



TERMS OF REFERENCE

Consultancy to develop options for a gender policy and implementation plan for the UNCCD Science-Policy Interface (SPI)

Consultancy reference number: CCD/23/C/04

Background

Established in 1994, the United Nations Convention to Combat Desertification (UNCCD)¹ is the sole legally binding international agreement linking environment and development to sustainable land management. The vision embraced by the Convention's 197 Parties in its 2018-2030 Strategic Framework² is for "a future that avoids, minimizes, and reverses desertification/land degradation and mitigates the effects of drought in affected areas at all levels and strive to achieve a land degradation-neutral world consistent with the 2030 Agenda for Sustainable Development".

In 2017, by decision 30/COP.13, the Conference of the Parties (COP)³ of the UNCCD adopted the Gender Action Plan (GAP)⁴ recognizing that all aspects of the Convention have gender dimensions and calling for further mainstreaming of gender equality into policies and activities addressing desertification/land degradation and drought (DLDD), recognizing the differentiated impacts of DLDD on women and men⁵. In 2018, the UNCCD secretariat joined the UN System-wide Action Plan (UN-SWAP) for Mainstreaming Gender Equality and the Empowerment of Women, which defines commonly agreed standards and coordinated approaches for the UN system to reach its gender mainstreaming goals. In particular, UN-SWAP performance indicator 12 requests for the "equal representation of women in all bodies (...) Committees, Advisory Bodies and Funds linked to the entity irrespective of budgetary source"⁶. This includes science bodies as the General Assembly has recognized that full and equal access to and participation in science, technology and innovation for women of all ages is imperative to achieving gender equality and the empowerment of women.⁷

The science agenda of the UNCCD is the responsibility of the subsidiary body known as the Committee on Science and Technology (CST)⁸ and its Science Policy Interface (SPI)⁹. The SPI was established in 2013 (at COP 11) and has had its mandate renewed and refined in subsequent meetings of the COP.

The SPI works to translate current science into policy-relevant recommendations resulting from assessment and synthesis of current science. This includes collaboration with and leveraging the products of other scientific panels and bodies. The SPI produces peer-reviewed technical reports as well as science-policy briefs designed to support policy development. The SPI conducts peer-review of other scientific assessments and science-based communications. The SPI also communicates with the larger scientific community about the scientific knowledge requirements of the UNCCD.

The Work Programme of the SPI is determined by the CST, and the 25 SPI members and observer organization representatives are selected by the Bureau of the CST following an open application

¹ UNCCD website: <https://www.unccd.int/>

² UNCCD 2018-2030 Strategic Framework: https://www.unccd.int/sites/default/files/2022-02/cop21add1_SF_EN.pdf

³ UNCCD COP: <https://www.unccd.int/convention/conference-parties-cop>

⁴ UNCCD Gender Action Plan: <https://www.unccd.int/sites/default/files/documents/2018-01/GAP%20ENG%20%20low%20res_0.pdf>.

⁵ Differentiated Impacts of DLDD on Women and Men: <https://www.unccd.int/sites/default/files/2022-11/Gender%20study%20.pdf>

⁶ UN-Women UN-SWAP 2.0 Framework & Technical Guidance: <<https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/How%20We%20Work/UNSystemCoordination/UN-SWAP/UN-SWAP-2-TN-en.pdf>>.

⁷ See A/RES/70/213, paragraph 6: <https://undocs.org/A/RES/70/213>

⁸ UNCCD Committee on Science and Technology (CST): <https://www.unccd.int/convention/governance/cst>

⁹ UNCCD Science-Policy Interface: <https://www.unccd.int/science/overview>



process. During the SPI renewal process in 2019, the Bureau of the CST noted that although women were encouraged to apply in the open call text for independent scientists, less than a quarter of applicants were female.

As a response, the COP, in its decision 19/COP.15 para 1,¹⁰ requested the Bureau of the CST and the secretariat, after consulting with those intergovernmental scientific bodies and panels cooperating with the SPI¹¹, to develop a gender policy and implementation plan for the SPI whereby gender is mainstreamed, and gender parity is progressively achieved.

Objective of consultancy

Ultimate result of the service is a complete and finalized gender policy and implementation plan for the Science-Policy Interface.

Duties and Responsibilities:

Under the overall management of the Chief of the Science, Technology, and Innovation (STI) unit of the UNCCD, the scientific oversight of the Lead Scientist, the direct supervision of an assigned Officer, and through consultation with members of the SPI as well as relevant Officers of the Global Policy Advocacy & Regional Cooperation unit, the consultant will be responsible for the following duties:

- taking into consideration parallel efforts to develop a UNCCD corporate gender policy, undertake an assessment of the SPI policies, processes and work programme with a gender lens;
- assess similar undertakings of similar entities, such as those intergovernmental scientific bodies and panels cooperating with the SPI, including but not limited to the Intergovernmental Panel on Climate Change (IPCC)¹²;
- identify relevant stakeholders and undertake key respondent interviews as appropriate;
- based on the above inputs, identify specific actions to increase diversity and inclusion within or in accompaniment with current SPI policies, processes and work programme, and for mainstreaming gender in all SPI products, taking into consideration budget implications;
- formulate recommendations with a view to increasing the gender responsiveness of the SPI;
- submit a draft gender policy and implementation plan ensuring consistency and complementarity with the internal UNCCD Gender policy for the UNCCD secretariat and the Global Mechanism, currently under development;
- ensure that the gender policy and implementation plan for the SPI is designed to ensure that gender is mainstreamed in all SPI work, and that gender parity is progressively achieved;
- facilitate a discussion on the policy and plan with the SPI gender task force and update the policy and implementation plan as appropriate;
- manage the review and editing of the SPI policy and implementation plan document.

