



CARIBBEAN COMMUNITY CLIMATE CHANGE CENTRE (THE CENTRE)

TERMS OF REFERENCE (TOR) FOR

GENDER AND STAKEHOLDER SPECIALIST

WITHIN THE PROGRAMME DEVELOPMENT AND MANAGEMENT UNIT (PDMU)

1. BACKGROUND

The Caribbean Community Climate Change Centre (the Centre) has the mandate to coordinate the Caribbean Community's (CARICOM) response to climate change as well as provide climate change-related policy advice and guidance to CARICOM Member States. As part of its effort to continuously execute its mandate, the Centre has developed a **Readiness Project** with the support of CARICOM Member States and the Green Climate Fund (GCF), aimed at building greater capacity within the Centre, especially within its Programme Development and Management Unit (PDMU). This capacity is essential for identifying and shaping impactful, transformative, sustainable, innovative and replicable projects for submission to the GCF and other climate financing windows.

The GCF is a key multilateral financing mechanism that is essential to support climate action in the Caribbean and by extension developing countries. On July 9, 2015, the Board of the GCF accredited the Centre as a Regional Implementing Entity. As a regional direct access entity, the Centre has the mechanism, which includes the Regional Framework for Achieving Development Resilient to Climate Change and its Implementation Plan, to coordinate climate action in the region. Utilizing a bottom-up approach the aim is to develop bankable projects, both national and regional, consistent with national priorities, the Regional Framework, GCF's strategic results area and investment criteria and the Sustainable Development Goals (with specific reference to Goal 13).

The GCF has placed gender as a key element of its programming architecture, and its commitment to gender equality centers on gender-responsive climate action programmes and projects that benefit women and men. Gender mainstreaming is central to the GCF's objectives and guiding principles, including through engaging women and men of all ages as stakeholders in the design, development and implementation of strategies and activities to be financed. The GCF Governing Instrument states that: "The Fund will strive to maximise the impact of its funding for adaptation and mitigation ... promoting environmental, social, economic and development co-benefits and taking a gender-sensitive approach." Gender equality considerations must therefore be integrated into the entire project cycle to enhance the efficacy of climate change mitigation and adaptation interventions, and ensure that gender co-benefits are achieved. This applies to all

projects, not only those intended from the outset to center on women or to have a gender focus. Gender integration is fundamental to any project intervention and does not necessarily signify additional costs; in fact, integrating gender makes climate interventions more effective and efficient.

Gender inclusions are aligned with the Sustainable Development Goals set out by the United National Development Programme (UNDP). Additionally, this is important for the Centre and CARICOM Member States to integrate gender considerations in climate change action and to ensure that all projects/programmes align with GCF guidelines on gender and social inclusion. These actions place emphasis on building partnerships required to deliver on project/programme objectives.

Readiness Project in Brief

In the Caribbean, Direct Access Accredited Entities (AE) seek support to enhance their capacity to identify, develop and implement projects supported by the GCF. In this regard, the Readiness Project aims at improving the Centre's and CARICOM countries' capacity to deliver high-quality funding proposals for GCF consideration.

The Readiness Project's specific objectives are:

1. Strengthen capacities of the Centre's Staff and CARICOM Members States;
2. Enhance stakeholders' engagement to accelerate country-driven adaptation and mitigation projects;
3. Support efforts aimed at maintaining and or upgrade the Centre's accreditation;
4. Enhance Centre's capacities in supporting CARICOM countries during the process of Concept Notes' and Funding Proposals' development; and,
5. Mobilize private sector in supporting Low-Carbon and Climate-Resilience development in CARICOM countries.

Full funded proposals

Accredited Entities develop funding proposals, in close consultation with NDAs or focal points, based on the differing climate finance needs of individual developing countries. Accredited Entities can also respond to Requests for Proposals issued by GCF to fill current gaps in climate financing. In issuing some Requests for Proposals, GCF may accept proposals from entities it has not yet accredited. However, non-accredited entities will have to team-up with Accredited Entities when formally submitting funding proposals to GCF. Entities that submit proposals through the Requests for Proposals can be prioritized when applying for accreditation. The main difference is the focus on the goals and objectives of the project, feeding into a set of measures for the evaluation of project success. The proposal features a full breakdown of project resources and costs in greater detail than usually found in a project brief. The focus on objectives and measures adds some rigour, making the project manager think carefully about specific activities. These must be measurable so project success can be gauged by whether these objectives are met.

This consultancy will support efforts to achieve all objectives set out above.

2. OBJECTIVES OF THE POSITION

The objective of this position is to support the Centre in adding value to the work of the PDMU through the integration of gender and stakeholder considerations in the development and implementation of project/programme proposals for CARICOM Member States and the Caribbean Region in general. The PDMU seeks to ensure that high quality proposals are built on innovation, positive impacts and transformation that will attract bilateral or multilateral climate and/or developmental financing, inclusive of funding from the GCF.

The Gender and Stakeholder Specialist will oversee the development of gender assessments and gender action plans. This will involve conducting comprehensive socioeconomic, gender and stakeholder assessments in alignment with standard Environment and Social Safeguard requirements. A gender assessment and action plan are required as an integral component of a full funding proposal and is to be integrated as proactive actions into the implementation of full funded programmes/projects.

More specifically, this position is expected to:

1. Integrate Gender and stakeholder considerations in the work of the Centre consistent with the Centre Gender Policy and Action Plan 2021-2026 and the Strategic Plan of the Centre.
2. Reform as necessary, the Gender Policy and Action Plan (2021-2026) to ensure continuous alignment with standard international practice.
3. Make recommendations for mainstreaming gender and social inclusion into the operations and projects of the Centre.
4. Oversee the integration of gender and stakeholder actions, pursuant to the Gender Policy and Action plan, into the operations, programmes and projects of the Centre.

