



## Terms of Reference (TOR)

### **National Individual Consultant (IC) – Short Term Gender Expert**

#### **A. Project Title**

*“The Technical Support to Eligible Parties to Produce the Sixth National Report to the Convention on Biological Diversity project”*

#### **B. Project Description**

Belize has been Party to the Convention on Biological Diversity (CBD) since 30th December 1993. The Technical Support to Eligible Parties to Produce the Sixth National Report to the Convention on Biological Diversity project addresses the country’s need to continue to fulfill its obligations under the CBD, with particular focus on the Convention’s Article 17 and the CBD Conference of the Parties (COP) Decision X/2. Above all, the project is a significant contribution to Belize’s efforts towards implementing the CBD Strategic Plan 2011-2020 at the national level. It will contribute to the global assessment of progress in achieving the ABTs, and to an understanding of the national contributions made to the Strategic Plan by this progress. The same information is also relevant for the assessment of progress toward other international commitments including the SDGs.

The goal of this project is to provide technical support to GEF-eligible Parties, as Belize, in their commitment of developing high quality, gender-responsive and data-driven sixth national report (6NR) that improves national decision-making processes for the implementation of NBSAPs;

The project will also achieve its objective through the implementation of four main outcomes;

- Establishment of a Project Steering Committee (PSC)
- Production of stakeholder owned reports for each Aichi Biodiversity Targets and/or national equivalent
- Compilation, revision and finalization of the 6NR
- Participation in training and capacity building opportunities for the project team and the steering committee. Activities include: (a) training in the use of the CBD online reporting tool, and (b) training in the development of data that reports on progress in achieving the targets and activities in the 2016 – 2020 NBSAP.

#### **C. Scope of Work**

Work closely with the Data Collection and Reporting Officer to document the influences of gender roles and inequalities on the conservation and sustainable use of biodiversity, and the ways in which these differences and inequalities influence how women and men are affected and involved in biodiversity policies, planning and programming.

#### **D. Expected Outputs and Deliverables**

Under the direct supervision of the National Project Coordinator (NPC) and the Data Collection and Reporting Officer the Gender Expert is expected to perform the following tasks:

- A. Revision of the NBSAP Goals, Targets, Actions and Indicators
- B. Analysis of competence and institutional capacity of relevant stakeholders consulted to address and promote gender equality, women’s rights and Indigenous People and local Community involvement to ensure effectiveness of interventions
- C. Conduct interviews with relevant stakeholders to analyse specifically, the recognition and involvement of women as key stakeholders in biodiversity conservation at all levels including reporting on progress towards achieving NBSAP Targets
- D. Identify government agencies, NGOs, community based organizations, and women’s associations



or groups whose work focuses on gender and the specific area of intervention that can be utilized as entry points for gender inclusiveness in biodiversity management and planning.

- E. Analysis of the importance of traditional knowledge and customary practice held by men and women in the protection of biodiversity
- F. Collect sex-disaggregated baseline data on biodiversity interactions which could be used to monitor potential gender impacts; accounting for the differences in uses of, access to and control of biodiversity between women and men
- G. Hold consultation with relevant stakeholders and experts to verify data compiled and developed.
- H. Conduct a capacity and institutional needs assessment for improved Gender and IPLC equality in biodiversity planning and use.
- I. Develop gender responsive strategies and actions that highlight women’s role in conservation/sustainable use and which aims to address the need for a more gender-responsive sharing of its benefits.

Deliverables/ Outputs	Review & Approvals
1. Methodological framework for delivery of outputs	NPC
2. Report on competence and institutional capacity of relevant stakeholders consulted during reporting consultations to address and promote gender equality, women’s rights and Indigenous People and local Community involvement	NPC
3. Report the importance of traditional knowledge and customary practice held by men and women in the protection of biodiversity	NPC
4. Report on sex-disaggregated baseline data for biodiversity interactions which could be used to monitor potential gender impacts; accounting for the differences in uses of, access to and control of biodiversity between women and men	NPC
5. Report on capacity and institutional needs for improved Gender and IPLC equality in biodiversity planning and use	NPC
6. Report on responsive strategies and actions that highlight women’s role in conservation/sustainable use and which aims to address the need for a more gender-responsive sharing of its benefits.	NPC

**E. Institutional Arrangement**

- a) Consultant will report and work directly under the supervision of the National Project Coordinator.
- b) The project team will assist the Gender Expert/Social Scientist in contacting partners when carrying out interviews and meetings and provide administrative support to the selected consultant.

**F. Duration of the Work**

- a) 60 Working days – with expected commencement date September 14<sup>th</sup>, 2018

**G. Duty Station**

- a) Belmopan and will report as needed.

**H. Qualifications of the Successful Individual Contractor**

Execution of this Terms of Reference requires individuals possessing one or more of the following qualifications:

- a) The Gender Expert should have a Bachelor Degree or Postgraduate Degree in Social or Natural



- Sciences or other relevant discipline, preferably with a specialization in gender.
- b) A minimum of 5 years practical experience in the field of gender equality and gender mainstreaming
  - c) Formal training in gender analysis and gender planning and demonstrated expertise in mainstreaming gender in projects and programmes
  - d) Thorough understanding of the gender context in Belize, and experience working with government institutions and international or non-governmental organizations supporting gender and development work in the specific area of intervention;
  - e) Familiarity with gender analysis tools and methodologies
  - f) Strong communication skills, and ability to liaise with various stakeholders, including government officials.
  - g) Proven track record of drafting relevant materials (publications, reports and related documentation).
  - h) Solid knowledge and understanding of the CBD decisions and processes.
  - i) Full proficiency in English is required.

**I. Scope of Price Proposal and Schedule of Payments**

- i) *Lump Sum Amount* – the lump sum amount must be “all-inclusive” and fixed regardless of changes in the cost components;

**J. Recommended Presentation of Offer**

- a) Duly accomplished **Letter of Confirmation of Interest and Availability**.
- b) **Personal CV** indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a timeline to complete deliverable.
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

**K. Criteria for Selection of the Best Offer**

- a) Combined Scoring method – where the qualifications will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; or

**L. Submission of Application Package:**

Proposals are required to submit by email or in 1 sealed envelope clearly labeled **RFP: Short Term Gender Expert**

**6<sup>th</sup> National Report Project (6NR-LAC)**

**Attn:** Project Coordinator  
Biodiversity Project Office  
Slim Lane, City of Belmopan  
Cayo District, Belize, C.A.  
**Tel:** (501) 828-9056, 7882

**Email:** biofin-belize@environment.gov.bz

**M. Deadline for Application:** September 5<sup>th</sup> 2018 at 4:00 p.m.