

## **TERMS OF REFERENCE**

### **Consultancy: Development of a National Gender Assessment in Jamaica**

**November 2021-January 2022**

#### **Background**

This assignment is to be completed within the context of technical support provided to the Ministry of Economic Growth and Job Creation (MEGJC) of the Government of Jamaica, to build institutional capacity for mainstreaming gender in climate finance programming.

The overall support to the government will include:

- Undertake an in-depth institutional capacity assessment of the coordination mechanism and gender machinery and convene an Experience Capitalisation session in a writeshop setting to discuss experiences and prepare briefing papers
- Establish and operationalize the Vision 2030 Gender Working Group which will support gender integration and monitor the implementation of the Gender and Climate Change Strategy and Action Plan
- Undertake a National Gender Assessment and develop a Gender and Climate Change Strategy and Action Plan [GCCSAP] (guided by United Nations Framework Convention on Climate Change, Lima Work Programme on Gender) to be reviewed through multi-stakeholder consultation
- Build awareness of the GCCSAP, gender mainstreaming and equality principles through contributing to the development of animated material and short videos (*requires collaboration with the project's videographer consultant*)
- Convene a Gender and Climate Change Symposium, in collaboration with partners to launch the GCCSAP, videos and materials and deliver training
- Develop a web-based self-paced training course, using preferably an established e-learning platform
- Develop a gender responsive toolkit to support enabling activities for climate change (e.g. reporting mechanisms such as National Communications to United Nations Framework Convention on Climate Change [UNFCCC] etc)
- Facilitate gender-responsive budgeting through a gender-aware public expenditure tracking survey and preparing a briefing paper to help integrate gender into budget call

#### **Purpose, objectives and expected outcomes of the consultancy**

The Contractor shall provide expertise in gender equality and stakeholder engagement. Specific



duties of the Contractor shall include:

- Complete an institutional capacity assessment of the coordination mechanism and gender machinery to inform the Gender and Climate Change Strategy and Action Plan
- Facilitate an Experience Capitalisation session in a writeshop setting
- Contribute to the development of the Gender and Climate Change Strategy and Action Plan
- Consult with stakeholders and lead validation of the Gender and Climate Change Strategy and Action Plan
- Provide inputs to the development of the gender-responsive National Communication Toolkit.

### Activities related to the assignment

The assignment will involve:

- Compiling a list of stakeholders to be consulted via a survey and semi-structured interviews, including name, position, and contact information.
- Undertaking and documenting semi-structured interviews with key stakeholders.
- Following up with stakeholders to secure responses to the survey.
- Organizing and facilitating an Experience Capitalization session in a writeshop setting.
- Analyzing information gathered through stakeholder consultations to develop key findings related to institutional capacities for gender-responsive climate action, and recommendations for strengthening these capacities.
- Drafting a report in line with the outline in Annex A.
- Working with other team members to fill information gaps for the other outputs of the project.
- Providing inputs to other outputs of the project.

### Deliverables

The following table describes the anticipated deliverables for the assignment:

Deliverables
1. Conduct capacity assessment, institutional assessment, surveys, writeshop, writeshop report and briefing papers
2. Inputs to a style guide for all gender communications products and training materials, animated materials and video script/story board
3. Inputs to key messages to build awareness of the importance of gender and gender equity, design outreach materials
4. Inputs to video script on gender integration and work in collaboration with the government contact and media company producing the video

5. Develop Gender and Climate Change Strategy and Action Plan; Gender assessment
6. Inputs to Gender Expenditure Review Report
7. Guide development of a gender-responsive National Communications Toolkit
8. Inputs to training module, manual and materials (including screening list for gender sensitivity), and web-based platform
9. Inputs to Symposium Report (inclusive report of side event training sessions)

For all deliverables, the estimated time requirement is 45 days.

### **Required qualifications**

The required qualifications are:

- Master’s or higher degree in development and/or gender studies or related field
- At least ten years of work experience in a field related to sustainable development, with a focus on gender equality
- Significant experience conducting stakeholder engagement processes
- A strong understanding of climate change in Jamaica
- Familiarity with the Jamaican government’s institutional structures for climate action and gender equality
- Excellent inter-personal skills
- Strong research, analysis and writing skills in English

### **Reporting**

The Consultant will report contractual matters to Ms. Catherine Senecal, Program Manager, IISD and technical reporting will be done to Ms. Angie Dazé, Senior Policy Advisor and Lead, Gender Equality. The Consultant will work closely with the Ministry of Economic Growth and Job Creation (MEGJC).

### **Application Process**

*IMPORTANT: Applicants must be located in Jamaica, be a Jamaican national and have a valid Tax Compliance Certificate.*

To apply for this consultancy, please submit a cover letter, CV, your daily rate and a proof of your daily rate (e.g., copy of a contract of at least 20 days that states a daily rate) to: [info@napglobalnetwork.org](mailto:info@napglobalnetwork.org) specifically mentioning in the subject “Consultancy: Development of a National Gender Assessment in Jamaica”.

In your application, please clearly demonstrate how you meet the criteria outlined above.



**Application deadline:** Wednesday, October 27<sup>th</sup>, 2021 (at midnight Jamaica time)

**Start date:** November 3<sup>rd</sup>, 2021

**Location:** Kingston, Jamaica