

MODEL TERMS OF REFERENCE / PROCUREMENT NOTICE FOR A GENDER AND BIODIVERSITY EXPERT

LIMITED EDITION

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COVER PHOTO

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ABOUT THE PROJECT

Through the project *Accelerating Systemic Change for Gender Equality and Biodiversity Conservation through NBSAPs*, Antigua and Barbuda, Comoros, Costa Rica, Eswatini, Tajikistan, Thailand and Togo led national co-creation processes to strengthen gender-responsive biodiversity planning and implementation. Countries undertook activities that enhanced institutional capacities, deepened understanding of the gender-biodiversity nexus, identified gender and biodiversity priorities, and strengthened the participation and leadership of women in all their diversity.

Practical experiences and lessons learned from the seven countries informed the development of the Gender and Biodiversity Resource Collection, comprising the *Practical Guide: Co-Creating National Gender-Responsive Biodiversity Action* and a set of accompanying tools and templates to support countries seeking to strengthen gender-responsive biodiversity action in their own contexts. Together, these resources contribute to global knowledge exchange and support implementation of the Kunming-Montreal Global Biodiversity Framework, particularly Targets 22 and 23 as well as the CBD Gender Plan of Action (2023–2030).

The project was funded by the Government of Canada and implemented by the NBSAP Accelerator Partnership, in partnership with the United Nations Development Programme (UNDP), the United Nations Environment Programme (UNEP), and Bioversity International (as part of the Alliance of Bioversity International and CIAT), in collaboration with the Secretariat of the Convention on Biological Diversity (CBD).

PROJECT RESOURCES

https://nbsapaccelerator.org/gender-and-biodiversity/

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Photo: Neil Palmer/CIAT

MODEL Terms of Reference/Procurement Notice for a Gender and Biodiversity Expert

Services/Work Description: Accelerating gender-responsive implementation of the KM-GBF

Consultancy Title: Gender and Biodiversity Expert

1. BACKGROUND

Gender equality is central to the effective implementation of the Convention on Biological Diversity's (CBD) Kunming-Montreal Global Biodiversity Framework (KM-GBF), adopted by Parties in December 2022.

The KM-GBF highlights that the successful implementation of the Framework will depend on ensuring gender equality and the empowerment of women and girls and reducing inequalities. This commitment is reflected most clearly in KM-GBF Targets 22 and 23. Target 23 establishes a first-ever standalone global biodiversity target on gender equality, calling on Parties to "ensure gender equality in the implementation of the Framework through a gender-responsive approach, where all women and girls have equal opportunity and capacity to contribute to the three objectives of the Convention, including by recognizing their equal rights and access to land and natural resources and their full, equitable, meaningful and informed participation and leadership at all levels of action, engagement, policy and decision-making related to biodiversity." Complementing this, Target 22 emphasizes the inclusive participation and representation of women, indigenous peoples and local communities (IP&LCs), in biodiversity governance. Together, these targets position gender equality as a cross-cutting enabler essential to achieving all goals and targets of the Framework.

Additionally, at COP 15, Parties to the Convention adopted the CBD Gender Plan of Action (2023–2030) under Decision 15/11. The Plan applies a human rights-based approach to advancing gender equality in biodiversity action. It sets out three expected outcomes, 14 objectives and 30 indicative actions to support gender-responsive implementation of all KM-GBF goals and targets. These global commitments are relevant to the rights, livelihoods and well-being of women and girls. Women often play essential roles in managing land, water, forests, fisheries, agriculture and other biodiversity-dependent resources and livelihoods, while facing persistent inequalities in access to and control over natural resources, finance, information, technologies and decision-making.

Addressing these inequalities can strengthen women's rights and opportunities while improving the relevance, equity and effectiveness of biodiversity policies and programmes.



Photo: Neil Palmer/CIAT

The *[choose as appropriate: revision/updating/ implementation]* of National Biodiversity Strategies and Action Plans (NBSAPs) and, where relevant, the development of a national Gender Plan of Action or equivalent roadmap for NBSAP implementation, presents an opportunity to translate these commitments into national action.

