

Terms of Reference

Ecuador: Consultant, Gender and Social Specialist

March 2025

ABOUT THE NDC PARTNERSHIP

The NDC Partnership is a global coalition of countries and institutions working to mobilize support and achieve ambitious climate goals while enhancing sustainable development. Through the Partnership, country members leverage their resources and expertise to provide countries with the tools they need to implement their NDCs and mitigate climate change to build a better future. Hosted by WRI, the UNFCCC Secretariat, and the UN Office for Project Services, the NDC Partnership has members in all regions of the world, with staff in Washington DC and Bonn, Germany.

The NDC Partnership brings together more than 200 members, including more than 120 countries, developed and developing, and more than 80 institutions to create and support climate action that helps achieve the Paris Agreement and the Sustainable Development Goals (SDGs). Governments identify their NDC implementation priorities and the type of support that is needed to translate them into applicable policies and programs. Based on these requests, the membership offers a tailored package of expertise, technical assistance, and funding. This collaborative response provides developing countries with efficient access to different resources to adapt to and mitigate climate change and foster more equitable and sustainable development.

BACKGROUND

Ecuador is seeking a consultant to strengthen and contribute to the gender mainstreaming process in climate change management policies, tools and initiatives, including Ecuador's Second NDC, and the development of Ecuador's Gender and Climate Change Action Plan.

Ecuador is a leader in the region for gender and climate change, standing out for their integration of gender in climate change management through a comprehensive strategy that includes:

1. Inter-institutional networking,
2. Integration of gender in the methodological tools and phases of the entire NDC process,
3. Technical capacity building in gender,
4. Technical assistance for policy improvement, and
5. Involvement of women's organizations.

All of these elements are intended to mainstream the gender approach by 2025. It is essential to have specialized technical support to effectively mainstream gender, intergenerationalism and interculturality (cross-cutting approaches) in climate change actions led by the Undersecretariat of Climate Change of

the MAATE, building on the framework of the First NDC of Ecuador. Additionally, Ecuador is currently developing its second NDC at the national level. This support will allow for the development of concrete actions to reduce gender gaps in climate change management and increase climate ambition in the new NDC and besides, this support will allow monitoring of these instruments and generating technical guidelines to improve the incorporation of these approaches within public climate change policies in Ecuador.

SCOPE OF WORK AND DELIVERABLES

Activities

Technical Support and Coordination:

- Provide technical support for mainstreaming gender, interculturality, and intergenerational approaches across climate change management tools, programs, and projects within the Climate Change Undersecretariat (SCC).
- Coordination meetings with the Directorates of Mitigation, Adaptation, and Sustainable Production and Development.
- Review and technical support for information generated in cross-cutting approaches within the various Directorates and projects.
- Activities of the Gender and Climate Change Technical Committee and its contribution to the NDC process.
- Coordinate meetings with institutions involved in monitoring and evaluating the Implementation Plan for the First NDC, the Second NDC, and the Gender and Climate Change Action Plan.
- Provide technical support to the intergenerational approach in coordination with the ACE Ecuador focal point.

Mainstreaming and Participation Strategies:

- Support the implementation of inter-institutional and citizen participation spaces as part of strategies for mainstreaming cross-cutting approaches in NDC processes.
- Follow up on the consolidation of participatory spaces and strategies that promote gender, intergenerational and intercultural inclusion within the SCC. Financing for these spaces will be managed by the Climate Change Undersecretariat, and corresponding support will be provided to the gender and social specialist.

Guidelines and Capacity Building:

- Develop guidelines, based in international and national experiences, for integrating gender, interculturality and intergenerational criteria in various climate change programs and projects in coordination with the SCC team. This includes formulation of Ecuador's NDC 2026-2035 implementation plan, including processes for compiling and managing strategic information.
- Develop a document that integrates guidelines for including gender, interculturality, and intergenerational approach criteria, including a monitoring and reporting proposal, with templates for compiling, classifying, and managing strategic quantitative and qualitative information relevant to NDC implementation.
- Create content, methodological tools, and educational materials on cross-cutting approaches and climate change to support capacity-building efforts.

- Lead participatory workshops, events, and other capacity-building activities based on developed content.

