



## Terms of Reference

### Preparation of the regional report on State of Gender Equality and Climate Change in ASEAN region

#### 1. BACKGROUND

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations System efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

The UN Women Regional Office for Asia and the Pacific implements a regional project titled Strengthening Human Rights and Gender Equality through Climate Change Action and Disaster Risk Reduction (the short title is EmPower: Women for Climate-Resilient Societies). The project is implemented in partnership with the UN Environment and funded by the Swedish International Development Agency. The project aims to contribute to the overall outcome of **implementation of climate change and disaster risk reduction (DRR) actions in Asia and the Pacific addressing key drivers of gender-based vulnerabilities and enhancing human rights**. It is implemented in three countries in Asia - Bangladesh, Cambodia and Viet Nam and at the regional level. One of the objectives of the project is support to regional cooperation on gender mainstreaming in climate change, energy and DRR policy areas.

Southeast Asia is among the most vulnerable regions to climate change. Four out of the top ten countries most affected by climate change during 1999-2018 are from the region and members of the Association of South East Asia National (ASEAN): Myanmar, Philippines, Vietnam, and Thailand.<sup>1</sup> The region suffers from the increasing number of climate-induced natural disasters and other adverse impacts on all spheres of life and geographic areas but more so in rural areas. Almost half of the ASEAN population lives in rural areas and as climate change contributes to reduced agricultural outputs and crop failures, it amplifies what may already be significant hardships in rural communities. Rural population that depends on agriculture and the use of natural resources for livelihoods is exposed to high prevalence of poverty, as rural livelihoods are dependent on natural resources, to a large extent, and are sensitive to climate variability, extreme weather events and climate change.<sup>2</sup>

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<sup>1</sup> Global Climate Risk Index 2020, <https://www.germanwatch.org/en/17307>

<sup>2</sup> Dasgupta, P., J.F. Morton, D. Dodman, B. Karapinar, F. Meza, M.G. Rivera-Ferre, A. Toure Sarr, and K.E. Vincent, 2014: Rural areas. In: Climate Change 2014: Impacts, Adaptation, and Vulnerability. Part A: Global and Sectoral Aspects. Contribution of Working Group II to the Fifth Assessment Report of the Intergovernmental Panel on Climate Change [Field, C.B., V.R. Barros, D.J. Dokken, K.J. Mach, M.D. Mastrandrea, T.E. Bilir, M. Chatterjee, K.L. Ebi, Y.O. Estrada, R.C. Genova, B. Girma, E.S. Kissel, A.N. Levy, S. MacCracken, P.R. Mastrandrea, and L.L.White (eds.)]. Cambridge University Press, Cambridge, United Kingdom and New York, NY, USA, pp. 613-657., [https://www.ipcc.ch/site/assets/uploads/2018/02/WGIIAR5-Chap9\\_FINAL.pdf](https://www.ipcc.ch/site/assets/uploads/2018/02/WGIIAR5-Chap9_FINAL.pdf)

Though rural women play key roles in agricultural livelihoods, food security and natural resource management, they face disproportionate barriers to accessing and controlling vital resources such as land, water and forests, and means of implementation, such as financing and technologies.<sup>3</sup> These gendered barriers compound rural women's vulnerabilities to climate change impacts and furthermore reduce women's adaptive capacities, which are worsened in the face of extreme climate events. For example, unbalanced access to electricity for irrigation, processing equipment or early warning systems entails significant benefits to increase the resilience of farmers, including women. In the face of the hardships, renewable energy applications provide good opportunities to open new economic potential for the poor, unlock resilient livelihoods for communities and help to reduce greenhouse gas (GHG) emissions.

On top of the existing climate change and gender equality challenges in rural areas, COVID-19 pandemic has affected agriculture and food systems, including food security, production and supply chains. The pandemic is known to have disproportionate impacts on women whose time spent on unpaid domestic and care work has increased and whose economic resources are dwindling.<sup>4</sup> When building back better from the COVID-19 pandemic countries should build on inclusive and green growth.

