



National Gender Specialist to Support the Preparation of the Full Project Document for a GEF-7 Project ‘Ecosystems/Landscape Approach to Climate Proof the Rural Settlement Program of Rwanda’

Application type:	External vacancy
Job Title:	National Gender Specialist
Category	Gender
Duty station	Home based (Kigali) with field visits
Application Deadline:	2nd April 2019
Type of contract:	Individual Contract
Expected starting date:	Immediately
Duration	20 working days in 9 calendar months

1. Background

Rwanda’s topography, rainfall patterns, land cover and soil types combined with high population densities of communities highly dependent on subsistence agriculture for livelihoods and economic development make it highly sensitive to climate change. Covering a relatively small surface area (26,338 km²) of land largely 1,000 meters above sea level, the country is highly mountainous with high rainfall (on average above 1,200 mm per year). With a total population of close to 12 million people and an average density of 497 persons per square kilometre, which is the highest in Africa, human settlements have spread to land with over 50% slopes on hills and hilltops. It is predicted that the population will more than double, reaching 26 million by 2050, with a population density of 987 persons per square kilometre.

Like the rest of the country, livelihoods in Gakenke and Kirehe Districts are based on an agricultural production system that is characterized by small family farms, with farmers practising mixed farming that combines rainfed grain crops, traditional livestock-rearing and some vegetable production. Inhabitants of these two districts, especially the poor farmers, are amongst the most vulnerable people in Rwanda, and are the target of the government’s rural settlement program (imidugudu). The program aims to regroup households in rural areas on serviced sites equipped with the basic infrastructure and community amenities. However, the risks associated with climate change are not incorporated in the planning and implementation of the program, jeopardizing intended development gains. Specific climate-change induced problems the program faces include flood, polluted water, soil erosion, land slide and drought.

In order to address these pertinent issues, a project concept titled '**Ecosystems/Landscape Approach to Climate Proof the Rural Settlement Program of Rwanda**' is being developed to support climate proofing the imidugudu program in Gakenke and Kirehe districts. The concept was submitted to and was approved by the Global Environmental Facility (GEF) in December 2018 for further development into a full project document (Prodoc). The GEF has since granted Rwanda a Project Preparation Grant (PPG) to develop the Prodoc.

The objective of this project is to mainstream climate risks into the imidugudu program and build resilience, in order to safeguard the benefits of the rural component of the human settlement program. The project will be piloted in the abovementioned two districts: Gakenke in Northern Province and Kirehe in Eastern Province. The project will be delivered through four interrelated components. Component one will enhance institutional and community capacity to support the planning and implementation of a landscape approach and community based adaptation that integrates climate risks to ensure the resilience of the imidugudu program. Component two will facilitate implementation of adaptive livelihood practices at imidugudu level, including income generating activities to further boost resilience. Component three will provide the policy enabling environment to ensure that the pilot project creates pathways for replication and scale up so that future investments in the imidugudu mainstream climate risk. Component four will codify knowledge and promote its dissemination to further support replication and upscaling. Gender will be mainstreamed throughout project planning, implementation, monitoring and evaluation.

In this regard, UNDP Rwanda is hiring a **National Gender Specialist** to contribute to the preparation of the full project document relevant to achieve the outcomes and adaptation benefits outlined in the approved PIF. The consultant will work under the leadership of the International Climate Change Project Development Specialist (Team Leader) with a team of consultants, comprising of a National Specialist in Climate Change Adaptation, an International Specialist in Safeguards; an International Specialist in Private Sector Engagement and Innovation and a National Specialist in Livelihoods and Development.

2. Objective and Scope of Work

(1) Objective

The National Gender Specialist will support on the stakeholder analysis and consultations, preparation of the gender analysis, gender action plan and budget, updating of the UNDP Social and Environmental Screening Procedure (SESP), as well as ensure necessary actions are taken during the project preparation phase. He/she will work under the coordination of the Team Leader and with guidance from the International Safeguards Specialist.

(2) Scope of Work

The National Gender Specialist is responsible for the below deliverables under the guidance of the Team Leader and the International Safeguards Specialist. He/she will also be required to support the team of consultants throughout the process on matters related to gender and safeguard. The full scope of the work to be completed by the team of experts can be found in the Annex.

