

*As per recommendation in the *Stocktake Report* and with reference to the WLF five-year roadmap, the CTI-CFF GESI Policy should also include a Monitoring and Evaluating Framework that at a minimum includes or considers the following:

- a. The Policy must integrate the perspectives of people of different genders;
- b. The Policy must consider intersectionality, recognizing that ‘women’ and ‘men’ are not homogenous groups;
- c. The Policy should include a glossary of terms (e.g. gender, gender-responsive; gender-aware; gender-sensitive; gender equality; gender equity; women’s empowerment etc);
- d. The Policy should include a set of guiding principles (one of which highlights the need for country ownership)
- e. The Policy should clearly, completely, and concisely outline the objectives, strategies, and activities that the CTI-CFF will take to progress its gender equality and women’s empowerment goals;
- f. The Policy should have a timeframe outlined for future reviews and updates;
- g. The Policy should have a breakdown of the agencies or specific people that will be responsible for each action and strategy, with Terms of Reference included;
- h. The Policy should include indicators or measures that will be used to assess the progress of projects and policies in the action plan;
- i. The Policy should include a checklist of questions (or a key question matrix) that team members can perform when writing project proposals and implementing and reviewing projects, to check their understanding of the gendered significance of and potential findings and consequences of their work; and
- j. The Policy should consider the similarities, differences, and links between ‘gender equality activities’ as opposed to ‘women’s empowerment activities’.

A. EXPECTED OUTPUTS / DELIVERABLES

| No. | Report | Notes | Timeline / Deadline | Review and Approval Required |
|-----|---|--|----------------------------------|------------------------------|
| 1 | Inception Report | Detailing the consultant’s understanding of the task and methodology to be employed to complete the task. | 3 rd week June 2020 | |
| 2 | Interim Report #1 | Report on Activity 2 to 4 per Section D above. | 2 nd week July 2020 | |
| 3 | Interim Report #2 | Report on Activity 5 & 6 per Section D above. | 1 st Week August 2020 | |
| 4 | Revised Draft GESI Policy and Action Plan | The draft should also include a checklist of questions (or a key question matrix) that team members can perform when writing project proposals and | End of August 2020 | |

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| | | implementing and reviewing projects, to check their understanding of the gendered significance of and potential findings and consequences of their work” For Regional Secretariat, CT6 and partners review and comments | | |
| 5 | Final Draft GESI Policy and Action Plan and other collaterals (e.g. presentations, etc.) required | To be presented at the 16 th Senior Officials’ Meeting (SOM-16) for endorsement. | Mid-September 2020 | |
| 6 | Final GESI Policy and Action Plan | Post-SOM16 (with revision, if any). | End of Nov 2020 | |

B. REPORTING & DURATION OF WORK

The Consultant shall report to the Regional Secretariat, specifically to the Deputy Executive Director for Program Services. The Consultant shall work closely with the WLF Coordinator and the Regional Secretariat and is expected to spend approximately 48 days over the period of 7 months and will work closely with relevant stakeholders from CT6 countries, partners and working group members.

C. DUTY STATION

The Consultant will undertake a mix of home-based and overseas working mode (within the Coral Triangle countries, approximately six trips based on the agreed workplan and methodology. The consultant is expected to use own computer and other equipment required to complete the tasks.

Travel Plan

Below is an indicative travel plan for the duration of the assignment. The consultant will be required to travel to the below indicated destinations and include the relevant costs into the proposal.

| No | Destination | Frequency | Duration/days |
|----|----------------------------------|-----------|---------------|
| 1 | Manila, Philippines | 1 time | 3 days |
| 2 | Manado or Jakarta North Sulawesi | 1 time | 3 days |
| 3 | Papua New Guinea | 1 time | 3 days |

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|---|-----------------|--------|--------|
| 4 | Solomon Islands | 1 time | 3 days |
| 5 | Malaysia | 1 time | 3 days |
| 6 | Timor-Leste | 1 time | 3 days |

D. MINIMUM QUALIFICATION REQUIREMENTS

1. Post-graduate or equivalent qualification/ degree in law or social sciences as it relates to gender, policy development and development or related field.
2. At least five (5) years professional experience in the field of gender integration, governance, and project development (relevant regional and international experience will be an added advantage).
3. Demonstrated knowledge, skills and experience in undertaking research especially in the area of gender integration.
4. Demonstrated experiences and skills in facilitating stakeholder/working group consultations.
5. Skill in strategic report writing.
6. Some knowledge in coastal and marine resource management is an added advantage.

E. SCOPE OF TECHNICAL AND FINANCIAL PROPOSAL

1. Technical Proposal

- i. Profile of the consultant (max 1 page) explaining why he/she is the most suitable for the work.
- ii. Relevant professional / work experience (max 2 pages).
- iii. Detailed methodology and conceptual framework with expected deliverables and timelines, Level of Effort (LOE) in days required (3-5 pages).
- iv. Recent CV

2. Financial Proposal

The financial proposal shall specify a total amount (including a breakdown of costs for fee, travel and number of working days). Payments will be made in instalments based on schedule of deliverables as per the payment milestone table below and upon notification of satisfactory work as per the agreed schedule and endorsed by the Regional Secretariat.

Table 1: Payment Milestones

| No. | Milestone | % payment | Timeline / Deadline |
|-----|---|-----------|---------------------|
| 1 | Signing of contract | 15% | 1 week of June 2020 |
| 2 | Upon submission and acceptance of the Inception Report | 10% | 3rd week June 2020 |
| 3 | Upon submission and acceptance of the Interim Report #1 | 10% | 2nd week July 2020 |

| No. | Milestone | % payment | Timeline / Deadline |
|-----|---|-----------|-----------------------|
| 4 | Upon submission and acceptance of the Interim Report #2 | 10% | 1st Week August 2020 |
| 5 | Upon submission and acceptance of the Revised Draft GESI Policy and Action Plan | 20% | End of August 2020 |
| 6 | Upon submission and acceptance of the Final Draft GESI Policy and Action Plan and other collaterals as required | 20% | End of September 2020 |
| 7 | Upon submission and acceptance of the Final GESI Policy and Action Plan | 15% | End of Nov 2020 |

All financial quotes should be in USD only.

F. SUBMISSION DEADLINE

Proposal must be received by the Regional Secretariat via email no later than **18th of May 2020 by 5:00pm Manado, Indonesia time** in PDF format. The email must be sent to regional.secretariat@cticff.org and nora@cticff.org with attention to Dr. Sharifah Nora Ibrahim, the Deputy Executive Director for Program Services. The subject/title of the email is "GESI Policy and Action Plan Proposal Submission".

The proposal, as well as all correspondence and documents relating to it shall be written in the English language.

G. PROPOSAL PERIOD OF VALIDITY

Proposals must remain valid for the period of 30 days after the date of bid submission.

H. EVALUATION AND AWARD

The technical and financial proposal of the individual consultant will be evaluated based on:

- a) Meet requirement as stated in the Terms of Reference; and
- b) Responsiveness/compliant/acceptable

The award of the contract will be made to the consultant whose offer has been evaluated and determined and having received the highest score.