3. SCOPE OF WORK

An experienced Gender and Stakeholder Specialist is sought to integrate gender and social inclusion in several facets of the Centre's operations including policies (Regional Framework, Strategic Plans, and internal policies) and projects (during development and implementation).

The Specialist will have overall responsibility for screening all funding proposals for and ensure the incorporation of gender considerations through stakeholder and gender action plans. These proposals will be formulated in keeping with the required format, content and quality required by the Centre's PDMU and with that of the GCF templates.

Specifically, the Gender and Stakeholder Specialist is required to:

1. Liaise with CARICOM Member States to identify their priorities ensuring gender issues are addressed during the development of project/programme concepts;
2. Review relevant documentation and literature to ensure the inclusion of gender in the projects/programmes being developed
3. Prepare inputs and support the required analyses/studies
4. Work closely with the PDMU to ensure findings are meaningfully integrated into project strategies and results frameworks

5. Conduct and support completion of any additional studies that are needed for the preparation of proposals and final outputs
6. Assist with the piloting and acceptance of these proposals for funding as it relates to integrating gender equality and the development of environmental and/or social management plan(s) for identifying all risks;
7. Manage stakeholder expectations through stakeholder identification and mapping exercises, problem identification and solution building using international accepted practice
8. Understand the context, cultural, economic, social and environmental nuances associated with country-specific climate change knowledge and issues in the CARICOM region,
9. Implement the Gender Policy and Action Plan.
10. Sensitise and enhance the capacity of internal and external stakeholders on integrating gender considerations into Climate Change Interventions.
11. Ensure that projects of the Centre undertake meaningful stakeholder engagement.
12. Finalize Sexual Harassment and related Policies where needed
13. Ensure that gender is integrated into all other Centre strategic plans and policies,
14. Become familiar with the Grievance Redress Mechanism of the GCF, assist in the development of a Centre specific GRM and its eventual application through programmes and projects
15. Any other duties that may be assigned from time to time for the effective and efficient delivery of services within the PDMU.

4. EXPECTED DELIVERABLES

The principal delivery of the Stakeholder and Gender Specialist will be:

1. The integration of gender and stakeholder considerations into the design, implementation of programmes and projects of GCF and other Centre funded activities;
2. Reform of Centre-wide policies that are required to have integrated gender considerations.

5. WORKING CONDITIONS AND ENVIRONMENT:

- The Stakeholder and Gender Specialist will work within the PDMU and closely with staff.
- The consultant is expected to work beyond the normal working hours.
- Duty station is the Caribbean Community Climate Change Centre in Belize with travel to Member States as necessary.

6. QUALIFICATIONS AND EXPERIENCE:

7.1 Academic requirement

Candidates are expected to have at least:

- A Master's Degree in Gender Issues/Studies, Social Science, Political Science, Anthropology or related discipline.

7.2 Professional requirements

Candidates are expected to have:

- A minimum of five (5) years proven experience in gender mainstreaming, sustainable development (environmental initiatives) and climate change adaptation
- A working knowledge of natural resources management, climate change impacts and building resilience, preferably in the Caribbean Region
- The capacity to sensitize stakeholders on matters relating to gender inclusion and management
- Experience in projects financed by multilateral development agencies
- Proven ability to generate and sustain ongoing consultation and meaningful participatory processes with a wide cross section of stakeholders throughout the duration of the period of employment
- The ability to nurture relationships with stakeholders, focusing on impacts and results.
- Demonstrated ability to work independently and within a multi-disciplinary team of experts involved in project/programme design
- Knowledge of and experience with implementing international social safeguards policies/standards such as those of but not limited to the GCF, World Bank, IFC or IADB, would be considered an advantage
- Be a national of a CARICOM Member State
- Excellent communication skills, inclusive of spoken and written English
- Computer experience with competence in Microsoft Office, Excel, and related software applications.

7. REPORTING AND COORDINATION:

The Gender and Stakeholder Specialist will work within the PDMU and closely with staff within the various sub-units. The Gender and Stakeholder Specialist will report directly to the Head of the PDMU.

8. SUBMISSION OF APPLICATION

8.1 Submission Package

Applicants wishing to signal their interest in undertaking the prescribed work are to email or otherwise submit:

- a) Motivation letter outlining how experience, skills, qualifications, and professional associations fit with the required job description.
- b) Detailed Curriculum Vitae or Resume with full details of experience, achievements, qualifications, and reference contact information,
- c) Three (3) Reference letters, and

- d) Information demonstrating the experience and competence requested (i.e., proposal writing sample, etc.).
- e) Proof of CARICOM Nationality
- f) Copies of Degrees and Certificates

8.2 *How to Apply*

Applications should be clearly identified as – “**Vacancy for Gender and Stakeholder Specialist**” in the subject matter of the email and be submitted as one PDF file (in the order listed above) via an email to:

*Ms. Ethlyn Valladares
Human Resource Administrator
Caribbean Community Climate Change Centre
3rd Floor, David L. McKoy Business Centre, P.O. Box 563, Ring Road
Belmopan City, Belize, C.A.
Phone: + (501) 822-1094 or 1104
hr@caribbeanclimate.bz*

8.3 *Deadline for submission of applications: **Friday 20th May 2022 at 10:00am Belize time (GMT-6). Late applications will be rejected.***

8.4 *Additional notes:*

- A short list will be derived based on the experience and qualifications as determined on the basis of submissions.
- Only candidates who are short-listed will be contacted.
- The Centre is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidence.