



TERMS OF REFERENCE
Individual Contractor

Assignment Information

Assignment Title:	Gender Specialist (National)
Project:	Generating, Accessing and Using Information and Knowledge Related to the Rio Conventions
Post Level:	Specialist
Contract Type:	Individual Contractor (IC)
Duty Station:	Home/GSSD, MoE
Expected Place of Travel:	Phnom Penh
Contract Duration:	2 nd week of February to 4 th week of May 2018

Project Description

The Generating, Accessing and Using Information related to the 3 Rio Conventions project is in line with the GEF-5 CCCD Programme Frameworks two (2) and four (4), which call for countries to generate, access and use information and knowledge and to strengthen capacities to implement and manage global convention guidelines. It is also aligned with the first objective of GEF6 that is to integrate global environmental needs into management information systems (MIS). It is a direct response to national priorities identified through the National Capacity Self-Assessment (NCSA) conducted in 2005-2006 and that is part of the institutional strengthening underway at MOE and MAFF. Through a learning-by-doing process, this project will harmonize existing environmental information systems, integrating internationally accepted measurement standards and methodologies, as well as develop a more consistent reporting on the global environment.

The project's objective is to improve access to environmental information related to the Rio Conventions through the harmonization of existing environmental management information systems and improving coordination of the implementation of these conventions in Cambodia. The harmonization of these existing systems will be translated into better access to information related to the implementation of the Rio Conventions in Cambodia.

The project is delineated into two main components:

Component 1: Improved access and generation of information related to the three Rio Conventions

Component 2: Improved use of information and knowledge related to the Rio Conventions

The three Rio conventions project will take into full consideration the need for gender equality in all project workings, including the process of assessing the implications for women and men of planned

action in all areas and at all levels. The project will ensure that the concerns and experiences of stakeholder women and men are an integral dimension of the design, mainstreaming, implementation, monitoring, and evaluation of project resulting policies and programs, with the purpose of ultimately achieving gender equality in information sharing.

Scope of Work

The Gender Specialist will be recruited based on an open and competitive process to complete a gender mainstreaming for the three Rio conventions project. The Gender Specialist will be hired to conduct policy gaps analysis on gender responsive of the three Rio Convention, develop a Gender strategy and work plan for better inclusion of gender aspects in implementation of the 3 Rio Conventions, which includes a gender training plan and curriculum; and deliver gender trainings to the target groups as required. The Gender Specialist will report to the Project Coordinator and may participate in the meetings of the project board as a resource person as necessary.

Duties and Responsibilities

The tasks and responsibilities of the Gender Specialist will be the following, but not limited to:

- Conduct Policy Gap(s) on gender responsive of the three Rio Conventions: Biodiversity, Climate Change and Desertification. This analysis will be required to analyze the policies, strategies and programs at the national levels with a wide variety of stakeholders (government, non-government organizations, and web-users) to identify gender needs and opportunities, and to establish a baseline with regard to gender issues and initial considerations;
- Develop Gender Strategy and its processes to encourage and ensure meaningful participation of gender in decision-making processes at national and sub-national levels; and
- Capacity building of stakeholders on gender responsive to the Three Rio conventions.

Expected Outputs and Deliverables

All deliverables will be reviewed by the project coordinator and approved by Project director

No.	Deliverables/Outputs	Estimated Duration to Completed (Day)	Timeframe
	Based on above tasks and responsibilities		
	Work plan	2	2 nd week of February 2018
1.	Deliverable 1: – Final draft of Gender Gap Analysis Report in English and Khmer	25	3 rd week of February to 3 rd week of March 2018
2.	Deliverable 2: – Final draft of the Three Rio Conventions Project Gender Strategy, including work plan, with particular focus on information management/data and capacity building concerning the 3 Rio conventions in English and Khmer	20	4 th week of March to 1 st week of May 2018

3.	Deliverable 3: – Capacity buildings of stakeholders on gender responsive to the Rio Three Conventions in English and Khmer	8	2 nd week of May to 4 th week of May 2018
Total # of Days:		55	

Duration of the Work

The duration of assignment is 55 working days over the course of 4 months, starting from February to May 2018. The Gender Specialist is expected to spend the total 55 working days to deliver the outputs stated in this ToR. The gender specialist should cover all the related costs while working in Cambodia, except for local travels for stakeholder consultations in the country.

Duty Station

The Gender Specialist will work from home and/or be based in the three Rio conventions project or Department of Biodiversity, General Secretariat of National Council for Sustainable Development, Ministry of Environment. The Gender Specialist may be required to work with the communications specialist in the target area for the project pilot and ensure that indigenous people and traditional knowledge that is gender segregated is well incorporated in the pilot design and implementation.

Payment Milestones

No.	Outputs/Deliveries	Payment Schedule	Payment Amount
1.	Upon submission of work plan	2 nd week of February 2018	20%
2.	Upon satisfactory completion of deliverables 1 & 2	1 st week of May 2018	50%
3.	Upon satisfactory completion of deliverable 3	4 th week of May 2018	30%

Recruitment Qualifications

Education:	<ul style="list-style-type: none"> • An advanced university education (MSc or PhD) with expertise in the areas of gender studies, or other related fields
Experience:	<ul style="list-style-type: none"> • At least 7 years of professional experience in gender related works; • Demonstrated experience in designing/developing a gender strategy and policy, training plan, training manual or curriculum; • Demonstrated experience in conducting needs/capacity assessment; • Demonstrated experience in providing gender training to various target groups

Competencies:	<ul style="list-style-type: none"> • Strong skills in project assessment and management; • Working knowledge of gender segregated knowledge development; • Good communication and data collection skills; • Strong skills in gender assessment and mainstreaming, policy development and analysis; • Strong skills in report writing, training providing and; • Knowledge with the three Rios conventions (UNFCCC, UNCBD, UNCCD); • Experience of working and collaborating with the government officials and conservation NGOs is an asset;
Language Requirements:	<ul style="list-style-type: none"> • Excellent spoken and written English and Khmer

Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
At least 7 years of professional experience in gender on environment, biodiversity, natural resources, climate change, land management and knowledge of 3 Rio conventions	30
Demonstrated experience in designing/developing a gender policy, guide book, training plan, training manual or curriculum, conducting assessment and providing gender training to various target groups related work on 3 Rio Conventions	30
Strong skills in project assessment and management, data collection and report writing	20
Experience of working and collaborating with the government officials and conservation NGOs and knowledge with UNDP/GEF projects	20
Total Obtainable Score:	100

Interested candidates should submit a cover letter, CV with support references and financial proposal to the Rio Conventions Project, General Secretariat of National Council for Sustainable Development (GSSD)/Ministry of Environment (MoE), Morodok Techo Building, Lot 503, Sangkat Tonle Bassac, Chamkarmon, Phnom Penh, Cambodia, and/or email to keosamnang.tiep@gmail.com.

Only short-listed candidates will be contacted for an interview. **Closing date: 1st February 2018**