during the assignment (the cost of this facilities should be included in the financial proposals, if required).

6. Duration of the Work

The duration of the consultancy is 120 working days spread over 6 months from August 2020 to January 2021.

7. Duty Station

Home base and office space will be provided at the DoE whenever required.

8. Required Skills and Experience

Qualifications of the Successful Individual Contractor:

- The selection of consultants will be aimed at maximizing the overall qualities in the following areas:
- Demonstrated understanding of issues related to gender and sustainable development; at least 7 years of practical working experience in gender mainstreaming, women's empowerment and sustainable development in the Pacific region and in the field of sustainable energy (10%);
- Experience carrying out participatory gender analysis; experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis; developing gender action plans (10%);
- Proven experience in analysis of gender issues in the Pacific region and in the field of sustainable energy (5%);
- Demonstrated understanding of the links between sustainable development, social and gender issues (5%);
- Demonstrated experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations (10%);
- Experience in facilitating gender responsive stakeholder meetings is highly desired (5%);
- Experience with project implementation and results-based management methodologies is highly desired/required (5%);
- Quality and soundness of the proposed methodology/approach. Excellent analytical, writing, advocacy, presentation, and communications skills are required (5%); and
- Realistic work plan including time schedule (5%).

Education:

Master's degree in gender studies, gender and development, environment, energy, sustainable development or closely related area (10%).

Language:

English

9. Recommended Presentation of Offer

The application is a two-step process. Failing to comply with the submission process may result in disqualification:

Step 1: Interested individual consultants must include the following documents when submitting the applications to DoE:

- Application letter with your proposal on how your qualifications and experience can lead towards the successful deliverable of this assignment within the required timeframe;
- Include your CV with your contacts details and at least three professional references; and
- Provide a brief methodology on how you will approach and conduct the assignment. Indicate available start date.

Step 2: Submission of Financial Proposal

Applicants are instructed to submit their daily rate financial proposals in US Dollars for this consultancy. The proposals should be sent via email with the following subject heading: "Gender Specialist Consultant for UNDP/GEF Energy Projects in Vanuatu" by the deadline for this vacancy. Proposals to be received after the deadline may be rejected. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal should be all-inclusive and include a breakdown. The term 'all-inclusive' implies that all costs (professional fees, travel related expenses, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.

Travel

It is expected that the expert might be requested to undertake mission travel.

- DSA and terminals, should be identified upon the travel is agreed/approved by the supervisor.

The applicants are expected to reflect the cost of the above travel in their financial proposals.

Scope of Price Proposal and Schedule of Payments:

- Financial proposals must be all inclusive² and must be expressed based on "a daily fee" in VUV.
- Payment will be made upon monthly submission of a certificate of payment request, indicating outputs achieved and days worked to be verified and cleared for payment by the supervisor.

Other Considerations

DoE may request examples of past publications from applicants as part of the evaluation process. An interview via phone/Skype may be required.

Criteria for Selection of the Best Offer:

Only those candidates that meet the minimum level of education and relevant years of experience requirements will be considered for the technical evaluation. The technical evaluation will include a desk review to select the shortlisted candidates. The technical evaluation may also include interviews with shortlisted candidate(s).

The selection of the best offer from the shortlisted candidates will be based on a Combined Scoring method – where the technical evaluation (desk review and interview) will be weighted a maximum of 70 points, and combined with the

² The term 'all inclusive' implies that all costs (professional fees, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal.

price offer which will be weighted a maximum of 30 points. The 70 points rating shall be based on how well the Offer- or meets the minimum qualifications/competencies described above.

Any interested candidate can obtain a full detail of the Terms of Reference from the receptionist at the Department of Energy, Ministry of Climate Change, Number 2 Area or email: dleona@vanuatu.gov.vu

Application close before COB **22August, 2020 address to:**

**Anthony Garae
Director
Department of Energy
Ministry of Climate Change
PMB 9067**

Send e-copy of your application to Email:

gantony@vanuatu.gov.vu or dleona@vanuatu.gov.vu

TOR Annex 1: List of Documents to be reviewed by the Gender Specialist

1. The Full-Sized Project documents for Vanuatu BRANTV
2. [UNDP-GEF Gender Toolkit](#) (UNDP intranet access required)
3. [UNDP Gender Equality Strategy](#)
4. [GEF Gender Action Plan](#)
5. [UNDP Social and Environmental Standards](#)
6. [UNDP Training Manual: Gender Mainstreaming](#)

TOR Annex 2: Guide to Conducting a Participatory Gender Analysis for projects supported by UNDP with GEF financing³

When: A gender analysis must be carried out during the PPG phase to inform the design of the project. The findings should be fully incorporated into the project document, including into the project's theory of change and results framework.

