

TERMS OF REFERENCE

Gender Expert

In the framework of Green - AL “Empower Grass-Root CSOs for Improved Innovative Environmental Protection in Albania” project

Project Code: 55130002

1. Background

Albania is currently facing the pressure of fulfilling its responsibilities as a candidate country toward EU accession, which means that Civil Society Organizations (CSOs) operating in the country should take a more active role to become an integral part of this process.

In this regard the project “Empower Grass-Root CSOs for improved innovative environmental protection in Albania”, Green-AL, aims to the empowerment of ECSOs and other relevant stakeholders in order to effectively address environmental challenges in Albania. The Project focuses on the strengthening the capacities of ECSOs and the creation of new opportunities for collaboration among CSOs, grass-root and community organisations, public authorities, educational institutions and private sector at different levels in such way to create the premises to build a vibrant, empowered and collaborative environment that can raise issues from the local level that can impact the national policy level.

Green-AL is financed by the Swedish Agency for Cooperation and Development (Sida) and implemented by a consortium of 4 organizations composed by:

- Lead partner, Co-PLAN Institute for Habitat Development;
- CISP - Comitato Internazionale per lo Sviluppo dei Popoli;
- COSV - Coordinamento delle Organizzazioni per il Servizio Volontario;
- VIS - Volontario Internazionale per lo Sviluppo.

Environmental civil society organizations (ECSO) in Albania experienced an increase both in the number of active organizations and their thematic relationship and support to communities, networking and advocacy in the realm of environment. Despite the continuous financial support from local and international mechanisms the environmental civil society sector in Albania faces a number of challenges which hinder their involvement in policy-making and decision-making, such as limited institutional and technical capacity and often lack of formalizing the issues they raise as a representative group of a particular community or cause. Moreover, crosscutting issues like gender and environment or climate status are often neglected or not very well presented in the Albanian context.



The objective of the Green-AL project is to contribute to the promotion of *an inclusive, democratic and sustainable environmental governance in Albania, in line with EU accession requirements, by supporting the empowerment, factorization and higher sustainability of the ECSOs sector in Albania for fostering Climate Resilience*. On the other hand, Green-AL is structured around two transversal components,

- I. Incubation process for ECSOs and activists (whereas Gender mainstreaming is incorporated),
- II. Three sub-granting schemes:
 - a. Initiative grants;
 - b. Partnership grants;
 - c. Networking and Advocacy grants.

By far there are 22 CSOs awarded with Initiative and Partnership grants whilst the call for Networking and Advocacy will be concluded by March 2022 with an additional 10 contract, totaling to 32 CSOs supported directly by Green-AL until December 2023. Geographical distribution of awarded CSOs and their actions varies from deep rural areas to the most significant urban areas of Albania.

To some extent the lack of gender mainstreaming by local CSOs in areas related to the environment should be addressed through the support of the expert required by this call. We believe that Green-AL has the possibility to improve the quality of life of women, especially in rural areas, where the concepts of social, economic and environmental welfare are strictly linked and influence the daily life of communities, women and economic operators. If the project team and moreover the ECSOs involved in the project are informed about rights and possibility for women, and for young women in particular with regard to their implication vis a vi the environment and climate risks, this will contribute in the long run in changing the concept where young women are not supported in expressing their ideas or in engaging in specific topics of interest outside their family. Following this, also women participation in environmental issues can be increased and improved, even at a younger age. Therefore, Green AL consortium has planned to conduct a series of thematic trainings, called the Incubation Process, focused on several environmental topics interrelated with gender issues and how ECSOs could become a relevant actor in addressing these topics.

2. Project Objective

The overall objective of the Green-AL project is to contribute to the improvement and factorization of environmental CSOs to effectively address environmental challenges in Albania for tangible change.

In more specific terms, the project aims:

- To enhance the capacity of Albanian local environmental CSOs, through a comprehensive, and capacity building strategy implementation.
- To introduce innovative models in environmental management and capacity development through a comprehensive and integrated sub-grant scheme addressing environmental topics at local level.
- To factor the CSOs' evidence-informed input and advocacy role in environmental policy-making processes.

