TERMS OF REFERENCE

TITLE
One (1) International Expert and one (1) National Gender Expert for Gender Responsive and Inclusive Consultative and Participatory REDD+ mechanisms

Project ID and title
00092531 FCPF REDD+ Readiness Project

Duty Station
Home-based, with at least 2 missions to Papua New Guinea that includes field visits to at least 3 provincial pilots for REDD+ (Eastern Highlands, Madang, Milne Bay, and/or West New Britain)

Duration of Appointment
50 days each (for International and National Expert) between August to October 2015

Reporting
FCPF International Technical Advisor

1) GENERAL BACKGROUND

A mechanism for Reduced Emissions from Deforestation and Degradation (REDD+) being developed through the United Nations Framework Convention on Climate Change (UNFCCC) provides an opportunity to support Papua New Guinea’s (PNG) efforts to reduce levels of deforestation and help to maintain and protect its natural forest. In preparation for REDD+ implementation, and as an effort to mitigate ensuing impacts from REDD+ actions, the Cancun Agreements\(^1\) (Decision 1/CP. 16) of the United Nations Framework Convention on Climate Change (UNFCCC) call countries to address and respect a set of seven safeguards. One of these safeguards is (d) The full and effective participation of relevant stakeholders, in particular indigenous peoples and local communities, in actions referred to in paragraphs 70 and 72 of this decision.

Building on work undertaken by the UN-REDD Programme (2011 – 2015), UNDP, as Delivery Partner for the Forest Carbon Partnership Facility (FCPF) project supporting Office of Climate Change and Development in the implementation of the National Climate Compatible Development Management Policy, will contribute to the development of PNG’s capacity to design a sound national REDD+ strategy, develop and sustain national readiness management arrangements, elaborate REDD+ strategy options, develop the REDD+ implementation framework, assess social and environmental impacts, develop a Reference Level, and design a monitoring system.

These objectives will be achieved through two outcomes:

1. Outcome 1: Capacities exist for effective and efficient management of REDD+, including full and effective participation of all relevant stakeholders
2. Outcome 2: National REDD+ Strategy

\(^1\) The relevant Decision 1/CP. 16 related to safeguards is found in Annex 1.
One of the fundamental gaps identified during the consultation and participation process in PNG is the sustainability of the process at the community level. For example, often women within the country, given existing customary law and cultural barriers, have very limited rights over land and limited ability to control income and other resources, face other legal barriers, as well as face exclusion from decision-making and violence directed against them. The consultation and participation process can only be effective if there are mechanisms established at the national level and within the provinces to ensure its sustainability, wherein men, women and youth are equitably involved. As such, this assignment will develop gender responsive and inclusive consultative and participatory REDD+ mechanisms at the national and provincial levels. These mechanisms will inform the design of an implementation plan for demonstration activities in pilot sites that will ultimately provide lessons during the drafting of the national REDD+ strategy. Additionally, this assignment will also review existing national REDD+ related guidelines such as among others, Free, Prior and Informed Consent, Social and Environmental Safeguards, Benefit Sharing Distribution Mechanism, to ensure gender is included. These outputs will help achieve the two outcomes of the project, and pave the way for the institutionalization of formal consultation and participation mechanisms for REDD+ implementation.

2) OBJECTIVE OF THE ASSIGNMENT

This assignment will ensure that gender responsive and inclusive consultative and participatory REDD+ mechanisms are in place, while gender aspects are clearly articulated and mainstreamed into the national REDD+ related guidelines to assist the development of a national REDD+ strategy that reflects both national priorities as well as concerns of key stakeholders, including men, women and youth at the provincial levels.

3) SCOPE OF WORK

A team of an International REDD+ expert with participatory and gender related experience and a National Gender Expert, are expected to complete the tasks under this assignment, in close coordination and consultation with government counterparts and the team of national and international UN-REDD and FCPF staff, who will liaise with UNDP Country Office, UNDP REDD+ regional and global advisors. The conceptual leadership of this assignment will be assumed by the International Consultant, including work plan preparation and methodological leadership.