Who: A gender expert (with specialized expertise in gender issues and/or sector-specific and region/country expertise) – in the form of an external consultant or internal expert – should work as part of the project document development team to carry out the gender analysis and integrate gender considerations into the project document.

What: Gender analysis is a fundamental component of gender mainstreaming and is used to fully consider the different needs, roles, benefits, impacts, risks and access to/control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) given a project's context, and appropriate measures taken to address and these and promote gender equality and women's empowerment, when relevant.

Why: A gender analysis helps ensure women's and men's equal opportunities to participate in, contribute to, and benefit from project resources, activities and results. A gender analysis provides concrete approaches to address gender inequalities and identifies strategies to advance women's and other marginalized groups' participation and empowerment. It can reveal the linkages between inequalities at different societal levels and how these inequalities may impact the participation of women and other vulnerable social groups in the project. Since neither women nor men form a homogeneous group and gender relations intersect with many categories of social identities, such as religion, political affiliation, ethnicity, social status, age, and sexual

³ This guide aligns the latest requirements to meet UNDP and GEF standards on conducting a gender analysis as of August 2016. For more information on gender mainstreaming requirements see the UNDP-GEF gender toolkit available here: <https://intranet.undp.org/unit/bpps/sdev/gef/SitePages/Gender.aspx>

orientation, if we don't make those linkages we run the risk to reinforce the existing imbalances and limit meaningful participation of women and other vulnerable social groups.

How: Use the guiding questions in the gender analysis template below to analyse the national and local context, and understand issues around gendered division of labour and time use, access and control, power and decision making, and knowledge and capacities. A review of national gender statistics, time-use surveys, national action plans, and qualitative data generated through policy and academic research and participation assessments should be used to inform the analysis. Information from stakeholder consultations and interviews should be incorporated into the analysis. A site visit to the proposed projects sites may also be necessary depending on the project context and availability of data.

Gender Analysis Template	
<p>1. What is the context?</p>	<p><i>To help better understand:</i> legal rights and status; the status of women and gender relations in the local and national context and project substantive technical area; relevant background information.</p> <p><i>Guiding questions:</i> What is the legal status of women in the country of intervention? Are there national policies, plans or commitments on gender equality and women's empowerment? How are women and men regarded and treated by customary and formal legal codes and the judiciary system (this includes an assessment of state issued documentation such as identification cards, voter registration, and property titles, the right to land, inheritance, employment, atonement of wrongs, and legal representation)? What are the gender norms and values? What are commonly held beliefs, perceptions and stereotypes relating to gender? Are there differences between women and men in the local context in terms of rights, resources, participation, and gender-related mores and customs? Identify and analyze any additional issues related to the context of specific areas of work and types of interventions, outcomes and impacts related to the proposed project.</p>
<p>2. Who does what?</p>	<p><i>To help better understand:</i> Time use and the gendered division of labour. How the gender division of labour and patterns of decision-making effect the project, and vice versa, how the projects effects the gender division of labour and decision- making. Information on time use and decision making recognizes gender differences surrounding various needs of availability and allotment of time. It examines the implications that gender differences have on commitments and in turn the effect on poverty and work-life balance and acknowledges the division of productive and reproductive work. We can infer how this determines the contribution of men and women to the welfare of the family, community, and society.</p> <p><i>Guiding questions:</i> What is the division of labour among women and men? What is the participation of women and men in the formal and informal economy? Who makes decisions and manages household time and resources? Who takes responsibility for the care of children and the elderly? Are there certain tasks that only women or men are expected to perform? Are there shifts in the household division of labour? Are these shifts shared equitably? Discuss the gendered division of labour relevant to the project's interventions including how the gendered division of labour and patterns of decision-making effect the project, and vice versa how the project could affect the gendered division of labour and decision-making. Include an assessment of the gender differences surrounding various needs, availability and allotment of time examining the implications that gender differences have on commitments and in turn the effects on poverty and work-life balance. What is the gendered division of productive and reproductive work; how do women and men spend their time throughout the day, week, month, and/or year, and during the seasons? Identify and analyze any additional issues related to who does what in the specific areas of work and types of intervention related to the project.</p>
<p>3. Who has access and controls what?</p>	<p><i>To help better understand:</i> Activities surrounding access to control over resources. It includes a perception of gender differentials of access to and control over resources, income, time, technologies and services. In addition, it helps us identify who has the better means to opportunities.</p> <p><i>Guiding questions:</i> Who has access to and control over resources? Do women and men benefit equally from resources and are women and men likely to benefit equally from the</p>