Monitoring gender and social actions:

- Conduct coordination meetings with institutions involved in monitoring and evaluation of the Implementation Plan for the First NDC, Second NDC, and Gender and Climate Change Action Plan as well as other climate policies established by MAATE.
- Follow up and support the implementation of necessary strategies to consolidate inter-institutional and citizen participation spaces created as part of the gender, interculturality, and intergenerational mainstreaming process within the NDC.
- Develop technical assistance and capacity-building spaces for collecting required information for these instruments.
- Annually gather information related to cross-cutting approaches according to the monitoring methodology established by the Ministry of Environment, Water, and Ecological Transition.
- Systematize the results obtained in monitoring and evaluation reports (1 NDC report and 1 PAGCC report for the period 2025).
- Develop the baseline about cross-cutting approaches in climate change by 2024 that let the draft proposal of the roadmap for updating the PAGCC.

Documentation and Communication:

- Produce an archive documenting gender mainstreaming support processes in NDC implementation, including communications, reports, and other relevant activities.
- Draft communication pieces (e.g., blogs, quotes) to showcase Ecuador's gender and climate change work to a broader audience.
- Creation of content, methodological tools, and educational materials on gender, intergenerationality, interculturality, and climate change for capacity-building processes.

Deliverables

Table 1. Deliverables expected between April 1, 2025 and February 1, 2026:

Deliverable Number	Deliverable Name	Deliverable Description	Timeline
1	Work Plan for Gender, Interculturality, and Intergenerational Mainstreaming	Work plan that includes the execution planning of activities for mainstreaming gender, interculturality, and intergenerational approaches in climate change management policies, tools, and initiatives.	15-Apr-25
2	Monthly Progress Report 1	Monthly progress report on planned activities related to gender, interculturality, and intergenerationality within the Climate Change Subsecretariat, including coordination meetings,	31-May-25

		technical support, and capacity-building processes. The report follows the NDC Partnership template and includes a description of activities, a narrative on main achievements, challenges faced, and recommended next steps for improvement.	
	3 Monthly Progress Report 2	Monthly progress report on activities related to gender, interculturality, and intergenerationality, covering technical assistance, content development, and progress on inter-institutional collaboration. The report follows the NDC Partnership template and includes a description of activities, a narrative on main achievements, challenges faced, and recommended next steps for improvement.	30-Jun-25
	4 Monthly Progress Report 3	Monthly progress report on activities related to gender, interculturality, and intergenerationality, covering technical assistance, content development, and progress on inter-institutional collaboration. The report includes a description of activities, a narrative on main achievements, challenges faced, and recommended next steps for improvement.	31-Aug-25
	5 Monitoring reports	Annual monitoring reports on gender, interculturality, and intergenerational actions in the First NDC, and the Gender and Climate Change Action Plan.	30-Sep-25
	6 Monthly Progress Report 4	Monthly progress report on activities related to gender, interculturality, and intergenerationality, covering technical assistance, content development, and progress on inter-institutional collaboration. The report follows the NDC Partnership template and includes a description of activities, a narrative on main achievements, challenges faced, and recommended next steps for improvement.	31 – Oct-25
	7 Guideline document	Guidelines document for the inclusion of gender, interculturality, and intergenerational approach criteria in various climate change programs and projects in coordination with the SCC team.	30-Nov-25
	8 Monthly Progress Report 5	Monthly progress report on activities related to gender, interculturality, and intergenerationality, covering technical assistance, content development, and progress on inter-institutional collaboration. The report follows the NDC Partnership template and includes a description of activities, a narrative on main achievements, challenges faced, and recommended next steps for improvement.	31 – Dec-25
	7 Documentation Archive for Gender and Social	An archive documenting the support processes, reports, communications, and other activities related to the mainstreaming of social approaches during the consultancy period. The final report follows the NDC Partnership template and	31-Jan-26

	Mainstreaming and Final Report	includes a description of activities, a narrative on main achievements, challenges faced and recommended next steps for improvement.	
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QUALIFICATIONS AND EXPERIENCE

Education and experience

- ✓ University Degree in Sociology, Anthropology, Environmental Engineering or related careers; graduate degree in Gender, Public Policy or Social Development. 3 years of relevant experience may also be considered in lieu of a graduate degree.
- ✓ More than 3 years of professional experience, with a focus on climate change, in the development/implementation of policies, stakeholder coordination and alignment, development and management of national and international cooperation projects.
- ✓ Experience in project development and management.
- ✓ Experience in multi-actor and multi-level participatory and educational processes for the integration of transversal approaches in climate change. Knowledge of the UNFCCC processes and the Paris Agreement. Having participated in the preparation of relevant documents such as: National Communications, Biennial Update Reports, CND.
- ✓ Knowledge of cross-cutting processes in Ecuador, of plans, strategies and public policies related to climate change.
- ✓ Knowledge of Excel or other tools for project management.