Preparatory Technical Studies and Reviews

Undertake a Gender Analysis

A gender analysis will be prepared as part of the Preparatory Studies and Reviews. The analysis will be done to fully consider the different needs, roles, benefits, impacts, risks, differential access to and 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 to identify appropriate measures to address these and promote gender equality and women's empowerment. The analysis will form the basis of a Gender Action Plan and Budget to guide gender mainstreaming during project implementation. The Gender Analysis, and the Gender Action Plan and Budget must be attached as Annexes to the Project Document.

Support the International Safeguards Specialist prepare the Environmental and Social Safeguard Assessments

The social and environmental safeguards pre-screening (pre-SESP) prepared during the PIF design phase determined the overall risk categorization of this project as Moderate and highlighted potential safeguard risks to be further assessed during the PPG phase.

The purpose of these assessments is to identify ways to avoid negative environmental and social impacts where possible (e.g., through site selection). If risk avoidance is not possible, then mitigation and management measures must be identified, in line with the UNDP Social and Environmental Standards (see section B-f below). If the required assessments cannot be undertaken or finalized during the PPG, they must be completed during the first phase of project implementation.

UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes

Prepare a Stakeholder Engagement Plan

Based on the consultations undertaken during the PPG phase, a Stakeholder Engagement Plan will be developed.

Prepare a Gender Action Plan and Budget

Based on the Gender Analysis conducted during the preparatory studies, the Gender Action Plan and Budget will outline the gender-specific outputs to be delivered during project implementation in order to promote gender equality and women's empowerment and to ensure that inequalities are not exacerbated. As part of the work of preparing the Gender Action Plan, indicators should be proposed for inclusion in the Results Framework to facilitate the monitoring of the proposed gender mainstreaming actions.

Support the International Safeguards Specialist prepare a Social and Environmental Standards

In line with the assessments conducted during the preparatory studies and in line with [UNDP's Social and Environmental Standards \(SES\) policy and all associated SES Guidance Notes](#), the SESP will be finalized and all moderate and high risks identified in the SESP will be reflected in the risk table and risk section of the project document.

Mitigation and management measures for moderate and high risks will be developed and included in the project document, or included as a separate management plan in Annex to the project document, as required per UNDP's SES. If the mitigation and management measures cannot be fully detailed at the PPG phase (e.g., sites have not been determined), an environmental and social management framework (ESMF) will be prepared outlining the steps to be taken during the first phase of project

implementation to address the moderate and high risks. The ProDoc must clearly state that none of the associated project activities will commence until: the assessment(s) have been completed; the required management plan(s) have been prepared; the plan(s) have been disclosed and approved by the Project Board.

Validation Workshop and Report

A validation workshop will be held with relevant stakeholders to present, discuss and validate the project activities, and the final draft of the UNDP-GEF project document. A validation workshop report will be prepared for projects with an overall safeguards risk rating of moderate or high and approved by the technical working group. The consultant will support the presentation and report, as well as the incorporation of all comments to the final ProDoc.

(3) Specific Tasks

The National Gender Specialist shall undertake the below tasks.

1) Inception report / workshop

- a. Contribute to the drafting of the inception report
- b. Support on the preparation of the inception workshop

2) Preparatory Technical Studies and Reviews: Prepare inputs and support the required analyses/studies, as agreed with the Team Leader, including:

- a. Participate in the initial field visit and collect data;
- b. Support on the stakeholder analysis and consultations and ensure that they are complete and comprehensive;
- c. Prepare the gender analysis and work closely with the International Safeguard Specialist to ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;
- c. Ensure and document action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage ("pre-screening") are fully implemented during the PPG, and update that screening in an iterative fashion throughout the PPG, as appropriate;
- d. Support completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.
- e. Support the study review / validation workshop

3) Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes: Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader and International Safeguard Specialist, including:

- a. Prepare the Stakeholder Engagement Plan;
- b. Prepare the Gender Action Plan and Budget;
- c. Update the SESP, as needed, based on assessments undertaken during the Preparatory Technical Studies and Reviews;
- d. Support the development of environmental and/or social management plan(s) for all risks identified as Moderate or High in the SESP; and
- e. Support the agreements on project management arrangements.

4) Validation Workshop:

- a. Contribute to the final validation workshop; and

- b. Support all necessary revisions that arise during the workshop, as appropriate.