3. Scope of the Assignment

Gender and norms influence the impact of people on the environment, the impact of environmental degradation on people and access to power over natural resources. Analysing the links between gender and environment can facilitate a more sustainable use of resources while empowering women at the same time. Albania scores high in international indexes for gender equality and has made progress in enhancing gender equality especially in improving legal and policy framework for gender equality.

The role of the women rights organisations in Albania has been critical in changing norms related to gender equality, educating communities, providing services, advocating for legal and policy changes, and sharing knowledge and evidence on the links between gender and development. The UN Women Country Gender Profile Brief 2020 highlights under the chapter on environment that both data and substantial information on gender and environment is highly limited in Albania, which reveals a clear omission/gap in current discourse and policy.

The Green-AL project Team is committed to mainstream gender equality in the project and measures have been taken to fulfil this commitment. During the Inception phase a gender analysis as part of the Needs Assessment and the Results Assessment framework includes a few specific gender indicators. Synthesis of this analysis can be found attached to the document of this call.

The purpose of this assignment is:

- 1) to support the Project Team in ensuring an adequate gender mainstreaming of the actions under this project;
- 2) support the targeted Environmental Civil Society organisations to increase understanding on links between gender and environment and develop skills to make a gender analysis of their work;
- 3) contribute to knowledge and learning on links

In order to effectively integrate gender issues into the project implementation phase the Consultant will work under direct supervision and guidance of the project manager (PM) and in close collaboration with project partners and is expected to fulfil the following tasks:

- Develop gender mainstreaming guidelines for the awarded ECSOs to support them in gender analysis, follow-up and reporting of their work from a gender perspective
- Develop training materials on gender and environment relationship, implications and commons that are adjusted to the needs of the targeted ECSOs and based on the Needs Assessment Report (attached as annex II in the documents of this call).
- Conduct 8 training sessions with ECSOs (2 per each Region altogether with awarded CSOs and other interested actors in the field of Environment)
- Follow-up on how the awarded ECSOs is using the gender mainstreaming guidelines in practise and highlight in the reporting to Co-PLAN concrete examples.
- Provide coaching and advice to the awarded NGOs through a helpdesk function.
- Support Project Team with any other task related to gender mainstreaming in the project such as quality assurance of reporting on gender related indicators, project publications, guidelines for assessing the reporting from the awarded grantees, providing evidence and good examples on good practises from ECSOs on working with gender and environment (for communication and reporting purposes, etc.).



- Consider the specific needs of different men and women in various social groups and how they can be considered in this process.
- Provide options for improving the inclusion and monitoring of the gender element within Green-AL project implementation phase.

To meet the obligations the Consultant shall foresee dedicated travels to the regions/areas in which the Green-AL project is implemented by the awarded CSOs in order to:

- Meet with ECSOs to better understand their needs and how they can address gender issues throughout the project they will implement.
- Meet with members of the Green-AL consortium.

4. Deliverables

- i. A technical proposal that shall include the detailed work plan with methodology, interview guides, updated also 2 weeks after signing the contract;
- ii. A first draft gender strategy which will be presented to the PM and the consortium for comments;
- iii. A final strategy which incorporates and addresses review comments from the PM and consortium members;
- iv. Training materials drafted taking in consideration each region needs highlighted in the Need Assessment report;
- v. Organizing a total of 8 trainings (2 per region) in the 4 regions of the Green AL project;
- vi. Short reports after each training session;
- vii. Synthesis / Paper on “Gender and Environment in Albania” highlighting the implications arising from Climate Change and Environment Pollution influencing gender in Albania as well as gender role in the environmental civil society organizations in Albania
- viii. Summary report highlighting best practices, lessons learned etc. prior to the end of the contract.

5. Methodology

The technical proposal elaborated by the applicant should define a clear and straightforward methodology that envisages the following:

- How 8 Incubation Sessions (2 per region) will be organized and delivered?
- How interested parties would be approached and stimulated for a proactive participation?
- What are the indicators to be used for a measuring the direct and long-term success of the incubation process?
- What are the tools and means to be used by the expert?
- How the deliverables and tasks will be conceptualized?
- Plan of Activities.