## **2. ALIGNMENT WITH ASEAN REGIONAL AND NATIONAL COMMITMENTS ON GENDER AND CLIMATE CHANGE**

To address climate change vulnerabilities, ASEAN Member States work towards creation of disaster and climate resilient communities, reducing disaster losses and collectively responding to disasters and climate change.<sup>5</sup> Climate change and disaster risk reduction (DRR) platforms and programmes that are relevant for better understanding of the interlinkages between gender and climate change include the Agreement on Disaster Management and Emergency Response (AADMER), the ASEAN Climate Change Initiative, and the Multi-sectoral Framework on Climate Change and the Food Security Sectoral Framework, among many other. The latter document urges ASEAN countries and line ministries to implement, monitor and evaluate climate-smart, rights-based and gender-responsive policies, programmes, plans and investments in the food, agriculture and forestry and other relevant sectors.<sup>6</sup>

In addition, the ASEAN Socio-Cultural Community Blueprint 2025 calls for States to promote and protect the human rights of women and other vulnerable groups and strengthen institutional and human capacity to implement climate change adaptation and mitigation, especially in vulnerable communities.<sup>7</sup> Furthermore, the Plan of Action (POA) to Implement the Joint Declaration on Comprehensive Partnership between ASEAN and the United Nations (2021-2025) aims to promote gender mainstreaming in the implementation of the SDGs in the region in key areas such as gender responsive climate action, including women's resilience, and women's participation in the deployment of modern and sustainable energy.

Many of the ASEAN member states have updated their nationally determined contributions (NDCs) under the Paris Agreement on Climate Change. According to the status on 1 February 2021, five out

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<sup>3</sup> Resurrección, B.P. B.A. Bee, I. Dankelman, C.M.Y. Park, M. Halder, and C.P. McMullen. 2019. *Gender-Transformative Climate Change Adaptation: Advancing Social Equity*. Rotterdam and Washington, DC. Background paper to the 2019 report of the Global Commission on Adaptation. <https://www.sei.org/publications/gender-transformative-climate-change-adaptation-advancing-social-equity/>.

<sup>4</sup> UN Women 2020. Unlocking the lockdown: The gendered effects of COVID-19 on achieving the SDGs in Asia and the Pacific <https://data.unwomen.org/publications/unlocking-lockdown-gendered-effects-covid-19-achieving-sdgs-asia-and-pacific>

<sup>5</sup> ASEAN Cooperation on Climate Change, <https://environment.asean.org/asean-working-group-on-climate-change/#:~:text=Several%20ASEAN%20Member%20States%20have,by%202020%20compared%20to%202005>

<sup>6</sup> ASEAN 2018. *ASEAN Multi-Sectoral Framework for Climate Change: Agriculture and Forestry towards Food and Nutrition Security and Achievement of SDGs*. Association of Southeast Asian Nations. <https://asean.org/storage/2012/05/ASEAN-Multisectoral-Framework-for-climate-change.pdf>.

<sup>7</sup> ASEAN Socio-Cultural Community Blueprint 2025, <https://asean.org/storage/2016/01/ASCC-Blueprint-2025.pdf>

of 10 ASEAN Member States have submitted their NDCs to the UNFCCC secretariat, namely Brunei, Cambodia, Singapore, Viet Nam and Thailand. Only Cambodia and Viet Nam included in their submissions information on integration of gender equality and social inclusion in their climate action. Both countries have benefited from the technical support from UN Women and its partners in strengthening the gender components of NDCs.

The proposed assessment report will contribute to implementation of a number of strategic documents adopted by the leaders of the ASEAN members states and by each government in the region. It could become a means to address a lack of recognition of the importance of the role of women in climate action and could become a helpful vehicle in collecting information, academic literature and statistical data on the interlinkages between gender equality and climate change.

### 3. PROPOSED REGIONAL ASSESSMENT REPORT

Against this backdrop, UN Women and UN Environment Programme (UNEP) under the project “EmPower: Women for Climate-Resilient Societies”<sup>8</sup> propose to conduct a regional-level assessment on the state of gender equality and climate change in key adaptation and mitigation sectors. The objective of the report is 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. The report would support ASEAN’s work in gender-responsive climate action and resilience building, including COVID-19 recovery.

More specifically, the assessment report aims to stimulate a policy dialogue, generate new information on gendered analysis and catalyse gender-responsive climate action within the community. The assessment will:

1. Synthesize policy-relevant evidence on the linkages between gender equality and climate change by focusing on the latest statistical data and information;
2. Analyse gendered impacts of climate change on agriculture, renewable energy and DRR, in particular in rural areas in ASEAN countries;
3. Propose ways to enhance inclusive and gender-responsive climate action contributing to the NDC implementation roadmaps and action plans, especially in the selected sectors;
4. Recommend areas for further policy work, research and action by different stakeholders.

