

Terms of Reference (ToR) Local Consultant

1) Gender Gap Analysis & Stakeholder Engagement Plan for Kiribati SOFF Project– 2) Mainstreaming GENDER into SOFF initiatives in Kiribati

1.0 Background

The Systematic Observation Financing Facility (SOFF) is a funded UNEP Investment Phase in Kiribati project, implemented under the Office of Te Beretitenti through the Kiribati Meteorological Services (KMS) division. The SOFF project aims to enhance the country's climate resilience and adaptive capacity by strengthening its meteorological and climate monitoring infrastructure. The project supports the procurement, installation, and long-term management of both new and upgraded meteorological stations and equipment, alongside targeted institutional and technical capacity-building for national stakeholders.

The project will strengthen Kiribati in-country capacity for the sustained collection and international exchange of essential surface-based weather and climate observations, in line with the internationally agreed Global Basic Observing Network (GBON) regulations. The implementation of GBON will significantly improve the accuracy and reliability of weather forecasts, early warning systems, and climate services at the national, regional and global levels.

The SOFF-funded UNEP investment phase includes substantial institutional strengthening, human capacity development, technical training, and both the upgrade of existing infrastructure and the development of new infrastructure, including the construction and installation of land-based and upper-air meteorological stations. This was highlighted by the following **outcomes** stated below.

- GBON Institutional and Human Capacity developed
- GBON Infrastructure in placed
- Sustained Compliance with GBON

However, the SOFF- UNEP funded investment phase in Kiribati under GBON Human Capacity development, take into consideration to engage with civil society organizations (CSOs) particularly vulnerable people including women, youth, disabilities and to empower them to able to participate, control and involving in decision making based on forecasting, climate, Ocean service, and early warning system provided by Kiribati Meteorological Service.

This consultant was indeed to support SOFF project in developing the GEDSI and SEP document based on information and data collected by the Project Management Units from a after number of consultations conducted in outer islands (Maiana, Nonouti, Abemama, Onotoa, Tamana and Kiritimati).

This consultancy is limited to local consultants, specifically I-Kiribati nationals.

2.0 SCOPE OF WORK - Description

The SOFF-UNEP Funded Investment Kiribati project will develop the report documents on the following stated below.

- The gender gap analysis and

- The gender action plan
- The stakeholder engagement plan recommendation for GRM

Those report plans can be used as an indication of the project progress in achieving gender action or mainstreaming gender into SOFF initiatives during the Project Steering committee meetings. The SOFF PMU did conduct the GEDSI Workshop from outer islands including KMS office which enable to collect and analysis sex aggregated data, information related with roles and responsibilities of Gender etc., and predeveloped the draft document listed above. However, to further improve the documents, the consultant will be engaged to review through deliverable specified on the table below.

3.0. Deliverables

Timelines	Deliverables	Deliverables Description	Acceptance criteria
Week 1	Development of a gender gap analysis document including references	<ul style="list-style-type: none"> • Review and finalize the draft GGA and GAP • Review the objectives and methodologies used for GAP analysis • Review consultation questionnaires and data analysis and result. • Review GAPS identified and actions determined. 	<ul style="list-style-type: none"> • Provided the Gender Gap Analysis Framework for mainstreaming Gender in SOFF investment and compliance phase with references included
Week 2	Development of a practical and responsive stakeholder engagement plan, Recommendation for a gender and age-responsive project-level grievance redress mechanism	<ul style="list-style-type: none"> • Review and finalize the draft SEP • Review the objectives and methodologies used for GAP analysis • Review GRM used 	<ul style="list-style-type: none"> • Provide a draft SEP including the GRM for SOFF funded UNEP investment Kiribati Project • Finalizing GRM Form
Week 3	Development of Gender Action plan document for all SOFF -related activities including gender	<ul style="list-style-type: none"> • Review of GEDSI data/information analyzed by PMU during the outer island consultations 	<ul style="list-style-type: none"> • Shared with SOFF PMU Member for additional input • Provide the final GEDSI AND GAP

Week 4	sensitive indicators, sex disaggregated target, including inputs from project partners (KMS PMU, BoM, UNEP)	<ul style="list-style-type: none"> • Review SOFF PMU activities specified under ANNEX B • Write up for Finalizing GEDSI AND GAP document • Workshop to present and verify information in the final draft for comments and inputs 	<ul style="list-style-type: none"> • Workshop conducted
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4.0 Desired consultant Requirements

The consultant shall possess the following qualifications and experience:

Bachelor's degree (Postgraduate or master's degree preferred) in Social Sciences, Gender Studies, Development studies, Environmental Management or a related field Demonstrated at least 2 years' experience in developing Gender Quality, Disability and Social Inclusion (GEDSI) Strategies and Stakeholder Engagement Plans

Regional/Country Experience is meteorological, climate change or disaster is essential

5.0 Consultancy duration and location

The successful consultancy individual or individuals will fully engage with the KMS and SOFF PMU hence will be subject to work at KMS office in Betio for 1 month only.

6.0 Line of reporting

The consultant will report to the Project Manager, and to the Chairlady of the Project Steering Committee, the Secretary of the Office of Te Beretitenti.