The Consultant will closely collaborate with awarded CSOs and will conduct field meetings in order to address gender issues and gender mainstreaming in their project implementation phase.

6. Duration of Assignment

The assignment covers a total of 70 working days.

These days should be distributed from February 1st, 2022 to June 1st, 2023.

7. Reporting

All required tasks and reporting of deliverables by the Consultant will be managed and coordinated by Co-PLAN, Institute for Habitat Development.

8. Required Skills

Education:

- Minimum of a Master's degree in international development, public administration, development economics, gender/women's studies, environment or related field of expertise.

Experience:

- At least 7 (seven) years of professional work experience as a gender expert on development/environment and/or community base projects.
- Experience in developing and implementing social and gender mainstreaming strategies in Albania.
- Experience in preparing training modules in gender mainstreaming and deliver trainings
- Demonstrated expertise in mainstreaming gender in projects and programmes, especially in Albania.
- Familiarity with gender analysis tools and methodologies adapted in the Albanian context.

Language requirements:

- Excellent written and oral communication skills in Albanian and English is required.

Competencies:

- Technical expertise in gender and environment.
- Ability to communicate effectively in order to articulate complex, technical information.
- Thorough understanding of the gender context in Albania, and experience working with non-governmental organizations, international donors and government institutions supporting gender and development works;
- Competence in applying results-based management.
- Strong communication skills, and ability to liaise with various stakeholders.

9. Submission of Applications

Interested and qualified consultants are invited to submit their application materials to Co-PLAN, Institute for Habitat Development (co-plan@co-plan.org).

They should provide in electronic version only (stamped and signed) the following application documents:

- I. **cover letter** explaining their capacity and experience for the assignment described above,
- II. **detailed CV**, (euro-pass format) in which are given at least two traceable referees
- III. **technical proposal**, in which the applicant interprets the assignment and how will they organize the work and methods they will use.
- IV. **financial offer** for the consultancy.

Application documents should all be in English. Applications **must be submitted by January 17th, 2022 before 14:00hrs.**

Only shortlisted applicants will be invited for an interview.

All interested applicants can require for more detailed information of the Green_AL project to better compose their proposal. Also, prior to contract signature, the Consultant will hold a meeting with the Project Manager and representatives of the Contracting Authority to review and agree the Consultant's proposed work plan, if such intervention is needed.

10. Evaluation of the proposals:

A dedicated committee will be established internally by Co-PLAN. The members of this committee will be mandated to conduct an independent, objective and professional evaluation with regard to each proposal received within the deadline.

The evaluation shall consist on following 4 main steps:

- a. Opening and protocol of received documents
- b. Administrative control
- c. Full evaluation
- d. Interview

Administrative criteria are to be assessed by the evaluation committee with a pass/fail principle. Herby the administrative criteria comprise the fulfilment of:

- Full set of documents (CV, Motivation Letter, Technical Proposal, Financial Offer)
- Language of the documents and submission within the deadline.
- Minimum required experience.
- Technical proposal.

Content related evaluation criteria are to be assessed by the evaluation committee with a scoring principle. Herby the content related criteria consist on the following:

No.	Criteria	Score
1	Proposed Methodology	45
2	Relevant Experience and Profile	25
3	Financial Offer	30
TOTAL:		100 points

11. Indicative calendar of the procedure:

Procedure	Date (deadline)	Time (deadline)
Call for gender expert published.	20/12/2021	17:00
Deadline to ask for information from the contracting authority	11/01/2022	16:00
Deadline to submit application documents	17/01/2022	14:00
Informing applicants upon the protocolled documents from the contracting authority	18/01/2022	16:00
Administrative evaluation of the applications	19/01/2022	16:00
Content evaluation of the applications	21/01/2022	16:00
Notification of the results from contracting authority	24/01/2022	16:00
Complaint window	25-27/01/2022	09:00 – 16:00
Interview and Contract signature	28-31/01/2022	11:00

Final remark:

Anticipating and preventing any arbitrary or preferentially interventions is a priority for Co-PLAN and Green-AL partners. Thus, the whole process shall be documented in details according to internal code of procedures of Co-PLAN whilst all the relevant documentations shall be easily accessible on our platform <http://www.co-plan.org/en/>