



Terms of Reference for the Recruitment of National Environment Natural Resource (ENR) and Gender Mainstreaming Expert

“The Poverty Environment Action for SDGs – PEA”

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| Application type: | External vacancy |
| Job Title: | Integrated ENR/Gender Mainstreaming Expert |
| Category | ENR/Gender mainstreaming |
| Duty station | Kigali, Rwanda |
| Application Deadline: | 15 June 2019 |
| Type of contract: | Individual Contract |
| Expected starting date: | Immediately after signing of contract |
| Duration | 35 working days over 3 calendar months |

1. Background

Rwanda has made important progress in poverty reduction, though there is a need to better link “move towards a Poverty Free Rwanda” as stated in the new National Strategy for Transformation (NST-1) and the Sustainable Development Goals (SDGs), with the sustainable use of the environment and natural resources (ENR). In this regard, the Government of Rwanda (GoR) has put in place policies and strategies to facilitate the implementation of green economy initiatives and related sustainable development goals all geared to leave no one behind. Mainstreaming of ENR into planning and budgeting has been achieved to great extent under UNDP-UNEP Poverty Environment Initiative (PEI) that was implemented by REMA, MINECOFIN and other sectors from 2005 up to mid-2018.

A three-year (01/10/2018 – 30/09/2021) follow-on programme, Poverty-Environment Actions for SDGs (PEA), was designed to address the relationship between unsustainable management of Environment & Natural Resources and poverty reduction through a multi-dimensional poverty lens. The program also seeks to support the GoR to implement the 2030 agenda on sustainable development. Due to inherent linkage between poverty – ENR and gender, the latter will be another important focus of PEA especially with regards to its mainstreaming under ENR related sectors (agriculture, energy, industry, urbanization etc.) including civil society and the private sector.

The PEA programme in Rwanda applies a gender and rights-based approach as a key factor to effectively promote equity in the context of Poverty-Environment Actions. The empowerment of the poor, especially of women, is critical in helping to achieve successful poverty-environment mainstreaming and gender equality. Poor women are disproportionately affected by environmental degradation and climate-related natural disasters that reduce the rate of economic growth as women tend to depend on natural resources for their livelihoods. The integrated approach to poverty-environment mainstreaming that underlies the work of this program includes a gender and rights-based approach to more efficiently address the interconnectedness of poverty-environment dimensions of policy and investment decision-making.

Traditionally, ENR and Gender have been separately treated as cross-cutting themes across various national and sectors’ policies and strategies but lack of integration of these important cross-cutting themes has resulted in lesser impact especially when comes to prioritizing the ENR related needs of

women in national planning and budgeting. On-going initiatives include promotion of clean and renewable energy where women make the majority users, promotion of organic manure to increase agricultural productivity with women making the majority in agriculture while in urbanization and mining women tend to be disproportionately left behind.

PEA Rwanda will contribute to addressing the gender discrimination/exclusion that generates and sustains poverty and unsustainable use of natural resources and inhibits access of the poor to ecosystem services and productive resources such as water, land and energy. PEA will strengthen advocacy within its interventions at national and district level for mainstreaming gender equality in national and district planning processes to create economic opportunities for women.

2. Objective and Scope of Work

The individual ENR/Gender Mainstreaming Expert will work closely with REMA and other GoR institutions to review relevant policies/strategies and plans across the priority sectors of Agriculture, Urbanization, Energy and Industry and develop an integrated training module and organize a training of trainers from key sector staff on how best to holistically incorporate gender and ENR in planning in an integrated manner to prioritize the needs of women in national planning and budgeting.

Three main tasks will be carried out under this consultancy as described below:

Task 1 – Review of existing plans and strategies

The consultant will carry out the following illustrative activities:

- Conduct thorough review for each one of the sector's plans, strategies and budgets to identify possible lessons learned, gaps and opportunities for better ENR and gender integration and prepare a draft report on the findings of review;
- Facilitate a consultation process including all relevant stakeholders to validate the findings and recommendation made at the end of the review of sectors' plans and strategy to ensure that the needs of sectors are taken into consideration and needs are well captured and the training module to be a relevant and guiding document;
- Finalize the report;
- Produce a policy brief (Max 5 pages)

Task 2 – Develop an integrated ENR-Gender Training Module

- Develop a training module with clear and practical step-by-step guidance on enhancing the skills of sectors' staff on ENR gender mainstreaming into national and sector plans and budgets throughout the planning and budget cycle as well as technical skills for using gender disaggregated evidence in reporting;
- Include the aspects of gender and climate change into the training module with focus on adaptation, mitigation and response;
- Share the draft training module with relevant stakeholders for review before validation;
- Facilitate the consultation and validation workshop/s of the produced training module;
- Share the final training module after consultation and validation;
- Develop set of indicators to monitor and evaluate the effectiveness (impact) of the training module.

