

TERMS OF REFERENCE

GENDER SPECIALIST FOR THE UNESCO-ADAPTATION FUND GLOFCA PROJECT

Responsible unit: Natural Sciences
Type of the Contract: Contract for Individual Consultants
Duration: 1 July 2025 – 25 December 2025

In the framework of the UNESCO-Adaptation Fund project “Reducing vulnerabilities of populations in the Central Asia region from glacier lake outburst floods in a changing climate” (GLOFCA), under the overall authority of the Director of the UNESCO Regional Office in Almaty and the direct supervision of the GLOFCA Project Officer, the Gender Specialist will ensure effective integration of gender perspectives in all aspects of the project, promote inclusivity and oversee gender-sensitive reporting, monitoring and implementation. The Contractor should undertake the following tasks:

I. TASKS

1. Undertake a comprehensive assessment:

- 1.1 Conduct an in-depth assessment of the current gender equality practices and documents within the project.
- 1.2 Identify existing gaps, challenges and opportunities for improvement in mainstreaming gender equality.

2. Review and refine the GLOFCA Gender Action Plan:

- 2.1 Update a strategy with clear objectives, targets, and actions to enhance gender equality within the project.
- 2.2 Provide detailed recommendations for integrating gender-responsive approaches into the project activities, policies, reporting, and decision-making processes.
- 2.3 Provide guidance on mainstreaming gender perspectives across all project components.
- 2.4 Revise and update the GLOFCA Gender Action Plan in coordination with the project staff and partners, incorporating feedback from gender assessments and project outcomes to ensure its continued relevance and effectiveness.

3. Oversee the implementation of the GLOFCA Gender Action Plan:

- 3.1 Ensure that project activities and interventions promote the meaningful participation of women and address their specific needs.
- 3.2 Develop and maintain a gender-responsive monitoring and evaluation framework to track progress and identify areas for improvement.
- 3.3 Strengthen and support the collection and analysis of sex- and gender-disaggregated data and indicators to effectively assess the impact of project activities on different gender groups and adjust strategies accordingly.

4. Coordinate closely with the project Communications Assistant and the project Safeguards Expert (once hired) on project implementation, reporting, monitoring, evaluation, and communication:

- 4.1 Promote gender-sensitive communication using existing channels.

- 4.2 Facilitate access to knowledge on climate change adaptation and disaster risk reduction (DRR) for women.
 - 4.3 Develop outreach and knowledge-sharing strategies to ensure meaningful participation and representation of women.
 - 4.4 Encourage awareness and promotion of gender equality among project staff and partners.
 - 4.5 Provide training and capacity-building opportunities on gender-responsive decision-making to project stakeholders/staff.
- 5. Perform additional tasks as assigned by the Project Officer to support the project's gender equality objectives and activities.**

II. QUALIFICATIONS

The Gender Specialist will be recruited based on the following qualifications

- Master's degree in gender studies, gender and development, environment, sustainable development, international relations, international studies, public administration, management, or any related area.
- Demonstrated understanding of issues related to gender and sustainable development; at least 3 years of practical working experience in gender mainstreaming, women's empowerment or sustainable development in relevant Country/Region/Area of Work.
- Experience in gender issues in Central Asia.
- Strong understanding of gender-responsive planning, monitoring, and reporting.
- Previous experience with UN projects and/or AF-funded projects will be a definite asset.
- Demonstrated understanding of the links between sustainable development, social and gender issues.
- Experience in gender-responsive capacity building.
- Experience with project development and results-based management methodologies is highly desired/required.
- Excellent analytical, writing, advocacy, presentation, and communications skills.
- Excellent language skills in English language and very good working proficiency in Russian language (writing, speaking and reading).

Competencies

- Culturally sensitive with friendly and effective communication skills, conducive to impactful presentations, networking, and building trust necessary for task completion.
- Ability to cultivate strong relationships with stakeholders, focusing on stakeholder impact and results, and responding positively to feedback; consensus oriented.
- Highly developed interpersonal, negotiation, and teamwork skills, with the ability to thrive in a multicultural environment.
- Demonstrated excellence in communication and interpersonal skills.
- Extensive experience in implementing gender-related technical activities in collaboration with various subnational stakeholder groups, including communities and government entities.
- Proficient in drafting, presenting, and reporting skills.

- Sound understanding of the political, socio-economic, and environmental context relevant to the Central Asian protected area system, particularly from a gender perspective.
- Excellent written and verbal communication skills in both English and Russian languages.

Experience

- Master's degree in gender studies, gender and development, environment, sustainable development, international relations, international studies, public administration, management, or any related area.
- Minimum of 3 years of experience conducting gender assessments and mainstreaming in projects within environmental or public sector initiatives.
- Understanding of environmental issues, climate change impacts, water vulnerability challenges, and opportunities for resilience building.
- Fluency in English and Russian (both oral and written) is mandatory, with strong written and presentation skills using clear and concise language.

III. DELIVERABLES

- 1) **Deliverable 1 by 21 August 2025:** Comprehensive Gender Assessment Report and updated GLOFCA Gender Action Plan: revised, incorporating new insights and feedback (Tasks 1-2).
- 2) **Deliverable 2 by 25 September 2025:** Monitoring and Evaluation Framework, including tools and indicators for measuring progress on gender equality and gender mainstreaming across all project components, accompanied by a consolidated progress report on the implementation of the GLOFCA Gender Action Plan and gender data collection (Task 3).
- 3) **Deliverable 3 by 17 November 2025:** Report on Gender-Sensitive Communication Strategy as well as completed capacity-building activities (Task 4).

IV. REPORTING

Report directly to the GLOFCA Project Officer and collaborate closely with project staff to integrate and monitor gender-responsive actions.

V. APPLICATION PROCESS

Please send the following documents to apply:

- An up-to-date curriculum vitae.
- A statement indicating how the candidate's qualifications and experience make him/her suitable for the assignment.
- An indication of the approach the candidate would adopt to carry out the assignment, including any inputs that may be required from UNESCO.
- The overall cost of the assignment should be expressed as an overall lump-sum.

The proposals and any supporting documents should be in English. The proposals should be submitted by e-mail not later than **5 June 2025** to d.zhunissova@unesco.org

Should you be interested in this work assignment, please send us your written proposals by indicated deadline.

We would be also grateful for further sharing of this call with other suitable candidates through your professional networks.