

Terms of Reference (ToR): Consultant, Gender Specialist in Ecuador

May 2023

BACKGROUND

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.

SCOPE OF WORK AND DELIVERABLES

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 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.

Duration and Duty Station

The consultant will be embedded in the Ministry of Environment, Water and Ecological Transition, within the Undersecretariat of Climate Change in Quito, Ecuador. The consultancy will have a length of 22 months, covering the period between August 1, 2023 and May 30, 2025.

Activities

- Proposal of activities to be conducted throughout the consultancy to provide technical support for mainstreaming gender across climate change management tools and instruments, as well as expected actions to integrate gender in the programs and projects of the Climate Change Undersecretariat.
- Lead coordination meetings with the institutions involved in monitoring the Implementation Plan of the First NDC.
- Conduct coordination meetings with the institutions involved in the process of mainstreaming gender in the design of the Second NDC.
- Conduct technical meetings to support the process of development and implementation of Ecuador's Gender and Climate Change Plan.
- Support the implementation of whole-of-government and whole-of-society strategies for gender mainstreaming, including inter-institutional and citizen participation spaces in NDC processes.
- Develop guidelines for the inclusion of gender mainstreaming criteria in the formulation of Ecuador's NDC 2026-2035, taking into account the compilation, classification and management of quantitative and qualitative strategic information of interest for the implementation of the NDC.
- Generate contents, methodological tools and didactic materials on gender and climate change to support capacity building processes, lead participatory and capacity building spaces based on the contents developed.
- Produce an archive documenting the support processes regarding gender mainstreaming in the implementation of the NDC, including communications, reports and other support activities for the process.
- Draft communication pieces (e.g., blogs, quotes) to present the gender work in Ecuador to a wider audience.

Deliverables

Table 1. Deliverables expected between August 1, 2023 and May 30, 2025:

| Deliverable Number | Deliverable Name | Deliverable Description | Timeline |
|--------------------|---------------------------|--|-------------------|
| 1 | Work Plan | Document that outlines plans and deliverables for the extent of the consultancy. | 25 August 2023 |
| 2 | Report 2 (Monthly Report) | Monthly progress report on gender activities supported in the Undersecretariat for Climate Change. | 22 September 2023 |
| 3 | Report 3 (Monthly Report) | Monthly progress report on gender activities supported in the Undersecretariat for Climate Change. | 20 October 2023 |
| 4 | Report 4 (Monthly Report) | Monthly progress report on gender activities supported in the Undersecretariat for Climate Change. | 24 November 2023 |
| 5 | Report 5 (Monthly Report) | Monthly progress report on gender activities supported in the | 22 December 2023 |

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| | | Undersecretariat for Climate Change. | |
| 6 | Guidelines document for the inclusion of gender criteria in the formulation of Ecuador's NDC 2026-2035 | Guidelines document for the inclusion of gender criteria in the formulation of Ecuador's NDC 2026-2035, aligned with the Gender Action Plan and in coordination with the technical team of the NDC process. | 26 January 2024 |
| 7 | Report 7 (Monthly Report) | Monthly progress report on gender activities supported in the Undersecretariat for Climate Change. | 23 February 2024 |
| 8 | Report 8 (Monthly Report) | Monthly progress report on gender activities supported in the Undersecretariat for Climate Change. | 22 March 2024 |
| 9 | First report on the implementation of participatory spaces on gender and climate change | Report of the participatory event and capacity building processes that contribute to Ecuador's NDC process and gender mainstreaming in the Undersecretariat of Climate Change. | 26 April 2024 |
| 10 | Report 10 (Monthly Report) | Monthly progress report on gender activities supported in the Undersecretariat for Climate Change. | 24 May 2024 |
| 11 | Report 11 (Monthly Report) | Monthly progress report on gender activities supported in the Undersecretariat for Climate Change. | 21 June 2024 |
| 12 | Second report on the implementation of participatory spaces on gender and climate change | Report of the participatory event and capacity building processes that contribute to Ecuador's NDC process and gender mainstreaming in the Undersecretariat of Climate Change. | 26 July 2024 |
| 13 | Report 13 (Monthly Report) | Monthly progress report on gender activities supported in the Undersecretariat for Climate Change. | 23 August 2024 |
| 14 | Report 14 (Monthly Report) | Monthly progress report on gender activities supported in the Undersecretariat for Climate Change. | 20 September 2024 |

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| 15 | Third report on the implementation of participatory spaces on gender and climate change | Report of the participatory event and capacity building processes that contribute to Ecuador's NDC process and the mainstreaming of the gender approach to the Undersecretariat of Climate Change. | 25 October 2024 |
| 16 | Report 16 (Monthly Report) | Monthly progress report on planned gender activities of the Undersecretariat for Climate Change. | 22 November 2024 |
| 17 | Report 17 (Monthly Report) | Monthly progress report on planned gender activities of the Undersecretariat for Climate Change. | 20 December 2024 |
| 18 | Fourth report on the implementation of participatory spaces on gender and climate change | Report of the participatory event and capacity building processes that contribute to Ecuador's NDC process and the mainstreaming of the gender approach to the Undersecretariat of Climate Change. | 24 January 2025 |
| 19 | Report 19 (Monthly Report) | Monthly progress report on planned gender activities of the Undersecretariat for Climate Change. | 21 February 2025 |
| 20 | Report 20 (Monthly Report) | Monthly progress report on planned gender activities of the Undersecretariat for Climate Change. | 21 March 2025 |
| 21 | Fifth report on the implementation of participatory spaces on gender and climate change | Report of the participatory event and capacity building processes that contribute to Ecuador's NDC process and the mainstreaming of the gender approach to the Undersecretariat of Climate Change. | 25 April 2025 |
| 22 | Report 22 with the gender mainstreaming archive | Final report on planned gender activities of the Undersecretariat for Climate Change, including archive documenting the support processes and materials accumulated throughout the consultancy. | 30 May 2025 |

Supervision

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.

Payment schedule

The consultant will invoice monthly based on days worked.

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.
- ✓ More than 2 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.
- ✓ 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 gender processes in Ecuador, of plans, strategies and public policies related to climate change.
- ✓ Knowledge of Excel, Microsoft Project and other tools and 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.

TO APPLY

To apply for this consultancy position, please submit the following via e-mail to Julianne.Baker-Gallegos@ndcpartnership.org by **May 31, 2023**.

- ✓ Curriculum vitae (CV)
- ✓ Cover letter explaining your approach to meet the deliverables (1 page max. in English)
- ✓ Expected daily remuneration in USD

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.