Task 3 – Conduct a Training of Trainers for sectors' staff

- Conduct training of trainers of key relevant stakeholders to ensure continual and smooth utilization of the developed training module;
- Oversee trainings conducted by the trained key stakeholders to ensure transfer of knowledge in each sector;
- Develop a communication strategy for the training module;

3. Deliverables

Deliverable 1 – Inception Report

The individual consultant will present to REMA a quality inception report clearly and concisely summarizing key lessons learned, gaps and challenges identified, and current status of gender under each sector about the integrating ENR and gender into sector plans, strategies and budgets. The individual consultant will facilitate a review and validation workshop bringing together subject-matter specialists from all relevant sectors. The inception report will specifically include set of ENR-Gender indicators with a clear guidance on using ENR-gender disaggregated evidence to prioritize the needs of women in national planning and budgeting.

Deliverable 2 – Training module

Upon final validation of the assessment report, the consultant firm will develop a training module with practical and clear step-by-step guidance for strengthening technical capacity of the specialists from each one of the selected sectors.

Deliverable 3 – ToT report and policy brief

Using professional adult learning techniques, the consultant will facilitate a week-long learning training of key sectors specialists who will serve as trainers to other staff especially from the districts but also as focal points in the process of using gender disaggregated evidence to prioritize the needs of women in national planning and budgeting.

A short summary of final report (3-5 pages) intended for senior policy-makers. To be delivered within 30 work days, no later than 3 months from start of the assignment.

4. Duration of the contract

The assignment is scheduled to be undertaken by an individual consultant and should take place between July – September 2019, for a maximum duration of 30 working days.

| Road map | Timeline |
|--|---|
| Inception report | 5 days after commencement of work |
| Submission of deliverables 1 and i.e. draft assessment report and training module | 15 days after presentation of the inception report |
| Review by REMA and other stakeholders including comments | 7 days |
| Revision and incorporation of comments by the consultant | 3 days |
| REMA to organize validation meeting with relevant stakeholders, including approval for completion of Tasks 1 and 2 | 7days after the submission of the revised report |
| Conduct a 5-day ToT i.e. Deliverable 3 | 7 days following the validation of the assessment report and training module. |
| Final report submission | 5 days upon completion of the training of trainers. |
| Total number of consultancy days | 35 |

5. Institutional Arrangements

UNDP will contract the best and most competitive individual consultant to undertake the assignment as described in these ToRs on behalf of Rwanda Environment Management Authority (REMA). The consultant will report to REMA / PEA. The consultant will be home based, but can also be provided with office space in REMA, if needed, for discussions, meetings, etc. Logistical support can be provided through PEA / REMA, especially, if needed, organizing appointments, meetings and other consultations. Transport will need to be organized by the consultant themselves.

6. Duty Station

The assignment is home and field based. The duty station of the work while in Kigali is the REMA Office. However, the consultant may make other workplace arrangements if mutually agreed. The consultant is expected to travel to the field in the districts of Musanze and Bugesera and will make regular consultations with relevant stakeholders within and outside Kigali.

7. Required Expertise and Experience

The Consultant will have the following qualification and experience

Education:

Advanced university degree (Masters) in one or several of the following disciplines: Gender Studies, Development Studies, Environmental Economics, Agriculture/natural resource management, International development or related disciplines;

Competencies:

- Strong analytical, writing and communication skills
- Ability to prepare publications, reports and presentations
- Ability to work with a multidisciplinary and multicultural team
- Strong motivation and ability to work and deliver under short deadlines
- Focuses on impact and result for the client and responds positively to critical feedback
- Able to work independently with little or no supervision
- Previous work experience with Rwanda strongly desired

Experience:

- At least ten (10) years of work experience in at least two or more of the following fields: gender, environment and natural resource management, climate change, policy and preferably economics and budgeting;
- Proven capacity of organizing and delivering trainings focusing on sustainable environment, natural resource management and climate and gender targeted at policymakers preferably within the framework of GEPMI;
- Excellent knowledge of development issues in Rwanda including environment, climate change, gender, and poverty linkages is an asset;
- Minimum ten (10) years of working experience with gender and ENR policy and budget processes and preferably with a focus on gender in the context of Rwanda;
- Strong communication and organizational skills;
- Motivated and responsive to the needs and interests of clients, and excellent team player;
- Proven experience with training module development and facilitating training of trainers; (Submit at least four recent developed and approved training modules as well as four certificates of completion)

8. Payment Modality

The consultant will be paid in three instalments below:

- 20% upon approval of the inception report of both assessment report and training module
- 40% of payment upon approval of assessment report and training module;
- 40% upon completion and submission of ToT report and policy brief

9. Application Procedure

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 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 | 40 | 40 |
| Advanced university degree (Masters) in one or several of the following disciplines: Gender Studies, Development Studies, Environmental Economics, Agriculture/natural resource management, International development or related disciplines; | 10 | 10 |
| At least ten (10) years of work experience in at least two or more of the following fields: gender, environment and natural resource management, climate change, policy and preferably economics and budgeting; | 20 | 20 |
| Strong analytical, writing and communication skills | 10 | 10 |
| Demonstrated ability to prepare publications, reports and presentations | 10 | 10 |
| Excellent command of spoken and written English 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 encouraged to apply. All applications will be treated with the strictest of confidence.

Prepared by:

Signature _____

Name and Designation _____

Date of Signing _____

Reviewed and Cleared by:

Signature _____

Name and Designation _____

Date of Signing _____

Approved by:

Signature _____

Name and Designation _____

Date of Signing _____