# Appendix I - Terms of Reference

# Background:

UNEP DTU Partnership is providing support to the Government of Antigua and Barbuda in the implementation of their Capacity Building Initiative for Transparency (CBIT) project, with funds from the Global Environment Facility (GEF) for enhanced transparency activities. The GEF funded CBIT project runs between 2020 to 2022 with the objective to promote mainstreaming of NDC monitoring, reporting and verification into domestic systems and strengthen institutional capacity to enable routine, concurrent and participatory monitoring processes that enhance transparency under the Paris Agreement. Under this, UNEP DTU Partnership will provide support in various areas, whereof one is to mainstream gender considerations into the transparency system.

For this purpose, a consultant will contribute to support this process as per the attached terms of reference.

# Objective:

The objective of the consultancy is to provide technical support to implement two outputs as per the terms of reference, in close collaboration with the national CBIT team, the UNEP DTU team, and other relevant stakeholders working on climate issues in Antigua and Barbuda.

# Scope of work:

The consultant is expected to coordinate and develop the outputs in the terms of reference, which include to develop a gender action plan and to develop gender sensitive indicators for the country.

Activities of consultant include to develop the Gender Action Plan, to collaborate with other experts to develop gender sensitive National Determined Contribution (NDC) indicators as per the attached terms of reference. It also includes a travel to Antigua and Barbuda (given that the current situation with the covid-19 pandemic allows it, and it is responsible to travel), and funds for outreach materials.

The work also includes to review and address all comments on project documents, proposed responses and ensure that the documents are developed timely and with high quality.

Ensure that all activities are aligned with national priorities and coordinated with on-going projects in the country. The consultant will conduct initial consultations with stakeholders in the concerned ministries, government departments, private sector and other relevant organizations to collect data and information available.

# Overall outcomes

The main deliverables include:

* Collaborative first draft of the report with NDC indicators. Due March 2021.
* Revised report, incorporating comments and stakeholder inputs and other reviews, paying specific attention to the gender-sensitive issues and challenges that the stakeholders identified. Due June 2021.
* Gender Action Plan that fits the gender-climate intersection of Antigua & Barbuda. Due August 2021.
* Outreach material that will serve to teach and expand the reach of the Gender Action Plan. Due September 2021.

UNEP DTU Partnership (UDP) will review all written deliverables before being finalized. This includes: i) all reports to be drafted; ii) UDP reserves sufficient time to review in detail and provide feedback; and iii) UDP will sign‐off on final version. UDP 's role will be to review final outputs, offer feedback, and ensure coherence with CBIT guidelines and best practices.

# Deliverables and Payment:

The consultancy fee is USD 28,000 to be paid in twelve instalments and subject to satisfactory deliverables. The payment schedule is as follows:

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| --- | --- | --- |
| Payment (USD) | Description | Indicative due date |
| 2,000 | **Deliverable 1**: Context-specific guide that contains information on the situation of A&B NDC tracking and gender. | August 2020 |
| 2,000 | **Deliverable 2**: Report which describes and assesses the gender-specific issues and vulnerabilities in relation to the effects of climate change in A&B and evaluate, through the analysis of best practices and solutions in the region, how to best approach the situation in the country. | September 2020 |
| 4,000 | **Deliverable 3**: Report that identifies what the needs and priorities of the community are, regarding climate change and gender. | November 2020 |
| 2,000 | **Deliverable 4**: Consultation plan that showcases the scope and purpose of the consultation with activities to carry out. | December 2020 |
| 4,000 | **Deliverable 5**: Consultation report should be delivered for every consultation undertaken **and** Proposal for a collective draft of NDC indicators, paying particular attention to the data that should be gender-sensitive. | February 2021 |
| 2,000 | **Deliverable 6**: Travel report that outlines the content and discussions of meetings attended related to the Gender Action Plan **and** Collaborative first draft of the report with NDC indicators. | March 2021 |
| 2,000 | **Deliverable 7**: First draft of the Gender Action Plan with all the information collected from the consultations held until that point. | April 2021 |
| 2,000 | **Deliverable 8**: Drafts of the outreach material (brochures, fact sheets) that will be available in accessible formats and provided in alternative language(s) as appropriate. | May 2021 |
| 2,000 | **Deliverable 9**: Report on the best practices for gender mainstreaming in the region and beyond with an analysis of how they can be implemented in A&B, **and** revised report of the NDC indicators. | June 2021 |
| 2,000 | **Deliverable 10**: Report on institutionalisation of gender equality in the region and beyond with an analysis of how they can be implemented in A&B. | July 2021 |
| 2,000 | **Deliverable 11**: Final draft of Gender Action Plan that fits the gender-climate intersection of Antigua & Barbuda. | August 2021 |
| 2,000 | **Deliverable 12**: Outreach material that will serve to teach and expand the reach of the Gender Action Plan. | September 2021 |

There is also USD 2,500 available for a country mission (UNEP DTU Partnerships travel rules apply, and journey is to be arranged through its system), and 3,000 USD in reimbursable expenses for outreach material.