

Terms of Reference

Job ID/Title:	Hiring a firm for conducting the national Assessment on Interlinkages of Gender Equality and Climate Change in Bangladesh
Practice Area:	Climate Change Adaptation and Disaster Risk Reduction
Contract duration:	1 March - 31 August 2021
Duty Station:	Dhaka
Supervision:	Programme Specialist – DRR/CCA/HA, UN Women Bangladesh
Starting Date:	01 March 2021

I. Background

Grounded in the vision of equality enshrined in the Charter of the United Nations, UN Women works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality for women, men, and persons of diverse gender identities as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

UN Women and UN Environment Programme, with the support from the Swedish International Development Cooperation Agency (Sida) are implementing the project “EmPower – Women for Climate Resilient Societies”. The project is being implemented in Bangladesh, Cambodia, and Viet Nam and at the regional level in Asia and the Pacific. The project duration is April 2018 to December 2022. It envisions women and marginalized groups in Asia and the Pacific becoming more resilient to the adverse impacts of climate change and disasters. The proposed activities outlined in this Terms of Reference will be implemented as part of the EmPower Project.

The issue of climate change is a major concern in Asia and Pacific as the region is one of the most at-risk regions in the world to the impacts on climate change. While climate change will spare no one, evidence shows that certain social groups within the region experience more severe impacts than others. In Asia and the Pacific, structural systems and institutionalized gender inequality mean that women and girls enjoy fewer rights than men, consequently increasing their vulnerability to climate change impacts relative to men and boys.

The Paris Agreement, the Sendai Framework and the Sustainable Development Goals have galvanized political awareness and commitment to address climate change and disasters respectively and in recent years profound importance is being given to gender equality. Bangladesh has developed the Nationally Determined Contribution (NDC) to manage growing emissions without compromising the required development and to allow to play its role in global efforts to limit temperature rise to two degrees or preferably 1.5 degrees above pre-industrial levels as one of the signatories of Paris Climate Agreement in December 2015. As a country that has an NDC with a timeframe to 2030, Bangladesh is requested under the Paris Agreement to submit an updated NDC by 2020. The process follows a consistent update of NDCs every five years with regular global ‘stocktakes’ to assess globally the extent to which progress is being made to the overall aims of the Paris Agreement.

In 2008, the Government of Bangladesh prepared and adopted the Bangladesh Climate Change Strategy and Action Plan (BCCSAP) with an objective to reflect the changing development priorities of the Government, and was eventually revised in 2009, when more areas of action were added. Eventually, the national Climate Change and Gender Action Plan for Bangladesh (CcGAP: Bangladesh)

was developed in 2013 with an aim to ensure gender equality and inclusion into climate change related policies, strategies, and interventions. The action plan emphasised the intent to empower women and respond to the needs of the often invisible 'other half' of the population in the context of climate change in Bangladesh. The underlying principle of the current CcGAP is to drive the transformative nature of gender related interventions with the potential to enhance the effectiveness and efficiency of climate change and socioeconomic development responses.

However, there are gaps in proper implementation of these policies and frameworks as well as in understanding the interlinkages between climate change impacts and gender equality. Practitioners are often guided by assumptions and generalizations and face challenges to assess the climate vulnerabilities of men and women. Without available sex-disaggregated data, analysis, and evidence on gender-related aspects in relation to key mitigation and adaptation sectors remain limited.

II. Objective

The overall objective of this assignment is to prepare a national assessment report on interlinkages between gender equality and climate change in Bangladesh. The report will aim to:

- a) Review existing Nationally Determined Contributions (NDCs) under the Paris Agreement, its implementation road map, and sectoral action plan from gender lens to identify potential scope of sectoral policies to mainstream gender as well as to provide recommendations to make the NDCs more gender responsive during reviewing and updating the document;
- b) Review existing key climate change policies, for example: Bangladesh Climate Change Strategic Action Plan, National Adaptation Plan (NAP) from gender lens and identify areas there which could strengthen the gender mainstreaming work
- c) Support government of Bangladesh in national reporting to UNFCCC and preparing position paper from gender lens to submit to UNFCCC before CoP 2021;
- d) Identify areas for further policy work and research and the ways to enhance gender analysis and integration of gender equality considerations in climate-relevant policy areas.