3. Outputs/Expected deliverables

The National Gender Specialist will provide the following key deliverables:

Deliverable 1: Inputs to the Inception Report, to be consolidated by the Team Leader. The inception report will be accepted upon validation by the stakeholders and after duly addressing the comments received, to be approved by the technical working group and UNDP RTA. To be delivered within 1 month from the signing of the contract (estimated number of work days – 1)

Deliverable 2: Baseline study on the stakeholder analysis, gender analysis, and SESP documentation under the Preparatory Technical Studies & Reviews. The deliverable will be accepted upon validation by stakeholders and after duly addressing the comments received, to be approved by the technical working group and UNDP RTA. To be delivered within 4 months from the signing of the contract (estimated number of work days – 10)

Deliverable 3: Draft Stakeholder Engagement Plan, Gender Action Plan and Budget, and inputs to the SESP, social and environmental management plans, project management arrangements, which will be packaged as the UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes by the Team Leader. The deliverable will be accepted upon submission and approval by the technical working group and UNDP RTA. To be delivered within 6 months from the signing of the contract (estimated number of work days – 7)

Deliverable 4: Validation Workshop, Report and addressing the comments from stakeholders and UNDP-GEF. The deliverables will be accepted upon submission and approval by the technical working group and UNDP RTA. To be delivered within 9 months from the signing of the contract (estimated number of work days – 2).

4. Duration of the contract

The assignment is expected to take 20 work days in the period of 9 months.

5. Institutional arrangement

UNDP will recruit and contract the individual consultant who will be selected through a competitive process and to undertake the assignment as described in this ToR. The consultant will report to the Programme Specialist and Head of Unit, Sustainable Growth Unit of UNDP Rwanda or any person delegated to perform such duty. He/she will work under the coordination of the Lead International Climate Change Project Development Specialist and with guidance from the International Safeguards Specialist.

A technical working group will be formed, which should be composed of UNDP Country Office, Rwanda Environment Management Authority, Ministry of Environment, Rwanda Housing Authority, Ministry of Finance and Economic Planning, Ministry of Agriculture and Animal Resources, Ministry of Emergency Management, Ministry of Local Government, Gender Monitoring Office, Gakenke District, Kirehe District, relevant Civil Society Organizations, representative of private sector and any other which deemed important to be part of this. Guidance will be given by this technical working group, UNDP/GEF Regional Technical Advisor (RTA) and if necessary senior managers in UNDP CO. Deliverables submitted by the individual consultant should be accepted by both the technical working group and UNDP-GEF RTA and approved by DG REMA before any payment is made.

6. Duty station

The assignment is home based (Kigali) with required travels to the field (project site and workshop venue). UNDP will facilitate the transportation for the initial field visit and workshop venues outside of Kigali. The consultant shall facilitate his/her own transportation within Kigali and for any additional travels for data collection.

7. Required expertise and experience

Academic Qualifications/Education:

- Master's degree or higher in a relevant field, such as climate change, environmental or natural sciences, social sciences, political sciences or any other relevant disciplines;

Experience:

- Minimum 3 years of demonstrable experience in the technical area of gender analysis and/or social and environmental safeguarding;
- Minimum 3 years of experience in stakeholder engagement and consultation;

Language skills:

- Fluency in written and spoken English and Kinyarwanda are required;

Competencies:

- Demonstrates practical knowledge of inter-disciplinary development issues;
- Consistently approaches work with energy and a positive, constructive attitude;

8. Payment modality

The consultant will be paid the consultancy fee upon completion of the following deliverables.

20% after the submission and acceptance of the inception report (Deliverable 1)

30% after the submission and acceptance of the Baseline study of the stakeholder analysis, gender analysis and SESP documentation under the preparatory technical studies and reviews (Deliverable 2)

50% after the submission and acceptance of the Draft Stakeholder Engagement Plan, Gender Action Plan and Budget, and inputs to the SESP, social and environmental management plans, project management arrangements, under the draft UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes (Deliverable 3); and delivering of the validation workshop and report and addressing comments from stakeholders and UNDP-GEF (Deliverable 4)

9. Application procedures

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- Personal CV or P11, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;

- Brief description of why the individual considers him/herself as the most suitable for the assignment and a methodology, on how they will approach and complete the assignment;
- Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, to be provided by the UNDP procurement.

