

## Terms of Reference

### **NATIONAL CONSULTANT for Gender Mainstreaming (Disaster and Climate Risk Reduction Policy Documents and Civil Protection Curricula)**

**JOB TITLE:** National Consultant for gender mainstreaming (disaster and climate risk reduction policy documents and disaster curricula)

**DUTY STATION:** Moldova, Chisinau

**CONTRACT TYPE & DURATION:** IC, 50 working days (February 15, 2013 – October 30, 2014)

**REPORTING TO:** Manager of Moldova Disaster and Climate Risk Reduction

### **Background**

Moldova's economy, population, and environment are highly exposed and vulnerable to climate variability and change and different kinds of natural hazards, including drought, floods, severe weather, earthquakes, and landslides. Average annual losses from hydrometeorological hazards comprise around three percent of GDP (if the 2007 drought is factored into the annual average). They have a severe impact upon the rural population of Moldova, which makes up around 60% of the total and depends largely upon agriculture for their livelihood. Overall annual losses from geophysical hazards account for 0.9% of GDP. These primarily threaten infrastructure, homes, and public buildings.

The Moldova Disaster and Climate Risk Reduction Project, Phase II, is a 3-year project (October 2013 – September 2016), funded and implemented by UNDP. During the first phase of the project a gradual shift of focus from traditional disaster response towards a more comprehensive approach to Disaster and Climate Risk Management oriented at prevention and preparedness could be observed. Building on this, the second phase will put emphasis on developing disaster risk management capacities, raising awareness of the general population and policy- and decision makers and increasing the level of knowledge of practitioners.

The main objective of the 2<sup>nd</sup> phase of the project is to reduce disaster and climate risks in Moldova through the development of national and local risk management capacities. Outputs in support of this objective are as follows:

1. *Coordination, planning, and monitoring capacities enhanced to execute the National Disaster Risk Management Strategy*
2. *Key stakeholders and society have improved DRR awareness and knowledge, as well as strengthened ability to develop own capacity*
3. *Regional and Local level risk management replicated and upscaled in Moldova*

The main implementing partners are the Civil Protection and Emergency Situations Service of the Ministry of Interior and its affiliated training centers, Ministry of Environment, Ministry of Health, Crisis Medicine Training Center, Ministry of Education, LPAs, NGOs and CBOs.

### **Objectives and Scope of the Consultancy**

UNDP Moldova is seeking a qualified candidate to assist the Civil Protection and Emergency Situations Service and the Disaster and Climate Risk Reduction Project in mainstreaming the gender equality into the disaster risk reduction policy documents and civil protection curricula. The National Consultant will be responsible for mainstreaming the gender equality into the following documents:

- National Disaster Risk Management Strategy 2014 – 2020 and Action Plan;

- Curricula for Civil Protection and Emergency Situations Training Center;
- School and University Curricula;
- Community Level Development Planning methodology (with several practical examples of the Local Plans communities);

He/she will be responsible for:

1. *Performing the review* on state of including gender equality considerations and actions into:
  - a. The Draft of the National Disaster Risk Management Strategy and Action Plan, which is currently in the process of development under the lead of Civil Protection and Emergency Situations Service;
  - b. Civil Protection curricula for courses in the Civil Protection and Emergency Situations Service Training Center, School Curricula and University Curricula;
  - c. Local Development Plans for the community level in the actions related to disaster and Climate Risk Management;
2. *Providing recommendations* on strengthening the gender dimensions of each reviewed documents. Recommendations should be based on identified gaps and highlighted the actions needed to be taken by each particular stakeholder.
3. *Engage in an intensive consultation process on gender mainstreaming with relevant stakeholders in Moldova on national and local level:*
  - a. Perform the review of the concepts and documents with the involvement of all relevant stakeholders;
  - b. Prepare and conduct meetings with stakeholders, specified in the plan for the assignment;
  - c. Address all comments received from the stakeholders in a precise and accurate manner and introduce necessary changes;
  - d. Ensure the coherence of all deliverables with the national legal framework.
4. *Mainstreaming the gender dimensions into the policy documents:*
  - a. Introduce gender equality considerations into the National Disaster Risk Management Strategy 2014 – 2020 and Action Plan;
  - b. Introduce gender equality considerations into the Curricula for Civil Protection and Emergency Situations Training Center.
5. *Management of the assignment:*
  - a. Prepare a detailed work schedule in the beginning of assignment;
  - b. Inform the project manager about potential changes of the initial planning in a timely manner;
  - c. Provide deliverables in time according to the work schedule;
  - d. Ensure the quality of deliverables, respecting the author rights of the used materials and correctness of the information presented;
  - e. By the end of assignment, prepare final report on accomplished work, lessons learned, and conclusions on the implementation of assignment.