III. Scope of work

The expected outcome is preparation of a national assessment report, which should become "a tool" to raise awareness about benefits, advantages and need for gender-responsive climate action, analyze gendered impacts of climate change and suggest ways to enhance and mainstream gender equality into climate-relevant sectoral policies. In addition, the assessment report could assist Bangladesh with the readiness for new gender-responsive climate finance projects and lay the foundation for preparation of such climate financing projects that promote equitable benefits.

The assessment report will include the following information, but may not be limited to the below:

- a) Information on relevant national circumstances, legal framework and institutional arrangements relating to gender and climate change;
- b) Information on integration of gender equality in climate change policies for example: BCCSAP, NAP, NDCs, NAPA;
- c) Recommendations for further policy work, research, and other ways to integrate gender in most significant climate change adaptation and mitigation sectors.

The above-mentioned areas of assessment should be supported by statistical data, maps, charts, and other visuals.

The assessment reports should be prepared using existing metadata, official information, statistical bulletins, grey literature, and national reports as well as reports prepared by international and UN organizations and other well-reputed sources. The authors are invited to use literature published in

national languages and in English. Among the recommended sources of information are: national communications to UNFCCC, biennial update reports, National SDG framework, GHG inventory submissions (if any), national assessment reports for Beijing+25 review, national and regional human development reports on relevant topics, Global Environment Outlooks, state of environment reports, Bangladesh Climate Change Strategic Action Plan (BCCSAP) 2009 and the updated version (if it is available), National Adaptation Plan (NAP), NDC, NAPA, 8th Five Year Plan of Bangladesh, Delta Plan, CIPs, and other technical reports prepared in the recent past. The authors are encouraged to undertake independent analysis, information collection and review building on existing data and information.

The assessment would require targeted desk review work supported by peer group meetings, expert consultations, interviews and other means of data collection and analysis.

IV. Specific Tasks

1. Conduct background analysis:

- a. Undertake situation analysis to determine the country needs, priorities, current climate change policies and capacities in mainstreaming gender into climate action, including data analysis
- b. Review existing Nationally Determined Contributions (NDCs), its implementation road map, and sectoral action plan from gender lens to identify potential scope of sectoral policies to mainstream gender as well as to provide recommendations to make the NDC more gender responsive during reviewing and updating the entire document
- c. Review the climate change policies in Bangladesh, for example: National Adaptation Programmes of Action (NAPA) 2005, Bangladesh Climate Change Strategic Action Plan (BCCSAP) 2009, the reviewed and updated BCCSAP 2020 (if it is available), Bangladesh National Action Plan (NAP), 8th Five Year Plan from gender lens to identify potential scope of areas to integrate gender and provide recommendations to make them more gender responsive during reviewing and updating the documents
- d. Review the sectoral policies, for example: water, agriculture, health, forestry, infrastructure, power, transport, industry, and waste management and provide recommendations to make these policies more gender responsive
- e. Organize consultations or peer meetings among relevant stakeholders representing government, national research institutions, statistics bodies, academia, civil societies, and others to validate the implementation of climate change programmes in the field

2. Develop a national assessment report mentioning scope, content, and recommendations:

- a. Develop an annotated outline of the national assessment report addressing the current status of gender equality and climate change, root causes and drivers for the current status, and overall impact
- b. Prepare a national report mentioning scope, content, and recommendations of the assessment based on the annotated outline, available data and feedback from the relevant stakeholders and EmPower project team
- c. Collect data/information both primarily and secondarily on state of gender equality and climate change both at the national level and in the selected sectors for example: water, agriculture, health, forestry, infrastructure, power, transport, industry, and waste management
- d. Identify the existing gaps in gender responsive climate change actions both at policy and implementation level as well as provide recommendations for further policy work and research to enhance gender analysis and integration of gender equality in climate-relevant policy areas

3. Organize national drafting meetings:

- a. Convene face-to-face or online meetings with relevant stakeholders both at national and district level to know about the policy update, as well as to find the existing policy and implementation gaps in gender responsive climate change actions
- b. Convene face-to-face or online meetings with authors of the assessment report, as needed, to discuss the progress in drafting, collection of data and development of the assessment
- c. Organize national consultations to gather inputs to the agreed sections in the assessment and to have reflections from the relevant ministries and departments on the specific area of policy recommendations