10. Evaluation criteria

The consultant will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%. The technical evaluation will include the following:

Criteria	Weight	Max. point
Excellent proposed methodology for accomplishing the assignment	10	10
Master's degree or higher in a relevant field, such as environment or natural sciences, social sciences, political sciences or any other relevant disciplines	20	20
Minimum 3 years of demonstrable experience in the technical area of gender analysis and/or social and environmental safeguarding	30	30
Minimum 3 years of experience in stakeholder engagement and consultation;	30	30
Fluency in written and spoken English and Kinyarwanda are required;	10	10
Total	100%	100

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equality encouraged to apply. All applicants will be treated with the strictest confidence.

Prepared by:

Signature _____

Name and Designation Reina Otsuka, Environmental Specialist

Date of Signing _____

Reviewed and Cleared by:

Signature _____

Name and Designation Madeleine Nyiratuza, Head of Unit, Sustainable Growth Unit

Date of Signing _____

Approved by:

Signature _____

Name and Designation Stephen Rodrigues, Resident Representative

Date of Signing _____

ANNEX: Full Scope of Proposal Preparation

Below is the full scope of the deliverables to be prepared by the team of experts and submitted by the Lead International Climate Change Project Development Specialist (Team Leader). The National Gender Specialist will contribute to and undertake a part of the study and ProDoc development, as elaborated in the ToR.

Undertake the Preparatory Technical Studies and Reviews

The preparatory technical studies will be comprised by several studies, as elaborated below. The set of studies and reviews will be presented to and validated by stakeholders in a validation workshop before embarking on the drafting of the ProDoc.

a. Desktop and field-based studies and data collection

This research should produce the background information required to prepare the ProDoc and CEO Endorsement Request, including but not limited to:

- Development challenge and strategy (including threats, problems and barrier assessment);
- Review of national policy and legislative frameworks;
- Problem and solution trees developed in consultation with project stakeholders, for a robust Theory of Change to be prepared in below full ProDoc;
- Review of relevant past and ongoing projects for lessons; and
- Any other analyses required to address all comments on the PIF received from GEF Secretariat, GEF Council members and STAP
- Specific activities to support the provision of climate information under component 1;
- Cross-sectoral coordination opportunities to be codified in a Memorandum of Understanding under component 2 will be identified;
- Private sector involvement during and after the project, including models and incentives for private sector investment and ownership.

b. Gender Analysis

A gender analysis will be prepared to fully consider the different needs, roles, benefits, impacts, risks, differential access to and 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 to identify appropriate measures to address these and promote gender equality and women's empowerment. The analysis will form the basis of a Gender Action Plan and Budget to guide gender mainstreaming during project implementation. The Gender Analysis, and the Gender Action Plan and Budget must be attached as Annexes to the Project Document.

c. Environmental and Social Safeguard Assessments

The social and environmental safeguards pre-screening (pre-SESP) prepared during the PIF design phase determined the overall risk categorization of this project as Moderate and highlighted potential safeguard risks to be further assessed during the PPG phase.

The purpose of these assessments is to identify ways to avoid negative environmental and social impacts where possible (e.g., through site selection). If risk avoidance is not possible, then mitigation and management measures must be identified, in line with the UNDP Social and Environmental Standards. If the required assessments cannot be undertaken or finalized during the PPG, they must be completed during the first phase of project implementation.

d. Identification of project sites

Based on the above reviews, and through consultation with stakeholders, the targeted project pilot sites will be identified.

e. Financial planning and private sector analysis

Co-financing will be confirmed and additional sources identified through a series of consultations with partners to ensure a coherent and sustainable financing package for the project, including post-GEF grant phase to the extent possible. The potential private sector partners to be involved in the project will also be identified, together with their potential roles. Discussions and agreements will be made with specific private sector partners, and included in a strategy and plan for their involvement in the project.

Develop the UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes

Based on the technical studies and reviews undertaken, the full UNDP-GEF Project Document will be developed (following the 2017 annotated UNDP-GEF Project Document available [here](#)), and the GEF CEO Endorsement Request (available [here](#)) will be prepared. The final ProDoc, which addresses all comments received from the stakeholders and UNDP-GEF will have to be prepared and submitted to the GEF before 30th November 2019, and all comments from GEF Secretariat must be addressed and Prodoc be endorsed by 30th May 2020.