To this end, the report will explore gender and climate linkages in three key areas in the context of the latest climate change-related policies, practices and approaches:

1. Agriculture
2. Renewable energy
3. Disaster risk reduction

The detailed outline should be developed in the inception report and submitted to UN Women for discussion. The proposed provisional **outline of the assessment** report is as follows:

Executive summary

#### Section 1 - Background

- Introduction
- Regional Context and Priorities
- Methodology

#### Section 2 – Sectoral gender analysis in ASEAN (using the DPSIR methodology)

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<sup>8</sup> Detailed information about the EmPower project is available at [www.empowerforclimate.org](http://www.empowerforclimate.org).

- Current relevant ASEAN policies and linkages with CEDAW, the Sendai Framework, SDGs and Paris Agreement
- Agriculture
- Renewable energy
- DRR

#### Section 3 – Policy recommendations and ways forward

- Sectoral Policy Recommendations
- General Policy Recommendations

#### 4. SCOPE OF WORK

Under the supervision and guidance of the Regional Adviser on Gender and Climate Change for Asia and the Pacific and in close consultation with a Regional adviser and liaison officer on ASEAN-UN Women collaboration based in Jakarta, the scope of work for the contractor includes:

- **Get familiar** with the pilot assessment reports prepared by the EmPower-project in Cambodia, Viet Nam and Nepal, and The Guidance Note and Methodology for preparation of the assessment report;
- **Support and contribute** to the coordination process within ASEAN and its bodies working on gender, agriculture, renewable energy and DRR as well as national stakeholders and organise consultations, on a regular basis, with key ASEAN bodies to discuss important milestones in preparation of the assessment report.
- During the entire process, **contribute to continuous involvement** of ASEAN bodies in the development of the assessment report and collaborate with the task force (which will be set up by the ASEAN secretariat in consultation with UN Women and UNEP) consisting of members of different ASEAN bodies and Member States, as well as representatives from the ASEAN secretariat.
- **Follow the recommended approach** for the assessment reports described in detail in *The Guidance Note*, explaining how the assessment should focus on the impacts of climate change on social constructs in the society and more specifically on differences between men and women by applying and adapting, as necessary, the Drivers-Pressures-State-Impacts-Responses (DPSIR) framework.
- **Prepare work schedule and milestones:** Prepare a timeline with estimated days required for every phase of report production from data collection to publication and identify key milestones in this process for progress monitoring. It is estimated that the report should be prepared over a period of up to 10 months.
- **Organise a kick-off meeting** involving ASEAN, UN Women, UNEP and other stakeholders working on climate and gender-relevant policies, data, research and projects. This meeting could be organized at the beginning of drafting process. Later on, similar consultations could be organized when the first and final drafts are prepared.
- **Collect data:** Conduct an overview of data available, including in national statistics agencies, specialized governmental institutions, local or sub-national governments, UN organisations and other international organizations, as well as non-governmental and civil society organizations. It is important to examine the availability, reliability and relevance of data, especially of sex-disaggregated data. Analyse collected data, identify gaps and assess whether these gaps could be addressed during the report preparation.
- **Collect information:** Carry out a literature review, collect existing publications, research papers and other sources of information, and create and maintain a repository of core documentation from local and external sources on the theme and related issues. Data

collection will be ongoing throughout the whole process and some of the research and analysis will necessarily occur simultaneously with the drafting process.