Skills

- Meet goals and deadlines with quality and consistency;
- Works to meet agreed goals, facing challenges constructively;
- Excellent verbal and written communication in Spanish, able to communicate in English;
- Uses resources, methods, and information effectively;
- Take initiative and lead processes;
- Proven ability to work under pressure and tight deadlines;
- Analyzes complex technical materials (including data) and makes them concise and relevant;
- Presents complex conceptual ideas in practical terms to others;
- Adapt the communication to the target audience;
- Build collaboration networks with your internal team and external counterparts, understanding their importance and added value to the process of implementing climate strategies;
- Demonstrates the ability to work in a team, learn and share knowledge with colleagues and maintain relationships;
- Encourage collaboration and improve performance.

Contract Terms

- Estimated start date: 07 April 2025
- Estimated end date: 01 February 2026

The consultant will be embedded in the Ministry of Environment, Water and Ecological Transition, within the Undersecretariat of Climate Change in Quito, Ecuador.

The Consultant will work under the guidance of the Undersecretariat of Climate Change in Ecuador's Ministry of Environment, Water and Ecological Transition. All deliverables will be approved by the Ministry and coordinated with the NDC Partnership's Country Engagement Specialist and corresponding operational counterparts. The consultant will work closely and maintain constant communication with the NDC Partnership Support Unit.

The consultant will invoice monthly based on days worked.

EVALUATION AND SELECTION

Evaluation Criteria

The following elements will be the primary considerations in evaluating all proposals submitted in response to this TOR:

- Completion of all required elements;
- The extent to which the consultant's proposal fulfills WRI's stated requirements as set out in the TOR;
- Experience with similar projects;
- Overall cost of the consultant's proposal;
- Debarment and sanctions – WRI will not consider proposals from consultants that are presently debarred by the U.S. government or named on any restricted parties lists;
- Sustainability – WRI values sustainability and all other factors being equal, will favor a proposal to more sustainably perform the work.
- The bidder offering the best overall value will be selected. For this procurement, price and non-price aspects are considered to be of approximately equal importance.

Selection Process

No proposal development costs shall be charged to WRI / all expenses are to be borne by the bidders. WRI may award the consultancy to the bidder offering best value without discussion. However, WRI reserves the right to seek bidder clarifications and to negotiate with those bidders deemed to be within a competitive range.

WRI may, at its discretion and without explanation to the prospective vendors/ organizations/consultants, choose to discontinue this TOR without obligation to such prospective vendors/organizations/consultants or make multiple awards under this TOR. Contracts will not be awarded to vendors/organizations/consultants debarred by the US government or named on restricted parties lists.

TO APPLY

Interested applicants must send the following documents **by 5:00pm EST on Monday, 24 March 2025**

- Curriculum Vitae (CV)
- Cover letter explaining your approach to meet the deliverables (1 page max. in English)
- Academic degree certificate or diploma(s)
- Expected daily remuneration in USD (This position is full-time, 40 hours/week)

Please send your proposal documents to:

- Ms. Sara Hernández, Country Engagement Specialist, NDC Partnership Support Unit:
Sara.Hernandez.5@ndcpartnership.org
- Ms. Hannah Girardeau, Gender and Youth Associate II, NDC Partnership Support Unit:
hannah.girardeau@ndcpartnership.org
- Ms. Christine Luttmer, Project Manager, Country Engagement, NDC Partnership Support Unit:
Christine.Luttmer@ndcpartnership.org

We will consider applications as they are received. Only short-listed candidates will be contacted and final terms will be discussed upon selection. Please use the following format for the email subject line: **Gender Consultant_CONSULTANT_NAME**. All CVs must be submitted in electronic format.