4. Draft the assessment report:

- a. Develop a zero draft. The zero draft will include data and analysis on gender issues and impact in the selected sectors pertaining to climate change, taking into consideration existing national climate change policies/institutions and international frameworks, and policy recommendation
- b. Lead the production of the full draft report, based on agreed zero drafts of specific chapters, contributions/inputs from partners and authors, available data, and information from credible sources. Draft will include the draft design of infographics and other visual presentations
- c. Compile document
- d. Conduct review and finalization of sections

5. Finalize the assessment report:

- a. Facilitate the peer review, including inputs from the EmPower project team
- b. Finalize document, contribute to the official formatting and language editing¹

6. Support Bangladesh Government in National Reporting:

- a. Support government of Bangladesh in national reporting for example: biennial update report (BUR) and preparing position paper from gender lens to submit to UNFCCC before CoP 2021

V. Starting and ending dates for implementation of the activities and location

The contract duration will be from 01 March – 31 August 2021; based in Dhaka.

VI. Expected deliverables, timeline, and payment modalities

Based on the above description of specific tasks, the consultancy firm will submit the following deliverables for this assignment.

Deliverables	Timeline	Installment of payments
<p>1. Develop a national assessment report mentioning scope, content, and recommendations:</p> <ul style="list-style-type: none"> a. Develop an annotated outline of the national assessment report addressing the current status of gender equality and climate change, root causes and drivers for the current status, and overall impact b. Prepare a national report mentioning scope, content, and recommendations of the assessment based on the annotated outline, available data and feedback from the relevant stakeholders and EmPower project team c. Collect data/information both primarily and secondarily on state of gender equality and climate change both at the national level and in the selected 	<p>122 Days (1 March-30 June 2021)</p>	<p>1st installment i.e. 50% of total contracted amount will be disbursed upon submission of a draft of the report and consultation reports to document the inputs from the relevant stakeholders.</p>

¹ Final layout of the product to be covered by the EmPower team

Deliverables	Timeline	Installment of payments
sectors for example: water, agriculture, health, forestry, infrastructure, power, transport, industry, and waste management d. Identify the existing gaps in gender responsive climate change actions both at policy and implementation level as well as provide recommendations for further policy work and research to enhance gender analysis and integration of gender equality in climate-relevant policy areas		
2. Support Bangladesh Government in National Reporting: a. Support government of Bangladesh in national reporting for example: biennial update report (BUR) and preparing a position paper from gender lens to submit to UNFCCC before CoP 2021	62 Days (1 July-31 August 2021)	Second installment i.e. 50% of the total contracted amount will be disbursed based on the submission of final national assessment report with an approval of the UN Women Bangladesh Country Office staff along with a position paper supporting National Reporting

VII. Minimum Requirements

Minimum Eligibility Criteria for the organization:

- Must be a legally registered entity. Business Licenses/ Registration Papers BIN and Trade License), Tax Payment Certification, etc, VAT registration, , NGO affairs bureau registration, Social Welfare Registration if any NGO has a dual registration)
- The organization should have at least 05 years of working experience in conducting surveys, research, assessment, and studies at the local, national, and/or international level on gender equality, climate change adaptation, and disaster risk reduction (Certification of work completion and work order/ Purchase order must submit for the evidence of vendors qualifications)
- Latest Bank solvency certificate (At least last six months from the date of bid closing)
- ; at least three years experience for conducting research on climate change adaptation and disaster risk reduction. (Relevant Purchase Order/Notification of awards/Work completion certification must be attached with proposal)
- Written Self-Declaration that the organization is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List

Additional Requirements

- Organization Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured Organization with mentioned experience in conducting research on issues related to gender equality is a mandatory requirement
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Core requirements of the firm:

The assessment reports will be prepared by a group of national experts with a balanced mix of expertise and background working on research and policy relating to women's issues, gender, climate change, intergovernmental processes on gender and climate and other areas. More specific expertise may be required in sectors, such as energy, agriculture, transport, waste, water management, natural disasters, and others, depending on the sectors selected for the analysis and assessment. It is recommended that at least 03 national experts are engaged in writing the report. The organization will ensure that relevant members from the assignment execution team should possess the following experiences, skills, and competencies:

Advised to propose a team for conducting the study. The Institution/organization will ensure that relevant members from the assignment execution team should possess the following experiences, skills, and competencies:

Minimum eligibility criteria of the key personnel:

(i) Team Leader/ Gender Expert

- a. Minimum Master's degree in Gender Studies, Social Science or from other relevant disciplines
- b. Minimum 05 years of experience or proven track record in conducting similar kind of assignment like designing and conducting research on gender equality and women's empowerment is a mandatory requirement
- c. Minimum 05 years of experience or proven track record in Gender analysis and assessment
- d. Must have minimum 03 years of experience in leading teams of researchers
- e. Excellent communication and writing skills in English

(ii) Climate Change Expert

- a. Minimum Master's degree in Environmental Studies, Disaster Management Studies, Development Studies, or other social science related disciplines
- b. Minimum 05 years of experience or proven track record in conducting similar kind of assignment like designing and conducting research on climate change adaptation and disaster risk reduction
- c. Excellent communication and writing skills in English

(iii) Policy Expert

- a. Minimum Master's degree in International Relations, Public Administration, or any other social science related disciplines
- b. Minimum 03 years of experience working with government agencies on policy issues (preferably in the field of gender equality, climate change adaptation, and disaster risk reduction)
- c. Excellent communication and writing skills in English

Note: Proposers must submit necessary documents to substantiate above eligibility criteria. Proposal that does not submit /meet above mentioned eligibility criteria will not be considered for further evaluation.

VIII. Competencies

- Strong demonstrable knowledge of gender equality and women's empowerment, and preferably of UN Women's mandate
- Good understanding of contemporary issues and practices on gender responsive resilience, climate change adaptation, and disaster risk reduction

- Ability to plan, organize, design, analyze, and prepare report
- Excellent presentation and facilitation skills
- Demonstrable ability to work in a team
- Ability to get engaged and work with government and policy makers
- Experience in engaging and working with diverse stakeholders and constituents
- Excellent analytical and report writing skills
- Excellent research knowledge on analyzing quantitative and qualitative data
- A past publications record is highly desirable

IX. Roles and Responsibilities of the Parties

UN Women will provide technical guidance, where possible. The consulting firm shall be required to bear all the related costs and work independently to successfully achieve the end results.

The consulting firm will be responsible for following costs:

- Professional fee must be quoted in lumpsum amount per deliverable. The lumpsum amount must be detailed of how professional fee of each team member is calculated
- Travel costs for proposed field missions or consultations/meetings with the relevant stakeholders for all team members
- Indirect costs, such as translators or designers, should be included in the financial proposal

UN Women will be responsible for the following costs:

- Copyediting of the report in line with UN Women guidelines
- Layout and design of the assessment report in line with UN Women guidelines
- Costs relating to the launch and dissemination of the assessment report

X. Communication and Reporting Obligations

The consulting firm will report to the Programme Specialist- CCA, DRR, and Humanitarian Actions of UN Women Bangladesh Country Office and will work closely with the UN Women Climate Change and Disaster Risk Reduction Team.

Evaluation Methodology

XI. Evaluation Process

In response to the invitation of tender, the contractor will have to submit a Technical proposal as per the Terms of Reference of the scheme and a financial Proposal separately. The tender selection committee will first evaluate the technical proposal of the organization. Any organization getting more than 70% of the maximum achievable points (i.e. 490 points out of 700) in the technical proposal will be considered for financial appraisal, and ultimately therefore, for contracting.

The technical proposal will be evaluated based on the following criteria and score breakdown.

Basis of technical Evaluation			
Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of Firm / Organization	20%	200
2	Proposed Methodology, Approach, and Implementation Plan	30%	300
3	Qualification of key personnel & implementing team	20%	200
Total			700

Criteria	Weight	Max. Points
Technical		
1. Overall experience and Expertise of the organization	70%	200
Number of Experience in conducting surveys, research, assessment, and studies at the local, national, and/or international level on gender equality, climate change adaptation, and disaster risk reduction		120
Number of Quality of work samples provided		80
2. Methodology proposed in the technical proposal		300
Understanding of the deliverables related to the Terms of Reference		100
A sample of annotated outline of the assessment report mentioning scope, content, and recommendations of the assessment based on the available data, analysis and existing policies focusing on gender equality and climate change		100
Proposed gender analysis into the climate change policies and relevant sectoral policies related to CC in Bangladesh to have an overview on the identified gender gaps		100
3. Expertise of Key personnel		200
Education Qualification of the Team Leader/ Gender Expert		30
Relevant experience of the Team Leader/ Gender Expert		50
Education Qualification of the Climate Change Expert	30	
Relevant experience of the Climate Change Expert	40	
Education Qualification of the Policy Expert	30	
Relevant experience of the Policy Expert	20	

The total scoring points for both the evaluations will be 1000; the technical evaluation will be based on 700 points and the rest 300 points are to be allotted to the bidder proposing lowest price.