Deliverables

Key deliverables:

- ✓ Inception report designed to conceptually frame and set out the methodology and work plan for the execution of the assignment as described in these Terms of Reference to be prepared within four weeks of signing the contract. The inception report will be further informed by discussions with the UNCCD secretariat and members of the UNCCD SPI gender task force, and shall address the following: (i) scope and expectations of the assignment including comment to the Terms of Reference (ToR) if any; (ii) conceptual framework and detailed methodology (iii) preliminary outline for SPI gender policy and implementation plan (iv) work scheduling and timeframe for deliverables.

¹⁰ UNCCD decision 19/COP.15 (para 1): https://www.unccd.int/sites/default/files/2022-10/19_cop15.pdf

¹¹ See Table 2 of the Annex to UNCCD decision 18/COP.15 for a list the intergovernmental scientific bodies and panels cooperating with the SPI: https://www.unccd.int/sites/default/files/2022-10/18_cop15.pdf

¹² See the IPCC Gender Policy and Implementation Plan:

https://www.ipcc.ch/site/assets/uploads/2020/05/IPCC_Gender_Policy_and_Implementation_Plan.pdf



- ✓ Document review with the aim of identifying good practices and lessons learned drawn from the experiences of similar entities that have developed gender policy and implementation plans.
- ✓ Consultation, including key respondent interviews with key internal and external stakeholders including officers of the UNCCD secretariat stakeholders, members of the SPI gender task force, members of the CST Bureau and relevant representatives of intergovernmental scientific bodies and panels cooperating with the SPI.
- ✓ Draft of the SPI gender policy and implementation plan building on the document review and consultations, ensuring consistency and complementarity with the internal UNCCD Gender policy for the UNCCD secretariat and the Global Mechanism, currently under development.
- ✓ Solicitation of reviewer comments and incorporation of these into the final draft in consultation with the SPI gender task force and appropriate officers of the UNCCD secretariat.
- ✓ Final draft of the SPI gender policy and implementation plan.

Contractual terms

The service of the selected consultant is estimated to be for a period of 12 months (part-time). Start date as soon as possible but no later than first week of March 2023. The consultancy is home based. Travel is planned under this consultancy and will be organized and paid separately. Contract is based on deliverables and payment is defined by outputs whereby the first instalment covers output 1, the second outputs 2-4, and the third outputs 5-6.

All products developed and delivered through this consultancy shall remain the exclusive property of the UNCCD secretariat and shall not be divulged and/or used without prior written authorization. Participation by the consultant in authorship of publications derived from this work, including the technical report and any other publications, is encouraged, under agreement of any co-authors as well as the UNCCD Lead Scientist, and if the contribution of the consultant and any other co-authors meets the criteria of ICMJE Role of Authors and Contributors¹³.

Requirements

- Master's degree in social science, gender studies, organizational behaviour, strategic planning, or a relevant academic field.
- Proven experience at least 5 years working in gender equality and women's empowerment.
- Proven record of excellent corporate writing and technical writing skills, including the production of gender equality products.
- Previous experience in conducting gender audits and developing gender policies.
- Proven experience in leading and facilitating workshops.
- An ability to synthesize and present complex information in an understandable, systematic manner.
- Experience in developing sectoral gender mainstreaming policies such as in scientific environments is desired.
- Proven experience using collaborative work environments such as MS Teams and MS SharePoint.
- Work experience on gender equality in the UN system will be an asset.
- Excellent and demonstrated writing skills and fluency in English is required.

Special notice

Only individuals who can act as independent, individual economical operators are qualified to apply. Individuals who can provide their services only on account of an institution or enterprise not in their individual capacity are not eligible under this procedure.

Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations Secretariat and will not be entitled to

¹³ ICMJE Defining the Role of Authors and Contributors <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>



benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultant and individual contractor is responsible for determining tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

Submission of application

The following documents should be sent to staffing@unccd.int as **one document**: UNCCD Personal History Form¹⁴ /CV and cover letter, specifying the following in the email subject line: **CCD/23/C/04**.

The deadline for applications is **28 February 2023**. Only applications submitted by the deadline and with complete documentation will be taken into consideration.

Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Please address your application as indicated above and please do not address or copy your application to an individual at the Secretariat or Global Mechanism. Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful.

Date of issuance: 01 February 2023

¹⁴ UNCCD P-11 form in electronic fill-in .pdf OR .docx format available: <https://www.unccd.int/about-us/secretariat/vacancies/applying-unccd>