The methodology may include

- Desk review of relevant reports produced and other relevant documentation such as guidelines (see Annex 2).
- Structured and semi-structured interviews, focus group discussions, surveys or others with key government personnel at central and provincial levels, local communities, relevant NGOs.
- Field visits to at least 3 REDD+ pilot provinces: Eastern Highlands, Madang, Milne Bay, and/or West New Britain.
- An inception and a national validation workshop.

This assignment consists of the following tasks:

A. Review formal and informal rules and institutions at the national and provincial levels that influence the development of a national REDD+ strategy

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3 National priorities will be defined through the upcoming assignment on REDD+ strategic options in the latter half of 2015.
4 In this context, institutions “consist of a set of constraints on behaviour in the form of rules and regulations; a set of procedures to detect deviations from the rules and regulations; and, finally, a set of moral, ethical,
1. Review reports related to formal rules and institutions that have been developed in the development of PNG’s draft REDD+ Social and Environmental Principles, Criteria and Indicators. Identify and assess any new relevant rules and institutions that have been established after the completion of these reports.
2. Identify and assess informal rules and institutions closely associated with (A1) above, including structural issues as well as positive practices.
3. Review the roles of men and women, and if they are involved in and how they are impacted differently by these formal and informal rules and institutions, and their vulnerabilities and capacity to cope and adapt.

B. Map and analyse stakeholders at the national and provincial levels based on review of formal and informal rules and institutions
1. Identify and map actors: public and private sectors and civil society organisations, who can influence the development of a national REDD+ strategy.
2. Assess the interests and degree of influence key actors have in relation to the development of a national REDD+ strategy. Identify the incentives and constraints facing these key actors.
3. Identify any representative platforms of these key actors that may have been established.
4. Analyse any similarities or differences, as well as challenges and opportunities, in the way men, women and youth exercise their influence and decision making power, and/or lack thereof.
5. Identify explicit key entry points for gender responsive action to engage equitably and meaningfully with different types of stakeholders, including both women and men.

C. Assess the key actors’ capacity building needs to contribute to the development of an inclusive, equitable and sustainable national REDD+ strategy
1. Identify the capacity: knowledge, skills and abilities, at the individual, organizational and sectoral levels that are required to inform the REDD+ strategy.
2. Ascertain and differentiate the capacity building needs among men, women and youth, as well as measures to address any differences and capacity gaps.
3. Identify potential organisations that may be able to address the capacity building needs identified, including possible gender, youth and/or women’s focused groups and associations.

D. Recommend gender responsive and inclusive consultative and participatory mechanisms for both the national and provincial levels that will inform the design of an implementation plan for demonstration activities in pilot sites
1. Assess previous or current consultation and participation processes, mechanisms and/or frameworks to identify lessons that should be incorporated into the plan. Where necessary, design or recommend measures to strengthen systems for feedback at the national and/or provincial levels.
2. Identify key issues for consultation and participation in relation to the national REDD+ strategy. Correspondingly for each key issue and using a gender sensitive approach, determine the

behavioural norms which define the contours that constrain the way in which the rules and regulations are specified and enforcement is carried out.” (UNDP Institutional and Context Analysis Guidance Note, 2012)

6 A sample diagram of this mapping is found in Annex 3.
7 “Actors” are defined as formal and informal individuals and groups that exist within the rule systems of institutions. (UNDP Institutional and Context Analysis Guidance Note, 2012)
8 Refer to the working final National Free, Prior and Informed Consent Guidelines for REDD+ Implementation to determine if consent is required.
types of information needed; targeted key actors; the capacity required; location; timing; language and means of communication for all stakeholder groups, including men, women and youth \(^9\). Where relevant, these details should be gender sensitive and disaggregated by gender.

3. Recommend how item D2 should be considered in the design of an implementation plan for demonstration activities in pilot sites.

E. Enhance and mainstream gender into existing national REDD+ related guidelines

1. Review the extent gender has been included in existing guidelines related to REDD+ (See Annex 2).

2. Identify where and how gender considerations can be included in existing guidelines.

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

**Duration:** Estimated 50 days for each consultant between August and October 2015.

**Duty Station:** Home-based, with at least 2 missions (with at least 7 working days in country during each mission) to Papua New Guinea.