#### **Deliverables:**

The National Consultant for the gender mainstreaming will work under the guidance of UNDP Project Manager, and in close cooperation with the representatives of CPESS.

Deliverable/milestone	Indicative timeframe
1. <u>Submit the detailed work schedule for the assignment and consequent approval of UNDP and CPESS</u> 1 day	March 2, 2013

2. <u>Review on state of including gender equality considerations and actions (First draft for discussion)</u> 15 days	April 15, 2014
3. <u>Conduct workshop for main stakeholders for presenting the First Draft of the review. Presentation of the Report for the Workshop.</u> 5 days	May 15, 2014
4. <u>Present the Final Version of the Review on state of including gender equality considerations and actions</u> 5 days	June 25, 2014
5. <u>Provide recommendations on strengthening the gender dimensions for each of reviewed documents (National DRM Strategy, CPESS Curricula with gender considerations introduced);</u> 10 days	July 10, 2014
6. <u>Conduct workshop for main stakeholders for presenting the First Draft of the documents. Preparation of the Workshop report.</u> 5 days	September 15, 2014
7. <u>Present the Final Version of the Recommendations and Documents (National DRM Strategy, CPESS Curricula) with introduced gender dimension.</u> 5 days	October 15, 2014
8. <u>Prepare the final report on the assignment including the lessons learned and proposals for follow up.</u> 4 days	October 30, 2014

The timeframe for the work of the National Consultant is planned through February 15, 2013 till October 30, 2014. The assignment will last 50 working days with the duty station Moldova.

**Duration:** 50 working days, during the period February 15 - October 30, 2014.

#### **Payment schedule:**

25% - upon submitting the detailed work schedule for the assignment and consequent approval of UNDP and CPESS and the First Draft of the Review (completing deliverables 1,2) (*not later than April 15, 2013*);  
25% - upon conducting the First Workshop for Stakeholders, presenting the final version of the Review, providing recommendations on strengthening the gender dimensions (completing deliveries 3,4,5) (*not later than July 10, 2013*);  
50% - upon completing the assignment and presenting the final report on the implementation of the assignment (*not later than October 30, 2013*).

#### **Institutional arrangements**

The National Consultant will work under the direct supervision of the Project Manager and representative from CPESS. The Consultant shall take overall responsibility on the quality and timeliness of the recommendations provided.

The other project staff will provide the contractor with the necessary information and materials and/or will facilitate the communication with the relevant authorities for obtaining the necessary information in order to ensure the successful completion of the assignment. The duration of the contract is February 15 - June 30, 2014.

**Qualification and Experience Required:**

- Advanced university degree in social sciences, human rights, on women/gender-related fields;
- At least 5 years of progressively responsible professional experience in human rights, women/gender-related fields in Moldova;
- Excellent proven skills in analysis, negotiations and leadership and overall diplomatic skills;
- Good organizational, time management, facilitation and public presentation skills.
- Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills;
- Proven experience in gender mainstreaming into the policy documents;
- Proficiency in written and spoken Romanian and good command of Russian is required for this assignment. Knowledge of English will be an asset.
- Sound knowledge of disaster risk management system in Moldova would be an asset;

**Documents to be included when submitting the proposals:**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Cover letter confirming interest and availability;
2. Financial proposal with the lump sum for the implementation of assignment, with the breakdown of costs (fee per day). Financial offer should include all costs of stay in the country and travel;
3. Personal CV including past experience in similar projects.