



United Nations Industrial Development Organization

TERMS OF REFERENCE (TOR)

**Mainstreaming gender inclusive features in a climate resilient energy policies and practices  
in ECOWAS countries**

CTCN request reference number: 2016000005

Requests for Technical Assistance (TA) are being submitted to the Climate Technology Centre and Network (CTCN) by the National Designated Entity (NDE) of the respective country. The scope of services under these Terms of Reference describes the response to such a request. By mandate, only accepted Members of the CTC Network are eligible to execute the required services to implement the response.

In case you are not a CTCN network member yet, you may bid for implementation of the technical assistance, subject to the condition that you submit your completed application for CTC Network membership before the bid closure and the same is acknowledged by the CTCN. Furthermore, the contract award – should your bid be selected – is conditional to your network membership application having been successfully approved by the Director of CTCN. Should the bidder partner with another institution to deliver the services described in these Terms of Reference, it is expected that the partner institution also joins the CTC Network.

## **1 BACKGROUND INFORMATION**

The Climate Technology Centre and Network (CTCN) is the operational arm of the United Nations Framework Convention on Climate Change (UNFCCC) Technology Mechanism and hosted by the United Nations Environment Programme (UNEP) in collaboration with the United Nations Industrial Development Organization (UNIDO) and supported by 11 partner institutions with expertise in climate technologies. The mission of the CTCN is to promote accelerated deployment and transfer of climate technologies at the request of developing countries for energy-efficient, low-carbon and climate-resilient development.

**These requests for Technical Assistance (TA) are being submitted to the CTCN by the National Designated Entity (NDE) of the respective country. The scope of services under these Terms of Reference shall be executed based on a restricted solicitation process where only accepted Members of the CTC Network, are eligible to submit proposals. Should the bidder partner with another institution to deliver a minor part of the services described in these Terms of Reference, it is expected that the partner institution also joins the CTC Network.**

The budget range for this contract is US\$ 100.000 - 120.000.



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### 2 CONTEXT OF THE ASSIGNMENT

The Economic Community of West African States (ECOWAS) Centre for Renewable Energy and Energy Efficiency ([ECREEE](#)) together with the guidance and contributions from the Ministries of Energy, the 15 ECOWAS Member States developed the ECOWAS Programme on Gender Mainstreaming in Energy Access (ECOW-GEN 2013). It was established against the background that women's potential in the energy sector was underutilized and that empowering women and men to make significant contributions is necessary for the achievement of Universal Energy Access, in line with global initiatives: Sustainable Energy for All (SE4ALL) and Sustainable Development Goals (SDGs). Building on this, the ECOWAS Member States, through the Energy Ministries, represented by ECREEE, are developing a Regional Project on 'Mainstreaming Gender for a Climate Resilient Energy System in ECOWAS'. The purpose of this regional project is to develop and harness the capacity of the region's population (i.e. policy makers, entrepreneurs, project developers, etc.) to adopt and implement a gender-responsive approach to improve energy access, and strengthen the region's energy sector capacity in reducing carbon emissions and better responding to climate change impacts.

### 3 OBJECTIVE OF THE CONTRACT

The purpose of this technical assistance is to support ECOWAS Member States to achieve their universal energy access goals and ambitions through integration of gender inclusive features in climate resilient energy policies and practice. The specific focus of this contract is on strengthening capacity to operationalize the [ECOWAS Policy for Gender Mainstreaming in Energy Access](#) that was adopted in 2016. This sets out the course of action and principles, to ensure that women and men benefit equally in the region's energy interventions. One of the Policy's objectives is to, "Ensure that all energy policies, programmes and initiatives, including large energy infrastructure and investment, are non-discriminatory, gender-inclusive, gender-balanced, and directed towards addressing inequalities, particularly energy poverty, differentially affecting men and women in the region". The trainings proposed will bring together energy and gender experts from the Ministries of Energy in the ECOWAS region as well as Sustainable Energy organizations from each of the ECOWAS Member States.

#### Scope and Activities of the Proposed Contracted Services

The Contractor is expected to undertake the following line of activities:

##### **Output 1: Capacity building - Mainstreaming Gender for a climate resilient energy system in ECOWAS**

A capacity needs assessment will be carried out in the ECOWAS region based on the current state-of-play of gender mainstreaming in sustainable energy related projects, products and services. Based on the results obtained, training workshops will be developed and delivered to targeted groups from each of the ECOWAS countries (**Benin, Burkina Faso, Cape Verde, Gambia, Ghana, Guinea, Guinea-Bissau, Ivory Coast, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo**).



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### Activity 1.1 Capacity needs assessment

This activity will help to determine gaps in capacity which would then be addressed in the trainings.

- Undertake stakeholder mapping of various institutions with links to energy, gender and climate change (starting from policy making institutions to village level institutions/networks involved in energy projects, products and services);
- Assess capacity needs of key stakeholders/institutions in all the 15 ECOWAS countries on different levels of influence through review of selected existing projects and surveys;
- Take a review of the existing capacity building programmes on energy and gender (such as regional training programmes of the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE), ECOWAS Gender Development Centre (EGDC) and other capacity building programmes on gender and energy so that the training contents and assessment tools to be developed do not duplicate what already exist at the regional and national level but instead complement and upscale them.

### Activity 1.2 Training workshops

This activity focuses on delivering trainings to the stakeholders of each country. A training workshop of 3 days will be organized (tentatively in Accra, Ghana; or Dakar, Senegal) focusing on gender mainstreaming in clean energy interventions; from policy making, managing staff, projects implementation, investment promotion to entrepreneurship or manufacturing.