A cumulative analysis weighted-scoring method will be applied to evaluate the firm. The award of the contract will be made to the tenderer whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable with reference to this ToR, and;
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to this solicitation, with the ratio set at 70:30 respectively.

Under the cumulative analysis scheme, a total score is obtained upon the combination of weighted technical and financial attributes. An offeror's response to the solicitation document is evaluated and points are attributed based on how well the offer meet.

In this methodology, the maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion. A suggested formula is as follows:

$$p = y (\mu/z)$$

Where:

- p = points for the financial proposal being evaluated
- y = maximum number of points for the financial proposal
- μ = price of the lowest priced proposal
- z = price of the proposal being evaluated

The financial proposal will be evaluated based on lowest price.

XII. Recommended Presentation of Proposal

Interested firms/entities must submit the following detailed proposal made up of documentation to demonstrate the qualifications of the prospective firm, to enable appraisal of competing bids. This should include technical and financial proposals, details of which are listed below.

1. Technical Proposal

The entire technical proposal should be limited to 15 pages maximum, plus relevant annexes.

- (i) Organization/Firm/Institute information – Name of organization and details of registration, address and bank account; business registration certificate and corporate documents (Articles of Association or other founding authority) or any appropriate legal document (e.g. relevant document in case of university or academic/research institute); description of present activities and most recent annual report (including audited financial statements), if applicable
- (ii) Relevant Experience – Description of experience in research/study projects of a comparable nature, with specific description of technical specialization of the Firm/institute in the field of social research/study, and list of current and past assignments of the Firm
- (iii) Process - The Technical Proposal needs to contain a detail description of the process the firm/organization intends to follow to complete the tasks including a detailed work plan and time schedule for completion/delivery of the final product (the updated and revised text of the BD codes) which, after selection of the firm/organization, will be agreed upon by the Project
- (iv) Human Resources - The Technical Proposal needs to contain a list and detailed information on the proposed experts (with detail CV) which will be utilized for the task including their respective qualifications and relevant experience/exposure and required

expertise/skills to complete the tasks i.e. legal, linguistic, drafting and editing expertise, among others

- (v) Tools and Methodologies - The Technical Proposal must detail tools and methodologies that will be used to ensure the accuracy of the update and revision by the firm/organization. In particular, in order to deliver the task to the highest standard, checks using processes including software-built processes should be applied by the selected firm/organization
- (vi) Related goods and services – The study requires Identify and review relevant literature/work on climate change policies and sectoral policies related to climate change adaptation in Bangladesh and conducting gender analysis and prepare an assessment report on interlinkages between gender equality and climate change adaptation proposing recommendations for further policy work
- (vii) 2 references to be provided by the contractor where previous work has been undertaken

2. Financial Proposal

- (viii) Financial Proposal (including Summary of overall price in BDT, Breakdown of Professional fees, Breakdown of price per deliverables/ activity)
- (ix) In order to assist UN WOMEN in the comparison of financial proposals, the financial proposals will include a detail breakdown of this amount disclosing the key assumption employed in costing the working. The costing must be broken down for the update and revision of specified legal texts on price per page of source text of the submitted or finished updated and revised text. The cost of preparing a proposal and of negotiating a contract, including any related travel or survey, is not reimbursable as a direct cost of the assignment.

XIII. Bid Requirements:

The offer should contain a technical and a financial proposal which includes

- A suitability statement, including commitment to availability for the entire assignment.
- A brief statement of on the proposed study methodology.
- A financial proposal, including detailed cost per major activity as per RFP financial Template
- Updated curriculum vitae of the lead consultant and his/her associates that clearly spell out qualifications and experience to be attached as an annex.

XIV. Application Procedure:

Application need to be submitted as per mentioned in the RFP

- Application should be submitted electronically through e-procurement portal.
- Must submitted the RFP as per deadline
- Provide the details of the team members together with their CVs
- A sample of annotated outline of the assessment report produced by team leader mentioning scope, content, and recommendations of the assessment based on the available data, analysis and existing policies focusing on gender equality and climate change
- Fees/quotes with breakdown