5) FINAL PRODUCTS

The team will deliver the final joint products as below:

- Work plan with proposed methodology, indicative activities, interview questions, timeline for deliverables.
- One (1) draft report and one (1) final report of the situational analysis that cover the review of the informal and formal rules and institutions; stakeholder mapping and analysis; capacity building needs analysis; and gender gaps in national REDD+ related guidelines.
- One (1) draft and one (1) final report for gender responsive and inclusive consultative and participatory REDD+ mechanisms at the national and provincial levels that will inform the design of an implementation plan for demonstration activities in pilot sites, and ultimately the national REDD+ strategy. Suggested sections for the report are: objectives; short, medium and long term recommendations to improve mechanisms including systems for feedback and address the gaps in national REDD+ related guidelines; clear action plan, with output indicators, indicative responsibility, estimate budget and broad timeline.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The selected team of experts will conduct regular discussions and report to the focal point in the Office of Climate Change and Development (OCCD) and PNG Forest Authority (PNGFA), the UN-REDD National Programme Manager, and FCPF International Technical Advisor and National Programme Coordinator on the deliverables in the agreed work plan. The UN-REDD National Programme Manager will liaise with UNDP Country Office and UNDP REDD+ regional and global advisors

7. DEGREE OF EXPERTISE, QUALIFICATIONS AND TASKS

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\(^9\) Gender sensitive includes the systematic integration of gender transformative interventions to reduce gender gaps and inequalities, and to advance gender equality and women’s empowerment.

\(^{10}\) To be conducted in close coordination with work on “Output 1.2 Communications and Information Sharing Systems”.
**International Expert (50 days)**

- PhD or Masters in a relevant discipline, such as Anthropology, Political Science, Development Studies and Natural Resource Management;
- At least 10 years of relevant working experiences in the areas of natural resource management or social development: experience in participatory and gender responsive processes is an advantage;
- Strong experience providing strategic advice and dealing with the government and development partners;
- Experience working in Papua New Guinea or the Pacific Islands;
- Experience working in REDD+ or climate change is an added advantage;
- Strong research, analysis, report-writing, facilitation, communication and inter-personal skills;
- Ability to adapt and work in politically sensitive situations;
- Proficiency in both spoken and written English; and
- Proficiency in local languages is an added advantage.

**Tasks**

- Be responsible for the day to day management of the team, work plan and outputs to ensure quality control.
- Lead and finalise the review of the situational analysis: formal and informal rules and institutions, stakeholder mapping and analysis, capacity building needs analysis, and review of national REDD+ related guidelines.
- Lead and finalise the development of the gender responsive and inclusive consultative and participatory mechanisms for the national and provincial levels.

**National Gender expert (50 days)**

- Masters in a relevant discipline, such as Anthropology, Political Science, Natural Resource Management, Sociology or Gender / Women’s Studies;
- At least 5 years of relevant working experiences in the areas of gender or social development;
- Experience working in landowners or resource owners including men and women in Papua New Guinea or the Pacific Islands;
- Strong research, analysis, report-writing, facilitation, communication and inter-personal skills;
- Proficiency in both spoken and written English; and
- Proficiency in local languages is an added advantage.

**Tasks**

- Desk review of documentation related to gender dynamics in the natural resource sector, as well as key government initiatives, policies and documentations in Papua New Guinea, which promote and/or hinder men’s, women’s and youth rights and inclusion in such work.
- Review the roles of men and women, and if they are involved in and how they are impacted differently by formal and informal rules and institutions, and their vulnerabilities and capacity to cope and adapt.
- Analyse any similarities or differences, as well as challenges and opportunities, in the way men, women and youth exercise their influence and decision making power, and/or lack thereof.
- Identify key entry points for gender responsive action to engage equitably and meaningfully with different types of stakeholders, including both women and men.
- Ascertain and differentiate the capacity building needs among men, women and youth, and measures to address any differences and capacity gaps.
- In conjunction with the team leader, develop a gender responsive and inclusive consultative and participatory mechanisms for the national and provincial levels.
8. REVIEW TIME REQUIRED

Review/approval time required to review the outputs: 1 week

9. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

- None
- Partial
- Intermittent
- Full Time

10. PAYMENT TERMS

Please indicate any special payment terms for the contract.

