**The Regional Environmental Centre for the Caucasus** is an independent, not-for-profit organisation

with international character based in Tbilisi, Georgia. The mission of REC Caucasus is to assist the Caucasus states in solving environmental problems and support in building the civil society through promotion of public participation in the decision-making process, development of free exchange of information and encouragement of cooperation at national and regional levels among NGOs, governments, businesses, local communities and all other stakeholders.

**TERMS OF REFERENCE**

**Project Title:** UNEP/GEF “Land Restoration and Ecosystem Service Improvement through Use of Fruit and Nut Tree Biodiversity in Armenia” Project, GEF ID 11140

**Leading Organization:** The Regional Environmental Centre for the Caucasus (REC Caucasus)

**Post Title:** Technical Expert on Gender and Capacity Building

**Contract type:** Service Agreement

**Starting Date:** December 2023

**Duration:** 19th December 2023 – 30th April 2024

**Duty Station:** Republic of Armenia

**THE MAIN DUTIES AND RESPONSIBILITIES**

Under the direct supervision of the Project Manager will have the following responsibilities:

1. Conduct baseline study on gender/social aspects of the project and assessment of capacity building needs;

2. Identify stakeholder’s groups in pilot sites dealing with agrobiodiversity conservation, land and forest ecosystems management for capacity building activities;

3. Conduct gender and age sensitive assessment of capacity building needs on climate change adaptation and land/forest restoration with use of fruit/nut and high-value forest resources;

4. Under guidance of IE review international experience for developing gender and age responsive national capacity building strategy for all stakeholder groups dealing with agrobiodiversity conservation, land and forest ecosystems management (including review of relevant UNEP documentation on the requirements for gender mainstreaming into UNEP and UNEP/GEF projects, UNEP's Policy and Guide on Gender Equality and the Empowerment of Women; UNEP's Gender Equality Strategy; UNEP's SRIF; GEF's Gender Mainstreaming at the GEF; GEF's Policy on Gender Mainstreaming; and GEF's Gender Equality Action Plan; to incorporate minimum requirements into project design, including outputs, activities, indicators);

5. Identify practical approaches in increasing women’s participation and based on the results of a gender analysis develop an action plan for incorporation of gender and social equality aspects in the project with quantifiable baseline and target indicators as per GEF and UNEP guidance;

6. Assess capacity building needs of forestry and city gardening workers on resilience and adaptation practices, and the role of high-value forest resources;

7. Review training programs of High Schools, technical colleges, and universities, and identify gaps on agrobiodiversity conservation, land and ecosystem restoration, and development of leadership skills.

8. Develop the age and gender responsive capacity building and knowledge management strategy for during and post project implementation.

9. Ensure action points from the UNEP Safeguard Risk Identification Form process for the PIF stage are fully implemented during the PPG. Address any opportunities/risks identified during the UNEP SRIF Submission;

10. Ensure that the project’s M&E plan and indicators related to the monitoring of benefits to direct and indirect beneficiaries from the use of fruit and nut tree agrobiodiversity are disaggregated by age and gender.

11. Review the project budget proposal, logframe and the workplan to integrate gender specific activities, budget and targets.

12. Review all project documents and ensure that a gender sensitive language is used.

**Competencies:**

Professionalism: Knowledge of gender and age equality experience (theory and practice); familiarity with methods and principles of increasing gender and age equity and capacity, and improving gender and age equity in, training opportunities and participation in decision making and scientific forum

Communication: excellent communication skills.

Teamwork: good interpersonal skills and ability to establish and maintain working relations in a multi-cultural and multi-ethnic environment with sensitivity and respect to diversity

Technology awareness: fully proficient computer skills, especially in word processing, Internet and database utilization

**Field of study:**

Advanced university degree (Master's degree or equivalent) in Social Science, preferably with subjects related to gender studies.

**Experience:**

At least 2 years of experience in public relations related to gender issues and environment protection.

**Language:**

Excellent writing and speaking skills in Armenian and Russian. Working skills in English is an advantage.

**Outputs, Terms and Conditions for provision of services**

Major outputs should be delivered together by the incumbent, the PPG and the International Experts

* Baseline report on gender and age for capacity building and training needs of the full project
* Activities provided in the Project Log Frame that encompass building gender and age capacity and equity, training opportunities and participation in decision making and scientific forum
* Report review of relevant UNEP documentation on the requirements for gender mainstreaming into UNEP and UNEP/GEF projects

**Tentative schedule for delivery of outputs by the consultant: End of March, 2024**

**Payment mode**

1. Lump sum payable consultancy fee (30 %), upon delivery of the following outputs:

a) Conduct baseline study on gender/social aspects of the project and assessment of capacity building needs;

b) Identify stakeholder’s groups in pilot sites dealing with agrobiodiversity conservation, land and forest ecosystems management for capacity building activities;

2. Lump sum payable consultancy fee (40 %) upon submission of the following outputs:

c) Conduct gender and age sensitive assessment of capacity building needs on climate change adaptation and land/forest restoration with use of fruit/nut and high-value forest resources;

d) Development of gender and age responsive national capacity building strategy for all stakeholder groups dealing with agrobiodiversity conservation, land and forest ecosystems management (including review of relevant UNEP documentation on the requirements for gender mainstreaming into UNEP and UNEP/GEF projects, UNEP's Policy and Guide on Gender Equality and the Empowerment of Women; UNEP's Gender Equality Strategy; UNEP's SRIF; GEF's Gender Mainstreaming at the GEF; GEF's Policy on Gender Mainstreaming; and GEF's Gender Equality Action Plan; to incorporate minimum requirements into project design, including outputs, activities, indicators);

e) Identification of practical approaches in increasing women’s participation and based on the results of a gender analysis develop an action plan for incorporation of gender and social equality aspects in the project with quantifiable baseline and target indicators as per GEF and UNEP guidance;

f) Assessment of capacity building needs of forestry and city gardening workers on resilience and adaptation practices, and the role of high-value forest resources;

g) Review training programs of High Schools, technical colleges, and universities, and identify gaps on agrobiodiversity conservation, land and ecosystem restoration, and development of leadership skills.

h) Development of the age and gender responsive capacity building and knowledge management strategy for during and post project implementation.

3. Lump sum payable consultancy fee (30 %) upon satisfactory completion of the task and upon approval by the PPG Manager/Coordinator of all deliverables, including:

i) Ensure action points from the UNEP Safeguard Risk Identification Form process for the PIF stage are fully implemented during the PPG. Address any opportunities/risks identified during the UNEP SRIF Submission;

j) Ensure that the project’s M&E plan and indicators related to the monitoring of benefits to direct and indirect beneficiaries from the use of fruit and nut tree agrobiodiversity are disaggregated by age and gender.

k) Review the project budget proposal, logframe and the workplan to integrate gender specific activities, budget and targets.

l) Review all project documents and ensure that a gender sensitive language is used.

In addition to the consultancy fee the expert will be paid cost of field trips and taxi fees, provided with accommodation, per diems, local transport during in country missions according to REC Caucasus established rates and procedures.

Interested candidates should submit their updated CVs and cover letters to the following address: inforeccaucasus@gmail.com by the 11th of December, 2023, by 12:00 a.m. EVN time. Late or incomplete applications will not be considered.