



**Caribbean Community
Climate Change Centre**

"Building resilience. Securing our future."

A vacancy exists for a Gender and Stakeholder Specialist

TERMS OF REFERENCE

OVERVIEW

- A. Job title:** Gender and Stakeholder Specialist within the Programme Development and Management Unit (PDMU) at the Caribbean Community Climate Change Centre (CCCCC)
- B. Type of position:** Contract
- C. Duty Station:** CCCCC Headquarters, Belmopan, Belize
- D. Duration of appointment:** 15 months in the first instance with the possibility of renewal contingent on performance and fund availability.
Start immediately.
- E. Reports to:** Head of Programme Development and Management Unit (PDMU)

1. BACKGROUND

The Caribbean Community Climate Change Centre (the CCCCC) 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 CCCCC 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 CCCCC, 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 supporting climate action in the Caribbean and by extension developing countries. On July 9, 2015, the Board of the GCF accredited the CCCCC as a Regional Implementing Entity. As a regional direct access entity, the CCCCC has the mechanism, which includes the regional strategy - 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 maximize 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 Nations Development Programme (UNDP). Additionally, this is important for the CCCCC 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 CCCCC'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 CCCCC's Staff and CARICOM Member States.
2. Enhance stakeholders' engagement to accelerate country-driven adaptation and mitigation projects.
3. Support efforts aimed at maintaining and or upgrading the CCCCC's accreditation.
4. Enhance CCCCC's capacities in supporting CARICOM countries during the process of developing Concept Notes and Funding Proposals; and,
5. Mobilize private sector in supporting Low-Carbon and Climate-Resilience development in CARICOM countries.

Full funded proposals

In close consultation with NDAs or focal points, Accredited Entities develop funding proposals based on the differing climate finance needs of individual developing countries. Accredited Entities can also respond to Requests for Proposals issued by the GCF to fill current gaps in climate financing. In issuing some Requests for Proposals, the 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 the 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 rigor, 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 CCCCC 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 CCCCC wishes to ensure that the concerns and strategies of women and men are an integral part of the design, implementation, monitoring and evaluation of policies and programmes in all political, economic and societal spheres, so that women and men can benefit equally, and inequality is not perpetuated.

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. Ensure equality of all opportunities between women, men, girls and boys so that CCCCC programmes and projects have an equal impact on all gender.
2. Facilitate the proper integration of gender issues in the work of the CCCCC in alignment with the Gender Policy and Action Plan 2021-2026 and the Strategic Plan of the CCCCC to ensure full participation of women and men in their productive lives.
3. Reform as necessary, the Gender Policy and Action Plan (2021-2026) to ensure continuous alignment with standard international practice.

3. SCOPE OF WORK

An experienced Gender and Stakeholder Specialist is sought to integrate gender and social inclusion in several facets of the CCCCC 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 ensuring 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 CCCCC'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. Liaise closely with the ESS specialist for the effective treatment of other social and gender issues in the implementation of projects and programmes.
3. Review relevant documentation and literature to ensure the inclusion of gender in the projects/programmes being developed.
4. Prepare inputs and support the required analyses/studies.
5. Work closely with Programme/Project Developers and Programme/Project Managers to ensure findings are meaningfully integrated and managed into project strategies and results frameworks.
6. Conduct and support completion of any additional studies that are needed for the preparation of proposals and final outputs.
7. 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.
8. Manage stakeholder expectations through stakeholder identification and mapping exercises, problem identification and solution building using internationally accepted practice.
9. Understand the context, cultural, economic, social, and environmental nuances associated with country-specific climate change knowledge and issues in the CARICOM region,

10. Implement the Gender Policy and Action Plan and ensure its continuous updating.
11. Sensitize and enhance the capacity of internal and external stakeholders on integrating gender considerations into Climate Change Interventions.
12. Ensure that projects of the CCCCC undertake meaningful stakeholder engagement.
13. Contribute to the Sexual Harassment and related Policies where needed.
14. Ensure that gender is integrated into all other CCCCC strategic plans and policies,
15. Become familiar with the Grievance Redress Mechanism of the CCCCC and the GCF, update the CCCCC GRM where necessary and support its eventual application through programmes and projects.
16. Assist Project Developers (PDs) in the design projects and indicators to ensure the full treatment of Gender and Stakeholder matters meet the requirements of donors including that of the GCF.
17. Ensure that M&E for all projects and related activities incorporate the application of relevant indicators for projects under implementation.
18. Any other duties that may be assigned from time to time for the effective and efficient delivery of services within the CCCCC and the PDMU in particular.

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 as well as the implementation of programmes and projects of GCF and CCCCC funded activities.
2. Reform of CCCCC-wide policies that are required to have integrated gender considerations.

5. CHARACTERISTICS OF THE POSITION:

The Stakeholder and Gender Specialist will work within the PDMU and closely with staff.

Estimated Timeline of Position: The initial contract duration is for fifteen (15) months with a probationary period of three (3) months. Contract renewal is contingent on performance and availability of funding.

Location: The successful candidate will be contracted full-time to the CCCCC's Headquarters in Belmopan, Belize, with travel to Member States as necessary.

Start date: The successful applicant will be expected to commence work immediately on appointment.

Remuneration: An attractive package awaits the successful candidates. The package takes into consideration that the Gender and Stakeholder Specialist is expected to work beyond the normal working hours.

6. QUALIFICATIONS AND EXPERIENCE:

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; and,
- A minimum of three (3) years proven experience in gender mainstreaming, sustainable development (environmental initiatives) and climate change adaptation

Or

- A Bachelor's Degree in Gender Issues/Studies, Social Science, Political Science, Anthropology or related discipline; and,
- A minimum of seven (7) years proven experience in gender mainstreaming, sustainable development (environmental initiatives) and climate change adaptation

Professional requirements

Candidates are expected to have:

- The capacity to sensitize stakeholders on matters relating to gender inclusion and management.
- 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.
- Experience conducting Stakeholder and or Gender Analysis and developing associated Action Plans would be considered an advantage.
- Experience with, or a working knowledge of, 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 with residence in Belize.
- Excellent communication skills, inclusive of spoken and written English
- Computer experience with competence in Microsoft Office Suite 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

Submission Package

Eligible candidates should submit:

- a) Motivation letter outlining how your experience, skills, attitude, 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. Include copies of Degrees and certificates).
- c) Three (3) Reference letters
- e) Proof of CARICOM Nationality with residence in Belize.

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
Email: careers@caribbeanclimate.bz*

Deadline for submission of applications:

**Monday 24th April 2023 at 9:00am Belize time (GMT-6).
Late applications will be rejected.**

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 CCCCC is committed to achieving workforce diversity in terms of gender, nationality and culture.
- All applications will be treated with the strictest confidence.
- All qualified individuals are equally encouraged to apply.