- **Conduct key informant interviews, as needed:** Schedule interviews or bilateral meetings with the experts or researchers working in the specific thematic area with the view to collecting additional information and verification of assessment findings and recommendations. Inform UN Women of who will be interviewed and which information will be sought.
- **Draft main text:** Prepare structured text of the core chapters of the report that clearly define the current status and existing policies, supply a clear analysis supported by statistical data, identify related problems and issues, conduct the analysis from the gender equality point of view, and indicate policy and research gaps that merit further study. In the text, undertake a critical evaluation of policy effectiveness from the gender equality perspective, and acknowledge existing practices, traditions, historical and cultural norms. Ensure that the recommendations are linked to the decisions of relevant ASEAN and global agreements (for example, the 2030 Agenda or the Paris Agreement).
- **Develop conclusions and executive summary:** Produce clear, concrete and practical recommendations, including suggestions for improvements in terms of ASEAN policy work and further research. Be aware that the value of the recommendations will depend on the clarity and soundness of analysis presented in the main text and comprehensive explanations of suggestions for improvement. Include in the executive summary a succinct summary of the key findings of the assessment, which are important for the attention of decisionmakers.
- **Conduct peer review and validation workshop:** Stakeholder participation is important not only because it helps to identify key environmental issues from the different stakeholders' perspectives, but also because it can offer options for addressing those issues. Submit a semi-final draft assessment report for peer review and feedback by the ASEAN and relevant staff of UN Women and UNEP and organize validation workshops to collect feedback. Incorporate the feedback by adjusting the analysis and sharpening arguments and the principal messages, as needed.
- **Finalise the report:** Finalise the text, prepare tables and visuals to support the text and ensure that the text includes table of contents; foreword; list of contributors; list of abbreviations and acronyms; and introduction, including a description of the report preparation process and methodology; executive summary; footnotes or endnotes; appendices or annexes; sources of statistical data (in the text); and a complete bibliography or reference list of all source material, including data sources. The design layout of the Report will be supported by the EmPower project.
- **Disseminate report findings:** Once the report is finalized, craft the messages included in the report in a separate document (i. e. flyer) with a view to packaging the messages in the format conducive for easy communication directly with different ASEAN bodies. The assessment report should be shared, through the ASEAN-run launch event engaging a broad group of stakeholders and beneficiaries, including government officials from ministries working on women's affairs, environment and climate change, energy, agriculture, transport, waste, natural disasters, water management and other sectors.

## 5. EXPECTED DELIVERABLES

	Deliverable	Activities	Timeline	Payment (%) USD
1	Final <b>inception report</b> , including a workplan, timeline, methodology and annotated outline (at least 1 draft version of the inception report)	<ul style="list-style-type: none"> <li>• Familiarize with existing reports, guidance note and other materials provided by UN Women and UNEP</li> <li>• Conduct desk review of relevant available materials</li> </ul>	1 April 2021	20%

	and 1 final version of the inception report should be prepared)	(statistics, relevant reports and other materials) <ul style="list-style-type: none"> <li>• Discuss with UN Women and UNEP the draft inception report and finalise it based on collected inputs</li> </ul>		
2	<b>Kick-off consultation:</b> Concept note and draft agenda for consultation meeting	<ul style="list-style-type: none"> <li>• Develop a concept note and proposed agenda for a meeting, including a proposed list of participating organizations</li> <li>• Organise consultations with key stakeholders in ASEAN, UN Women and UNEP</li> </ul>	1 May 2021	
3	<b>First draft:</b> Prepare a first draft report that includes the chapters on Background and on Sectoral analysis of the report (without the chapter on recommendations)	<ul style="list-style-type: none"> <li>• Based on agreed inception report and building on the results of the kickoff consultations, develop a first draft for review by UN Women and UNEP</li> <li>• Organize informal individual meetings, as needed, to collect additional information or to seek inputs for the report from key informants</li> </ul>	1 September 2021	20%
4	<b>Organise consultations:</b> Prepare a presentation with information on key learnings for sharing with the representatives of ASEAN, UN Women, UNEP and other stakeholders and contribute to organization of the consultations with key stakeholders	<ul style="list-style-type: none"> <li>• After the review by UN Women and UNEP, prepare a presentation and contribute to organization of the meeting to share the learnings</li> </ul>	1 November 2021	20%
5	<b>Final version:</b> Prepare a complete report, including all elements of the report  Organisation of final consultation (if needed)	<ul style="list-style-type: none"> <li>• Based on feedback and results of consultations, finalize the report by drafting a full draft report following UN Women editorial guidelines</li> <li>• Organize informal individual meetings, as needed, to collect additional information or to seek inputs for the report from key informants</li> </ul>	30 January 2022	40%

		<ul style="list-style-type: none"> <li>• Prepare a design layout following the EmPower branding strategy</li> </ul>		
6	<b>Flyer with key messages</b>	<ul style="list-style-type: none"> <li>• Prepare the text for the flyer following UN Women editorial guidelines</li> <li>• Prepare a design layout following the EmPower branding strategy</li> </ul>		

## 6. ETHICAL CODE OF CONDUCT

The research is to be carried out according to ethical principles and standards established by the United Nations Evaluation Group (UNEG).