	resources, products or activities proposed by the project during its different phases? Identify who benefits from opportunities, for example in regards to land, livestock, financial services, health and education, employment, information and communication. What are the barriers and opportunities in relation to mobility, as well as in access to services? Part of this is understanding the risks and barriers that women and men, and girls and boys take when entering public or private sector spaces and accessing services. What are the barriers they face in accessing quality services that are accountable, transparent and responsive to their needs and interests? Identify and analyze any additional issues related to meaningful access, participation and control in the specific areas of proposed project work/types of interventions.
4. Who decides?	<p><i>To help better understand:</i> Power and decision-making; women’s priorities, restraints and motivations. This set of information refers to people’s ability to decide, influence, control, and enforce individual and governmental power. It examines the capacities of existing institutions and the mechanisms in place to reach out equitably to girls and boys, women and men, and to promote gender equality among target groups. It also refers to one’s capacity to make decisions freely, and to exercise power over one’s body, whether in one’s household, community, municipality, and state. This category also includes a review of the different, but equally significant, needs and interests of women and men; depictions of the barriers faced by women in seeking to meet their practical and strategic gender interests; an identification of opportunities for greater equality and empowerment for women and other vulnerable social groups in the contexts of the proposed project.</p> <p><i>Guiding questions:</i> Who participates in the decision-making in the household, the public sector and the private sector? Are the bargaining positions of women and men different? Are women involved in making economic decisions? What are the decision making structures related to the proposed project? Who is likely to participate in the proposed decision making structures at the different levels or phases of the project? What are women’s and men’s capacities to make decisions freely, and to exercise power over one’s body, whether in one’s household, community, municipality, and state. In what kinds of decisions do women in the household participate? Or which ones do they decide on their own (household management, schooling for children, family decision-making, family planning, etc.)? In what avenues or strategies do women engage to influence household decisions? What barriers do women and other vulnerable social groups face in meeting their practical needs and interests? Identify and analyze any additional issues related to decision-making in the specific areas of work and types of intervention related to the project.</p>
5. Who knows what?	<p><i>To help better understand:</i> capacity needs, skills, knowledge level and the value associated women’s and men’s knowledge and capacity. This can help identify practical and strategic needs and constraints related to knowledge and capacity.</p> <p><i>Guiding questions:</i> What are the training, education and literacy levels of women, men and other social groups in relation to the proposed project? Do women and men have equal access to education, technical knowledge and/or skill upgrading? Do men and women have different skills and capacities and face different constraints? What is the value associated with women’s and men’s respective knowledge and skills? Are women’s or men’s knowledge or skills in specific areas valued differently? Identify and analyze any additional issues related to knowledge and capacity in the specific areas of work and types of intervention related to the project.</p>

The results of the gender analysis are the foundation for taking gender into account in all steps of a project cycle. Conducting a gender analysis should provide the basis to:

1. Respond to gender issues within the scope of project interventions;
2. Answer questions in regard to the baseline situation;
3. Develop a gender-responsive theory of change;
4. Develop a gender responsive results framework;
5. Develop a Gender Action Plan with outputs and activities that respond to the gender analysis.
6. Develop a gender responsive budget.

7. Comply with UNDP's project quality assurance standards.

Both the gender analysis and action plan should be attached as annexes to the project document.

Additional tools for conducting a gender analysis:

1. UNDP-GEF gender toolkit: <https://intranet.undp.org/unit/bpps/sdev/gef/SitePages/Gender.aspx>
2. UNDP (2015). [Mainstreaming Gender in Mitigation and Technology Development and Transfer Interventions Capacity Building Package](#), particularly pp 12-14.
3. UNDP (2010). [Gender, Climate Change and Community-based Adaptation Guidebook](#).
4. World Agroforestry Centre. [Compilation of Gender Research Methods and their Application](#).
5. [UNDP Gender Inequality Index](#)
6. [UNDP Gender Development Index](#)
7. [FAO Gender and Land Rights Database](#)
8. [World Bank Gender Databank](#)