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**Terms of Reference**

**for Individual contract**

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| **POST TITLE:** | Gender Mainstreaming Consultant |
| **AGENCY/PROJECT NAME:** | UNDP Thailand/ Sustainable Management Models for Local Government Organisations to Enhance Biodiversity Protection and Utilization in Selected Eco-regions of Thailand  |
| **COUNTRY OF ASSIGNMENT:** | Home-based with travelling in Bangkok, Samut Prakarn, Samut Songkram provinces  |

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| **1) Background** |
| UNDP supports Thailand in achieving the 20-year National Strategy and the Agenda 2030 for Sustainable Development (SDGs)through integrated solutions. By working closely with the national partners, local authorities and community, the project entitled “Sustainable Management Models for Local Government Organisations to Enhance Biodiversity Protection and Utilization in Selected Eco-regions of Thailand” (here in after “the Project”) has been implemented since February 2016. The main objectives of the project are to mainstream biodiversity conservation priorities into the performance management, development planning and budgeting systems of local government in Thailand. One of the major project outcomes is to demonstrate how this approach can be achieved within the two pilot locations: Don Hoi Lord in Samut Songkram Province and Bang Krachao, an “urban oasis” in Samut Prakarn Province. In order to measure progress of the project, the SDGs are integrated to ensure that action in one area will affect outcomes in others, and that development must balance social, economic and environmental sustainability. The area of advancing gender equality and women's empowerment is raised to ensure an effective gender mainstreaming process and result to the dedicated people in this particular project. The UNDP Gender Marker is recognised as a tool to rate gender mainstreaming and equality at the implementation level from zero to three. In addition, UNDP checklist for gender mainstreaming in work planning covers three main areas: preparation/ consultations, workplan/ budget, and implementation. Managing & delivering output in implementing the project provides measurement of the progress of advancing gender equality and women's empowerment. In light of this, the UNDP Thailand Country Office has initiated the consultancy post of Gender Mainstreaming Consultant to support mainstreaming of gender issues into the Project.  |
| **2) SCOPE OF WORK** |
| The overall objective of this consultancy is to support the Project Manager and the project implementing agency (Biodiversity-Based Economy Development Office-BEDO) in developing the Gender Mainstreaming report for the Project. The consultant will work in close collaboration with the National Training Consultant on Gender and the UNDP Gender Advisor in order to undertake the following tasks: 1. Conduct a desk review of existing documents and reports, and focus group discussion, field visits and consultation meetings with key stakeholders to assess the progress and achievement of the project as well as to identify the key challenges and opportunities regarding how the project has contributed to gender equality and the empowerment of women. The consultant will work with key stakeholders, including but not limited to, the relevant government officials, local authorities, non-government organisations, communities including the women’s groups, and the Gender Focal Persons.
2. Develop the Gender Mainstreaming Report in alignment with the following:
* closing gender gaps in access to and control over resources;
* Improving the participation and decision-making of women in natural resource governance; and
* Targeting socio-economic benefits and services for women.
1. Finalise the report in line with the UNDP Gender Marker Rating Framework

Activity schedule is as follows: December 2019* Prepare inception report with detailed workplan
* Conduct a desk review of existing documents and reports
* Conduct consultations with key stakeholders to identify key gender equality gaps and challenges and assessment of the successes/failures of gender mainstreaming
* Field visit for the 1st round stakeholder consultation meeting

January 2020* Field visit for the 2nd round stakeholder consultation meeting

February 2020* Synthesized data and results for the final report
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| **Duration of Assignment:** 18 working days from 1 December 2019 to 18 February 2020. **Duty Station and Expected Travel:**Home-based with some travels in Bangkok for meetings and Samut Prakarn, Samut Songkram for workshops  |
| **4) DELIVERABLES AND FINAL PRODUCTS** |
| The tentative timeline for deliverables will be as follows:

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| **Deliverables/ Outputs** | **Estimated Duration to Complete** | **Target Due Dates** | **Review and Approvals Required**  |
| 1. Inception report containing: Proposed methodology, list of stakeholders and workplan
 | 6 working days | Within 1 week of contract signing  | Programme Analyst |
| 1. Submission of the final report:

Synthesis of data and results  | 12 working days | Within 7 weeks of contract signing | Programme Analyst |

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| **5) PROVISION OF MONITORING AND PROGRESS CONTROLS** |
| The consultant will report to and be guided by the Programme Analyst of the Inclusive Green Growth for Sustainable Development Team, UNDP Gender Advisor , and the Project Manager from the government counterpart. S/he will participate in periodical briefing calls/meetings with the UNDP team. |
| **6) DEGREE OF EXPERTISE AND QUALIFICATIONS** |
| Candidates should possess the following expertise and qualifications:* At least 5 years of progressively professional experience working on communication, synthesis reporting on gender issues;
* PhD in Society Leadership, Business and Politics, Social Innovation or other relevant fields;
* Profound understanding of the gender equality environment in the Asia-Pacific Region with a relevant experience from Thailand will be an asset;
* Excellent command of the Thai and English languages in both written and spoken and with effective communication skills;
* Thai Nationality.

Language skills:* Excellent written and verbal Thai and English communication is required;

Corporate Competencies:* Demonstrates integrity by modelling the UN’s core values and ethical standards;
* Promotes the vision, mission, and strategic goals of UNDP;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
* Treats all people fairly without favouritism;
* Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Functional Competencies:* Strong leadership, communication and interpersonal skills;
* Excellent organizational skills;
* Strong oral and written communication skills - use of simple and clear language;
* Demonstrated ability to work in a team (strong task management and team leading
* competencies);
* Ability to work under pressure and in a politically sensitive environment;
* Demonstrated cultural sensitiveness and sound judgment;
* Proven success in working collaboratively with a number of different stakeholders;
* Ability to assess the effectiveness and sustainability of programme structure and
* implementation modalities;
* Thorough understanding of key elements of results-based programme management;
* Strong capacity for data collection and analysis, as well as report writing;
* Sound knowledge and understanding of gender sensitivity and social inclusion in middle income countries.
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| **7) REVIEW TIME REQUIRED** |
| One working week after submission of deliverables for review/approval of deliverables to authorizing payments.  |
| **8) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES** |
| **IF FULL TIME – PLEASE ADD BELOW FOR JUSTIFICATION****N/A**  |
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| **9) PAYMENT TERMS** |
| Upon satisfactory submission of the abovementioned deliverables, payments will be made as follows..* 40% of the total prices to be paid upon the first deliverable approval
* 60% of the total prices to be paid upon the final deliverable approval

The consultant must send a financial proposal based on Daily Fee. The consultant shall quote an all-inclusive Daily Fee for the contract period in accordance with UN cost norm, including the cost of travel, accommodation, meal, workshop venue, meeting package for participants, documentation of the outputs. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the Individual Contract (IC) in completing the assignment are already factored into the daily fee submitted in the proposal.  |

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| **10) DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS** |
| Interested individual consultant (IC) must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document as the application only allows to upload maximum one document:* **Letter of Confirmation of Interest and Availability and financial proposal** using the template provided in Annex II. Note: National consultants must quote prices in Thai Baht.
* **Personal CV or P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.

Incomplete proposals may not be considered.  |

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| **12) ANNEXES** |
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**This TOR is approved by:**

Signature

Name and Designation: Lovita Ramguttee, Deputy Resident Representative

Date of Signing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_