- **Anonymity and confidentiality:** The research must respect the rights of individuals who provide information, ensuring their anonymity and confidentiality.
- **Responsibility:** The report must mention any dispute or difference of opinion that may have arisen among the consultants or between the consultant and the heads of the Project in connection with the findings and/or recommendations. The team must corroborate all assertions, or disagreement with them noted.
- **Integrity:** The researchers will be responsible for highlighting issues not specifically mentioned in the TOR, if this is needed to obtain a more complete analysis of the intervention.
- **Independence:** The researchers should ensure their independence from the intervention under review, and they must not be associated with its management or any element thereof.
- **Incidents:** If problems arise during the fieldwork, or at any other stage of the research, they must be reported immediately. If this is not done, the existence of such problems may in no case be used to justify the failure to obtain the results stipulated by the terms of reference.
- **Validation of information:** The researcher's will be responsible for ensuring the accuracy of the information collected while preparing the reports and will be ultimately responsible for the information presented in the report.
- **Intellectual property:** In handling information sources, the consultant shall respect the intellectual property rights of the institutions and communities that are under review.
- **Delivery of reports:** If delivery of the reports is delayed, or in the event that the quality of the reports delivered is clearly lower than what was agreed, the penalties stipulated in these terms of reference will be applicable.

## 7. TIMEFRAME

The total duration of the engagement is for a period of **10 months (March 2021 – January 2022)**. The contractor can be located in any UN Member States, with ability to conduct primary data collection in Thailand as identified in the research methodology and work plan as approved by UN Women.

## 8. MINIMUM REQUIREMENTS

### Qualifications of the Organization

The contractor engaged to undertake the assignment must fulfil the following requirements;

- Must be a legally registered entity;
- Applying entity must not be politically affiliated;
- Registered for profit or not-for-profit entities are eligible to submit proposals;
- At least 5 years previous experience in conducting surveys, research and studies at the national or regional level in Asia and in SEA;
- Applying entity with previous experience in conducting research on issues related to gender equality is a requirement; experience conducting research on climate change, energy, agriculture, humanitarian action and disaster risk reduction will be considered an asset;

- Previous experience of developing a regional knowledge product jointly with the engagement of the UN agency will be highly valuable qualification.

### **Qualifications of Key Personnel**

#### **The overall team Leader should have:**

- Master's degree(s) or PhD in relevant areas of study, including gender studies, climate change, energy, disaster management, humanitarian action, development, international relations or related fields OR A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the Master's university degree.
- Minimum 5 years of relevant experience in the area of research, policy work and/or programming in gender equality, energy, climate change, disaster risk reduction, and/or humanitarian action;
- Experience of working in South East Asia is essential;
- Demonstrated experience in designing and conducting research on gender equality and women's empowerment, with a track record of successfully leading teams of researchers;
- Excellent communication and writing skills in English.

#### **Any team members should have:**

- At least secondary education;
- Demonstrated experience in research on gender equality and/or climate change and/or disaster management.
- Excellent communication and writing skills in English

## **9. ROLES AND RESPONSIBILITIES OF THE PARTIES**

UN Women will provide technical guidance and coordination with key collaborators for the study. The service provider shall be required to bear all the related costs and work independently to successfully achieve the end results.

The service provider will be responsible for the following costs:

- Professional fees must be quoted in the lumpsum amount per deliverable. The lumpsum amount must be detailed on how the professional fee of each team member is calculated.
- Indirect costs such as printing, stationeries, communications in relation to the scope of work of services must be included in the financial proposal.
- Travel costs for technical team members of service providers: all envisaged travel costs such as most direct and most economic local travel, living allowance, terminal expenses, etc. must be included in the financial proposal. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses shall be agreed upon, between UN Women and Service provider, prior to travel and will be reimbursed upon Contract Amendment.
- Logistics arrangement for operating hotlines, trainings for staff, volunteers and interpreters, etc.
- All costs related to the development of the report including logistics arrangements for data collection, field visits, interviews, etc.
- All costs related to quality assurance, data entry, data cleaning and data processing.

UN Women will be responsible for the following costs:

- Copyediting of the report in line with UN Women guidelines;
- Layout and design of the research study in line with UN Women guidelines;
- Costs relating to the launch and dissemination of the research.

## **10. COMMUNICATION and REPORTING OBLIGATIONS**

The supplier will report at minimum on a monthly basis to the UN Women Regional Adviser on Gender and Climate Change and will work closely with the project team based in Jakarta.

## **11. SUBMISSION OF APPLICATION**

- Updated CVs for the team members
- Company profile
- Company registration
- Technical Proposal
- Financial Proposal/ Quotation with breakdown of budget lines as per required deliverables.  
The quotation shall specify a lump sum amount breaking down the professional fee for each deliverable, travel and other related cost
- Names of two former clients for reference checks
- Sample of previous work undertaken