This consultancy should respond to the country's specific implementation context and challenges, including *[insert key national challenges here, e.g., limited sex-disaggregated evidence; uneven institutional capacity and coordination; gaps between national gender commitments and biodiversity programming; barriers to the meaningful participation and leadership of women in all their diversity; and limited financing, accountability or monitoring arrangements for gender-responsive action]*. It should be explicitly grounded in the country's NBSAP and other relevant national policies, strategies, legal frameworks and commitments on gender equality, women's rights, biodiversity and sustainable development, including: *[insert relevant national instruments and commitments*].

Specifically, the current phase of *[choose as appropriate: revision/updating/implementation]* of the NBSAP represents an opportunity to:

- Strengthen the capacities of, and coordination among, all relevant stakeholders involved in gender equality and biodiversity within the NBSAP revision, updating and implementation.
- Review the gaps and strengths of actions taken to promote gender equality and women's empowerment related to the country's biodiversity agenda.
- Conduct multistakeholder participatory consultations at subnational and national levels to understand differentiated realities, priorities, barriers and opportunities and use these findings to identify high-ambition commitments and practical measures to strengthen gender equality and women's empowerment outcomes in the biodiversity agenda.
- Propose gender-responsive and gender-transformative actions for nature that recognize and promote women's environmental knowledge, stewardship and leadership, reduce prevalent gender inequalities and contribute to national biodiversity objectives.

2. OBJECTIVE

[Organization/institution name] is seeking to recruit a Gender and Biodiversity Expert to deliver activities that contribute to gender-responsive NBSAP *[choose one or more: revision/updating/implementation] [choose if relevant: and development of a national Gender Plan of Action]*. The objective is to strengthen the evidence, capacities, participation, coordination and concrete actions needed to integrate gender equality into biodiversity policy and implementation. The assignment will combine research and analysis with a sequenced participatory process that connects subnational realities and priorities with national-level planning and decision-making. It will support the KM-GBF's whole-of-government and whole-of-society approach and the co-design, validation and uptake of actions for gender-responsive NBSAP implementation.


Photo: Neil Palmer/CIAT

3. SCOPE OF WORK

The scope of this consultancy is to provide technical expertise on gender and biodiversity to *[organization/ institution name]* and deliver activities that contribute to gender-responsive NBSAP *[choose one or more: revision/ updating/implementation] [choose if relevant: and development of a national Gender Plan of Action]*. The activities below should be implemented as a connected and iterative process: evidence gathering and actor mapping should inform inclusive subnational consultations; findings from these consultations should be brought into national-level dialogue and decision-making; and the resulting actions, targets, indicators and implementation roadmap should be validated with relevant stakeholders. Adequate time and resources should be allocated to enable full, effective, equitable and meaningful participation, including of groups that are often underrepresented, such as women from IP&LCs. The consultant will work closely with the relevant project manager, implementation partners and other key partners to support and/or deliver the following activities:

Activity 1: Conduct a Gender and Biodiversity Analysis

Conduct research and analysis on gender and biodiversity in the national context. This should include: (i) a review of available sex-, age- and other relevant disaggregated data and statistics; (ii) a review of relevant national and subnational policies, laws, strategies, plans, programmes, budgets and institutional arrangements; (iii) an inventory or mapping of existing gender-responsive biodiversity initiatives, assessments, tools and institutional mechanisms; and (iv) relevant case studies, evaluations and documented good practices and lessons learned. The analysis should assess gender-differentiated roles, impacts, benefits, barriers and opportunities across biodiversity-related sectors and actions. It should examine, as relevant, access to and control over land and natural resources; biodiversity-dependent livelihoods such as agriculture, forestry and fisheries; access to finance, information, services and technologies; participation and leadership in environmental decision-making and biodiversity governance; and the knowledge, stewardship and agency of women and girls. The consultant should identify critical data gaps and, where feasible and appropriate to the assignment, gather additional primary data through surveys, interviews, focus groups or other participatory methods. The analysis should establish or propose baseline information that can inform priorities, targets, indicators, monitoring and future assessment of gender-responsive NBSAP implementation.