The characteristics of the trainings to be developed are the following:

- Duration: To be imparted during a 3 day-training;
- Place: tentatively in Ghana or Senegal (contractor to decide depending on logistics and budget);
- Participants: Two types of trainings to be developed for two differentiated audiences:
  - **Gender Focal Units within the Energy Ministries** (15 participants), who are in charge of developing and implementing gender policies in the respective countries.
  - **Selected Organizations that work within the Energy and Climate Change field** (30 participants, 2 per country). The contractor will select one organization from each ECOWAS Member State (see selection criteria below). The contractor will develop a strategy for them to replicate the trainings in their respective countries throughout the year; ECREEE will hand-hold and encourage them to pursue the replications.
- Format:
  - The workshop for the selected organizations will be a 'train-the-trainers', focusing on gender mainstreaming in all phases of energy projects. The starting point of this training will be the introduction of gender inclusive development and its importance, leading to a full understanding of the provisions and implications of the ECOWAS Policy for Gender Mainstreaming in Energy Access, with practical guidelines that they can easily apply and disseminate;



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- The training to the Gender Focal Units of the Ministries will focus on enabling them to establish functional gender focal units and equip them with the skills to implement the ECOWAS Policy for Gender Mainstreaming in Energy Access in their respective countries;
- Both trainings will run in parallel during the 3-day-training, having some specific modules, some common parts and a retro-feeding effect that will benefit one the other.

The responsibilities of the Contractor include:

- Development of the training content and material preparation (printing, etc.) as well as imparting the training;
- Workshop Agenda to be shared with ECREEE 4 weeks before the training;
- Decision of host country and venue arrangement;
- Selection of 1 Organization from each ECOWAS Member State to participate in the workshop (in consultation with EGDC, ECREEE and the Gender Focal Units in the Energy Ministries). The organizations must be well positioned within the sustainable energy field (preferably project implementers) in the respective country and must have the means and human capacities to disseminate the knowledge by replicating the workshop;
- Arrangement of flights and accommodation of training participants (45 participants in total);
- Workshop minutes to be taken and shared with ECREEE 2 weeks after its finalization;
- Any other logistical issue related to the workshops;
- Conduct the trainings;

Deliverable 1: Development of both trainings on gender mainstreaming in energy and climate change related interventions based on the results of the capacity needs assessment;

Deliverable 2: Training to the Gender Focal Units of the Ministries;

Deliverable 3: Train-the-trainers to selected organizations involved in energy projects and climate change mitigation and adaptation;

### Activity 1.3: Training evaluation and capacity building programs

Based on the outputs from the capacity needs assessment, this activity aims at the development of an evaluation framework for the trainings:

- Specific tools and guidance notes related to gender mainstreaming, leading to the development of a monitoring and evaluation framework for gender mainstreaming in climate change;
- Indicators for identifying success in mainstreaming gender into project activities;
- Evaluation of the trainings according to the evaluation framework and methodologies developed.



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Deliverable 4: Trainings performance is evaluated.

**Output 2:** Please note that this contract does not include the services required in the approved Response Plan under Output 2.

Throughout all activities the contractor is asked to ensure gender equality both in terms of involvement of women in the activities as well as the outcomes and impacts of the activities. This has to be explicitly reflected in the budget and implementation plan. The contractor will furthermore be asked to regularly report progress to the CTCN and national stakeholders based on previously agreed milestones.

**4 GENERAL TIME SCHEDULE AND ACTIVITY/DELIVERY PLAN**

The activities under this contract should be completed within a period of six (6) months from the contract signature. The proposed plan for implementation of activities and deliveries:

		Months					
		1	2	3	4	5	6
<b>Output 1</b>	<b>Activity 1.1</b>	█	█	█			
	<b>Activity 1.2</b>			█	█	█	
	<i>Deliverable 1</i>			✕			
	<i>Deliverable 2</i>					✕	
	<i>Deliverable 3</i>					✕	
	<b>Activity 1.3</b>						█
	<i>Deliverable 4</i>						✕

All draft and final deliveries are subject to approval from the CTCN Climate Technology Manager before these can be concluded.

**5 PERSONNEL IN THE FIELD (PROFESSIONAL EXPERIENCE AND QUALIFICATIONS)**

The Contractor is expected to provide the services of a team that should ideally comprise the following competencies:

- Experience with and understanding of sustainable energy systems and its key market drivers;
- Practical experience with gender mainstreaming;
- Track record in developing capacity building curricula and delivering training to various stakeholders;
- Understanding and experience with the needs and limitations developing countries are facing in this regard (link between sustainable energy and gender);



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- Experience with leading technical assistance projects in developing countries, including M&E reporting and budget supervision;
- Strong communication and organizational skills;
- Working experience in ECOWAS countries is preferred for all of the above items;
- Having national experts as part of the implementation team is required;
- The CVs of the respective experts assigned to this assignment by the Contractor must be provided.

### 6 LANGUAGE REQUIREMENTS

The working languages for the purposes of this assessment are English and French, thus an excellent command of both is required for the proposed personnel. Knowledge of Portuguese would be an added value. For the engagement with the CTCN English will be the main language. All final deliverables must be submitted in English with selected sections subsequently translated to French by the Contractor. The training material ought to be prepared in the language (French or English) of the targeted audience.

All delivered documents must be of such a quality, so that no further editing shall be required.