**TERMS OF REFERENCE**

**Programme Manager Gender and Climate Change**

1. **Project Title: Individual** Consultant – Technical Expert Gender and Climate Change

* **Context and Background:**

The Commission on the Status of Women (CSW) is the world's most important policy-making body devoted solely to gender equality and women's empowerment. It is a United Nations organisation dedicated to advancing women's political, economic, civic, social, and educational rights. Equality, progress, and peace are other goals of the CSW. It also keeps track of whether actions are being carried out and ensures that gender issues are addressed throughout the UN. CSW's top aim is to integrate gender equality into the UN system and relate women's empowerment to long-term development, with annual reports to the Economic and Social Councils (ECOSOC). The CSW is the primary gathering place for discussions in the ongoing process of developing and implementing international norms and standards relevant to women's advancement.

The sixty-sixth session of the Commission on the Status of Women was taken place from 14th to 25th March 2022. The Commission on the Status of Women prioritised "Achieving gender equality and the empowerment of all women and girls in the context of climate change, environmental, and disaster risk reduction policies and programmes," as well as reviewing the implementation of "Women's economic empowerment in the changing world of work," which was one of the agreed-upon conclusions in the sixty-first session. On the thirtieth anniversary of the Fourth World Conference on Women, the Commission will provide a recommendation on how to best utilise the year 2025.

National Commission on the Status of Women (NCSW) with the support of UNDP, formulated a report titled “Climate Equity: Women as Agents of Change” highlighting gender gaps in the context of climate change and proposed robust recommendations to the relevant stakeholders. The report was presented in the 66 Session of the Commission on the Status of the Women in New York, USA (United States).

* **Justification**

The Report “Climate Equity” was launched by the NCSW at the National level with the financial and technical support of UNDP. As the result, NCSW undertook a few key short-term advocacy initiatives based on the recommendations of the report. NCSW intends to take strategic, comprehensive and long-term initiatives highlighted in the recommendations.

NCSW has requested UNDP to enable the Commission to hire a technical Expert – Gender and Climate Change to kick start their work on the climate equity. To ensure continuity and sustainability in achieving objectives to reduce gender gap and to build climate resilient communities, NCSW requested UNDP Pakistan to financially support the initiative. The TORs have been designed similar to the position provided in the approved structure of positions of NCSW. Originally NCSW’s structure as reflected in its Organogram and the criteria developed for its core positions does contain parameters to hire professionals who can manage work in this domain of work of NCSW.

The position of the technical Expert – Gender and Climate Change is of equivalent level as of the vacant position of Deputy Chief, This position has the same delivery & output targets as of the regular vacant positions of Deputy Chief of NCSW, which is senior position of BPS 19 and has authority to ensure focus and allocate resources to accomplish desired targets of climate resilience, particularly in disaster situations. This position falls directly under the top management and has ability to lead, communicate and convince decisions makers to ensure desired work is prioritized according to strategic objectives.

There were four key thematic areas of the Digitalization and Women in Pakistan report. The provided robused recommendations to excel the NCSW digitalization agenda. Following are the key themes of the report:

**Priority Theme:**

Achieving gender equality and the empowerment of all women and girls in the context of climate change, environmental and disaster risk reduction policies and programme.

**Thematic areas**

* Aiming for Climate Equity
* Gender Proofing Climate Policy
* Pathways to Equity: Women’s Role in Key Sectors
* Perspectives from the Provinces and Regions

1. **Methodology:**

The Technical Expert – Gender and Climate Change will directly report to the Chairperson NCSW with the administrative support of the Gender Specialist/Gender Analyst UNDP Pakistan. She/He will be consulting with the other departments within the NCSW and relevant stakeholders. She/He will be using the interactive tools to engage stakeholders and provide the adequate support to the NCSW. These may include the individual consultations, proposing innovative solutions, group consultations, Focused Group Discussions etc.

1. **Scope of Work:**

The incumbent will be responsible for managing the Digitalization and Gender Equality Portfolio of the National Commission on the Status of Women.