Activity 2: Identify and map relevant actors

Identify and map relevant stakeholders at the gender and biodiversity nexus across national, subnational and local levels. These should include, as relevant: gender focal points and key staff from ministries and agencies responsible for environment, biodiversity, agriculture, land, fisheries, forestry and gender; local governments; women's organizations and networks; IP&LCs, including women and men in all their diversity; youth organizations; organizations representing persons with disabilities and other marginalized groups; civil society organizations; research institutions; private-sector actors; and national and local gender and biodiversity experts. The mapping should apply an intersectional lens, considering how gender intersects with age, indigenous identity, ethnicity, disability, socio-economic status, geographic location and other context-relevant factors. It should assess actors' roles, influence, potential contributions, strengths, representation gaps and capacity-development needs. The mapping should provide the foundation for meaningful participation at different levels: subnational engagement should surface lived realities, needs, barriers and priorities, while national engagement should use this evidence to shape and decide on actions to be implemented at national, subnational and local levels.

Activity 3: Convene and engage

Develop a consultation methodology and detailed engagement plan, prioritize stakeholder groups based on the actor mapping and national context, and design, organize, facilitate and document a sequenced series of consultations, focus groups and/or workshops with relevant actors, including decision-makers, at subnational and national levels. The engagement plan should specify which groups need to participate at each stage and why, and use methods that enable the full, effective, equitable and meaningful participation of women and girls in all their diversity. Particular attention should be given to groups that are traditionally marginalized or underrepresented, with consultation participation documented using sex-, age- and other context-relevant disaggregation. Where needed, the consultant should recommend measures to address practical participation barriers, such as timing, location, accessibility, language, care responsibilities, travel or digital access. The consultant should synthesize and document findings, priorities and points of agreement or divergence, and show how subnational findings are carried into national-level deliberations, prioritization and validation. The events should cumulatively fulfil the following purposes:

- Deepen, refine and/or validate the Gender and Biodiversity Analysis.
- Enable participatory assessments of gender gaps and effective measures that would enable equal access to resources, services and technologies for the governance, conservation and sustainable use of biodiversity.
- Compile best practices, lessons learned and gaps in gender-responsive implementation, monitoring and reporting of the NBSAP.
- Develop gender-responsive and gender-transformative biodiversity actions.
- Prioritize and validate key gender-responsive actions that align with the NBSAP.
- Develop knowledge and capacities of multiple actors on gender and biodiversity.
- *[Insert others, as relevant.]*

Activity 4: Build capacities for gender-responsive biodiversity implementation

Based on the stakeholder mapping, analysis and identified capacity gaps, design and deliver targeted capacity-building activities and practical materials for relevant national, subnational and local actors. Activities should strengthen the knowledge and skills needed to integrate gender equality into biodiversity planning, implementation, budgeting, monitoring and reporting, and to identify and advance gender-responsive and, where appropriate, gender-transformative actions. Capacity-building should be tailored to participants' roles and should include a simple approach for documenting participation, learning and remaining capacity needs.

Activity 5: Develop and validate recommendations and a Gender Plan of Action/ implementation roadmap

Based directly on the Gender and Biodiversity Analysis, available data and evidence and the priorities and needs voiced through consultations, develop a final synthesis report and a practical Gender Plan of Action, action plan or implementation roadmap, as appropriate to the national context. The synthesis should summarize key findings and messages from the analysis and consultations, including gender-differentiated access to land, natural resources and biodiversity-dependent livelihoods; barriers to participation and leadership in environmental decision-making and biodiversity governance; systemic inequalities affecting rights, resource access and benefits; and relevant sex-, age- and other disaggregated baseline data and data gaps. The proposed plan should set out concrete, prioritized gender-responsive and, where appropriate, gender-transformative actions linked to the NBSAP; expected results; responsible actors and implementation levels; targets and gender-responsive indicators; monitoring and reporting arrangements; indicative timelines; capacity needs; indicative budget and financing and resource-mobilization considerations; and mechanisms for coordination and accountability. Recommendations and the plan should be reviewed and validated by key stakeholders, including representatives of groups consulted at subnational level, before finalization.

Activity 6: Support awareness-raising, dissemination and uptake

Develop and support context-appropriate communication and awareness-raising activities to disseminate the validated Gender Plan of Action / implementation roadmap and facilitate its uptake by national, subnational and local actors. Materials and events should translate technical content into accessible, non-technical formats tailored to intended audiences, including communities and implementing actors. Where relevant, materials or engagement should be provided in local languages and accessible formats.