- Hourly
- Daily
- Weekly
- Output-based lump-sum scheme

Currency: USD
Amount:

(Output-based lump-sum scheme)
The payment will be made upon satisfactory completion of deliverables as follow:

1st Instalment: 20% of total contract value upon submission of a detailed work plan;
2nd Instalment: 20% of total contract value upon submission of the first draft on situational analysis;
3rd Instalment: 20% of total contract value upon submission of first draft of the consultation and participation plan; and
4th Instalment: 40% of total contract value upon submission of final situational analysis and final consultation and participation plan.
Annex 1: Relevant Cancun Agreement on Safeguards

Decision 1/CP.16 (Cancun, 2010)

69. **Affirms** that the implementation of the activities referred to in paragraph 70 below should be carried out in accordance with annex I to this decision, and that the safeguards referred to in paragraph 2 of annex I to this decision should be promoted and supported;

71. **Requests** developing country Parties aiming to undertake the activities referred to in paragraph 70 above, in the context of the provision of adequate and predictable support, including financial resources and technical and technological support to developing country Parties, in accordance with national circumstances and respective capabilities, to develop the following elements:
   
   d) A system for providing information on how the safeguards referred to in appendix I to this decision are being addressed and respected throughout the implementation of the activities referred to in paragraph 70 above, while respecting sovereignty;

72. **Also requests** developing country Parties, when developing and implementing their national strategies or action plans, to address, inter alia, the drivers of deforestation and forest degradation, land tenure issues, forest governance issues, gender considerations and the safeguards identified in paragraph 2 of appendix I to this decision, ensuring the full and effective participation of relevant stakeholders, inter alia indigenous peoples and local communities;

76. **Urges** Parties, in particular developed country Parties, to support, through multilateral and bilateral channels, the development of national strategies or action plans, policies and measures and capacity-building, followed by the implementation of national policies and measures and national strategies or action plans that could involve further capacity-building, technology development and transfer and results-based demonstration activities, including consideration of the safeguards referred to in paragraph 2 of appendix I to this decision, taking into account the relevant provisions on finance including those relating to reporting on support;

Appendix 2 [the ‘Cancun safeguards’]

2. When undertaking the activities referred to in paragraph 70 of this decision, the following safeguards should be promoted and supported:

   a) That actions complement or are consistent with the objectives of national forest programmes and relevant international conventions and agreements;

   b) Transparent and effective national forest governance structures, taking into account national legislation and sovereignty;

   c) Respect for the knowledge and rights of indigenous peoples and members of local communities, by taking into account relevant international obligations, national circumstances and laws, and noting that the United Nations General Assembly has adopted the United Nations Declaration on the Rights of Indigenous Peoples;

   d) The full and effective participation of relevant stakeholders, in particular indigenous peoples and local communities, in the actions referred to in paragraphs 70 and 72 of this decision;

   e) That actions are consistent with the conservation of natural forests and biological diversity, ensuring that the actions referred to in paragraph 70 of this decision are not used for the conversion of natural forests, but are instead used to incentivize the protection and conservation of natural forests and their ecosystem services, and to enhance other social and environmental benefits;

   f) Actions to address the risks of reversals;
g) Actions to reduce displacement of emissions.

Annex 2: Indicative list of reports, guidelines and manuals

1. Draft REDD+ Social and Environmental Principles, Criteria and Indicators for Papua New Guinea (Version II), July 2014
3. Guidance Note on Gender Sensitive REDD+
9. National REDD+ Guidelines?
10. PNG Gender Equity and Social Inclusion Policy – Gwen / Annu
12. REDD+ Communications Guidelines – PC
Annex 3: Sample Diagram of Stakeholder Mapping