1. **Expected Outputs and Deliverables:**

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| **Sr #** | **Key Deliverables** | **Number of days** | **Timelines** | **Review & Approval** |
| 1 | Prepare an inception report with a work plan of action, methodology, objective and expected results. | 14 days | 29th Feb 2024 | Chairperson NCSW and Gender Specialist/Gender Analyst UNDP |
| 2 | Develop minimum standards for the establishment of relief/support camps for women and children in situations of disasters | 22 days | 31st March 2024 |
| 3 | Develop a stakeholders mapping matrix as the result of Identification of relevant partners and stakeholders and initiate consultative process with key objectives. | 22 days | 30th April 2024 |
| 4 | Develop a training module and a presentation on the efficient use of digitalization for women – The module will be thoroughly researched and provided the references, | 22 days | 31st May 2024 |
| 5 | Develop gender analysis report and a persentaion based on the Identification of climate change and strategize its dissemination and implementation with relevant stake holders like NDMA and PDMSs | 22 days | 30th June 2024 |
| 6 | Develop a training programme to enhance women’s readiness in climate disaster situations in collaboration with NDMA and PDMAs | 22 days | 31st July 2024 |
| 7 | Produce a gap analysis report around women’s vulnerabilities in agriculture, forestry, and access to water. | 22 days | 31st August 2024 |
| 8 | Design and develop communication strategy for dissemination of safety guidelines for women and girls with use of digital technologies and build disaster resilient communities and develop a comprehensive roadmap though a consultative process for the year 2024-25 along with the required resources | 22 days | 30th September 2024 |

1. **Institutional Arrangement:**
2. Chairperson NCSW and Gender Specialist/ Gender Analyst UNDP Pakistan, will directly supervise the Contractor, and he/she will be directly responsible for, reporting to, and seeking approval/acceptance of output from them.
3. The deliverables will be delivered on the monthly basis.
4. The Contractor is expected to have a close liaise/interact/collaborate/meet with the focal point at NCSW, strategic partners and other relevant stakeholders.
5. **Duration of the Work:**
6. The duration of the contract is spread 7.5 months.
7. The estimated time for Tenchnical Review Group to review outputs, give comments, and certify approval/acceptance of outputs is 5 days.
8. **Duty Station:**

The Contractor’s duty station for the contract duration is Islamabad.

1. **Schedule of Payments:**

Payment will be made upon receipt of deliverables as under:

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| **Deliverables/ Outputs** | **%age payment** |
| Submission on Inception Report |  |
| Develop minimum standards for the establishment of relief/support camps for women and children in situations of disasters |  |
| Develop a stakeholders mapping matrix as the result of Identification of relevant partners and stakeholders and initiate consultative process with key objectives. |  |
| Develop a training module and a presentation on the efficient use of digitalization for women – The module will be thoroughly researched and provided the references, |  |
| Develop gender analysis report and a persentaion based on the Identification of climate change and strategize its dissemination and implementation with relevant stake holders like NDMA and PDMSs |  |
| Develop a training programme to enhance women’s readiness in climate disaster situations in collaboration with NDMA and PDMAs |  |
| Produce a gap analysis report around women’s vulnerabilities in agriculture, forestry, and access to water. |  |
| Design and develop communication strategy for dissemination of safety guidelines for women and girls with use of digital technologies and build disaster resilient communities and develop a comprehensive roadmap though a consultative process for the year 2024-25 along with the required resources |  |

1. **Documents to be included when submitting the Proposals:**

The following documents are requested:

1. Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
2. Personal CV or P11, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) and at least three (3) professional references;
3. Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology and how she/he will approach and complete the assignment.
4. Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.
5. A proof of established per day rate needs to be provided by the individual.

A proof of the health insurance certification needs to be provided by the individual.

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| **Eligibility Criteria** |
| **Qualification Criteria** |
| Master’s in Environment Studies, Gender/Development Studies or any other relevant sciences. |
| Substantive professional experience in producing quality strategic products, reviewing literature, writing, and editing; developing manual and modules, roadmaps, strategies |
| **Technical Competencies** |
| 5 years of public/ private sector experience working with international donor/ development partners; (20 marks) |
| Minimum 5 years of experience in producing quality strategic products, reviewing literature, writing, and editing; developing manual and modules, roadmaps, strategies etc.(30 marks) |
| Technical Proposal that includes methodology to achieve the objectives of the assignment and deliverables (35 marks) |