Activity 7: Support resource mobilization for gender-responsive implementation

Identify financing and resource-mobilization opportunities for implementation of the prioritized gender-responsive and gender-transformative actions, including relevant domestic public financing, international funds, development funds and other appropriate sources. Estimate or consolidate indicative resource needs for priority actions and identify financing gaps. Where appropriate to the assignment, support the preparation of concept notes, proposals, investment cases or other resource-mobilization materials, and recommend practical next steps for integrating gender commitments into relevant financing and implementation processes.

4. DELIVERABLES

a. Inception report and research plan, including methodology, sequencing of activities, data needs, engagement plans and detailed workplan.

b. Gender and Biodiversity Analysis, including disaggregated baseline information, key data gaps and implications for NBSAP planning, implementation, monitoring and reporting.

c. Multilevel stakeholder map and engagement strategy, applying an intersectional lens and identifying representation and capacity gaps.

d. Detailed engagement and consultation plan, including measures to enable full, effective, equitable and meaningful participation.

e. Subnational and national consultation and validation events, with consultation tools/methodology and concise documentation of participants, findings, priorities, points of agreement or divergence and how subnational inputs are carried into national-level planning and validation.

f. Capacity-building activities and practical materials, with concise documentation of participants, learning and remaining capacity needs.

g. Final synthesis report and validated Gender Plan of Action or implementation roadmap, including prioritized actions, targets and indicators, responsibilities, timelines, monitoring arrangements, indicative budget and financing considerations.

h. Accessible dissemination/awareness-raising materials and/or event(s) to support uptake at national and subnational/local levels.

i. Resource-mobilization recommendations identifying financing opportunities, indicative resource needs and gaps, and, where appropriate, concept notes, proposals, investment cases or other supporting materials.

5. INDICATIVE WORKPLAN AND TIMELINE

The assignment should allow sufficient time for evidence gathering, multilevel consultation, iterative drafting and stakeholder validation. As an indicative model, the table below provides a tentative timeline for a 16-week assignment. The final schedule should be adapted to the national context, geographic scope, number of consultations, logistical and accessibility considerations and available resources.

Activity	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16
Inception and planning	X	X														
Gender and Biodiversity Analysis and stakeholder mapping		X	X	X	X	X										
Subnational consultations					X	X	X	X	X							
Capacity-building and practical materials							X	X	X	X	X	X	X			
National synthesis, co-design and prioritization									X	X	X	X				
Resource mobilization and financing recommendations											X	X	X	X	X	X
Drafting and validation of Gender Plan of Action or roadmap												X	X	X	X	
Finalization and dissemination and uptake															X	X

6. EXPERIENCE AND QUALIFICATIONS

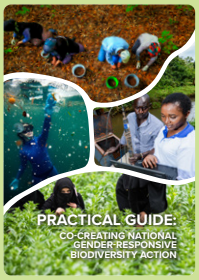
- Master's degree or higher in Gender Studies, Environment, Sustainable Development, International Development or a related field, or at least five (5) years of equivalent relevant professional experience in-country.
- Demonstrated experience conducting gender research and analysis and applying evidence to policy or programme design. Proven experience in gender mainstreaming, policy development and project or programme cycle management, including experience developing and/or implementing gender strategies or action plans at institutional or national level.
- Experience working on related policy and programmatic issues with a range of stakeholders, including national and subnational/local governments and civil society organizations, in the country. Demonstrated understanding of biodiversity conservation, sustainable use and/or natural resource management in practice, and familiarity with the CBD, the KM-GBF and NBSAP processes.
- Excellent facilitation, participatory engagement, and communication skills. Fluency in *[insert official/national language]* is required; proficiency in relevant local language(s) is *[choose one: required/an asset]*, depending on the consultation context.



ABOUT THE RESOURCE COLLECTION

This tool is part of a collection of gender and biodiversity resources that accompanies the *Practical Guide: Co-Creating National Gender-Responsive Biodiversity Action*. The practical tools and templates can be used in sequence or on their own to provide detailed 'how-to' guidance to strengthen gender-responsive biodiversity planning and implementation.