Preparation of the UNDP-GEF ProDoc includes a specific focus on the following areas, which do not exhaustively capture the required ProDoc content:

a. Theory of Change

The detailed theory of change (ToC), based on the studies and data collection undertaken in the preparatory study, will be developed. The selected approach will be identified, with a clear rationale backed by credible evidence, integrating gender concerns into the approach. Additional guidance is available in the Annotated UNDP-GEF ProDoc template.

b. Results Framework

Based on the studies and data collection undertaken in the Preparatory Technical Studies and Reviews, the Results Framework will be further defined with appropriate Objective-level and Outcome-level quantitative and qualitative SMART indicators and mid-term and end-of-project targets. It will be designed in line with the following parameters:

- Do not include outputs or activities in the results framework. Outputs and corresponding indicators can be included in the results section and/or in Annex to the project document.
- Prepare a maximum of 2-3 indicators for the Objective and each Outcome. Aim to keep the total number of indicators in the results framework (and that require annual reporting to the GEF) to 15-16.
- Give special attention to include gender-responsive outcomes and other socio-economic benefits.
- Collect baseline data for each indicator using existing national sources when feasible.
- Disaggregate indicators by sex, including number of direct project beneficiaries.
- Set realistic mid-term targets and end-of-project targets that can be achieved by project closure.

- Summarize risks and assumptions, and sources of verification/data.

c. Monitoring and Evaluation (M&E) Plan and Budget

The on-the-ground monitoring could be undertaken by national institutes/universities as appropriate. Clarify the roles of various groups involved in project M&E, how project-level monitoring links with data collected at the national level, and specify the frequency of monitoring. Specify monitoring tools to be used; clarify responsibilities for completing the mid-term and terminal GEF Tracking Tools (see below). Complete the M&E budget included in the UNDP-GEF Project Document noting that the total budget should be between 3-5% of the GEF grant.

d. Stakeholder Engagement Plan

Based on the consultations undertaken during the PPG phase, a Stakeholder Engagement Plan will be developed.

e. Gender Action Plan and Budget

Based on the Gender Analysis conducted during the preparatory studies, the Gender Action Plan and Budget will outline the gender-specific outputs to be delivered during project implementation in order to promote gender equality and women's empowerment and to ensure that inequalities are not exacerbated. As part of the work of preparing the Gender Action Plan, indicators should be proposed for inclusion in the Results Framework to facilitate the monitoring of the proposed gender mainstreaming actions.

f. Private Sector Strategy and Plan

Following the assessments and engagements with private sector actors, including those in the financial services sector, a strategy for the participation of the private sector will be developed, including a specific action plan that will be integrated into the project work plans.

g. Social and Environmental Standards

In line with the assessments conducted during the preparatory studies and in line with [UNDP's Social and Environmental Standards \(SES\) policy and all associated SES Guidance Notes](#), the SESP will be finalized and all moderate and high risks identified in the SESP will be reflected in the risk table and risk section of the project document.

Mitigation and management measures for moderate and high risks will be developed and included in the project document, or included as a separate management plan in Annex to the project document, as required per UNDP's SES. If the mitigation and management measures cannot be fully detailed at the PPG phase (e.g., sites have not been determined), an environmental and social management framework (ESMF) will be prepared outlining the steps to be taken during the first phase of project implementation to address the moderate and high risks. The ProDoc must clearly state that none of the associated project activities will commence until: the assessment(s) have been completed; the required management plan(s) have been prepared; the plan(s) have been disclosed and approved by the Project Board.

h. GEF Core Indicators

The required GEF Core Indicators will be prepared, in line with the relevant GEF objectives, and included as an Annex to the ProDoc. See the [GEF's website](#) for the most up-to-date templates as these may change.

i. Project Management Arrangements

Based on the stakeholder analysis and consultations undertaken in **Component A** above, agreement(s) on project management and governance arrangements—including roles, responsibilities and accountabilities of lead and partner Agencies—will be secured early in the project development phase and will be fully detailed in the ProDoc.

j. Completion of the required official endorsement letters

These letters include the official letters on co-financing guarantee(s) from participating government institutions, bilateral development partners, multilateral development partners, NGOs, private sector, or others who wish to provide cash or in-kind contributions to the project.

A GEF OFP endorsement letter will also be required for any new participating countries to a global or regional program/project that was not included with the PIF/PFD submission. Updated GEF OFP endorsements letters are also required if the requested GEF grant amount has changed since PIF/PFD approval.

Validation Workshop and Report

A validation workshop will be held with relevant stakeholders to present, discuss and validate the project activities, and the final draft of the UNDP-GEF project document. A validation workshop report will be prepared for projects with an overall safeguards risk rating of moderate or high and approved by the technical working group.