The Practical Guide and the suite of tools can be accessed directly: https://nbsapaccelerator.org/gender-and-biodiversity/

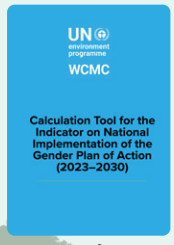


Practical Guide: Co-Creating National Gender-Responsive Biodiversity Action

Suggests a flexible five-step process with tools to support each stage and country experiences that illustrate how elements of the process have been applied in different national contexts.

Calculation Tool for the Indicator on National Implementation of the Gender Plan of Action (2023–2030)

Supports countries to track progress against 18 indicative actions and identify gaps and opportunities for action.



Gender and Biodiversity Analysis: Illustrative Outline

Offers an indicative report outline for a gender and biodiversity analysis, with accompanying guidance on what evidence to collect and analyze.



Participatory Inquiry Exercises for Co-Creating Gender-Responsive Biodiversity Action with Local Communities

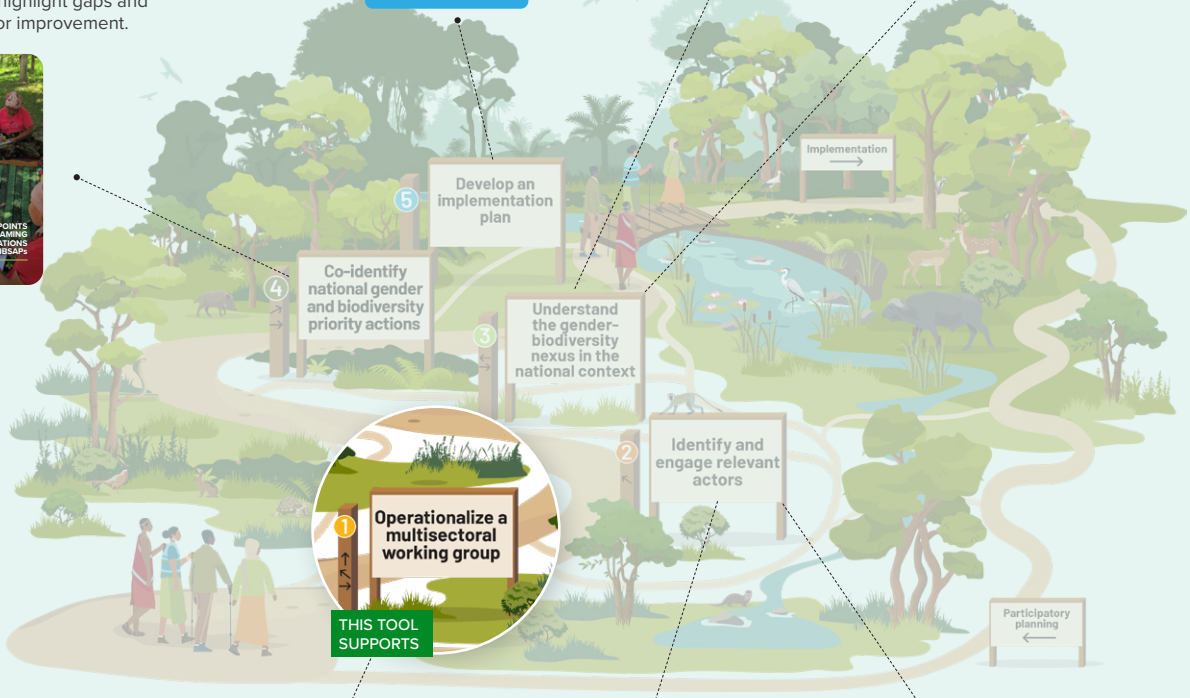
Provides three sequential exercises to explore biodiversity challenges, their root causes, and possible actions with local communities.



Entry Points for Mainstreaming Gender Considerations into NBSAPs

Presents a practical reflection tool to identify where gender considerations are integrated in a country's NBSAP and to highlight gaps and opportunities for improvement.





Scan here for Resource Collection:



Model Terms of Reference/ Procurement Notice for a Gender and Biodiversity Expert

Provides a ready-to-use, adaptable template for procuring relevant expertise.



Actor Analysis for Gender-Responsive Biodiversity Action

Helps identify who to engage, why they matter and barriers to their participation.



Inclusive Participatory Approaches: A Facilitator's Guide

Offers practical strategies for supporting full and effective participation before, during and after participatory processes.

