Terms of Reference

State of Gender Equality and Climate Change
National Assessment Report in Cambodia

Grounded in the vision of equality enshrined in the Charter of the United Nations, UN Women works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality for women, men, and persons of diverse gender identities as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

UN Women and UN Environment Programme, with the support from the Swedish International Development Cooperation Agency (Sida) are implementing the project “EmPower – Women for Climate Resilient Societies”. The project is being implemented in Bangladesh, Cambodia and Viet Nam and at the regional level in Asia and the Pacific. The project duration is April 2018 to December 2022. It envisions women and marginalized groups in Asia and the Pacific becoming more resilient to the adverse impacts of climate change and disasters. The proposed activities outlined in this Terms of Reference will be implemented as part of the EmPower Project.

I. Background

The issue of climate change is a major concern in Asia and Pacific as the region is one of the most at-risk regions in the world to the impacts on climate change. While climate change will spare no one, evidence shows that certain social groups within the region experience more severe impacts than others. In Asia and the Pacific, structural systems and institutionalized gender inequality mean that women and girls enjoy fewer rights than men, consequently increasing their vulnerability to climate change impacts relative to men and boys.

The Paris Agreement, the Sendai Framework and the Sustainable Development Goals have galvanized political awareness and commitment to address climate change and disasters respectively and in recent years profound importance is being given to gender equality. Cambodia, as a member of the ASEAN sub-region follows the regional policy process, including the ASEAN Community Vision 2025 that states the commitment of ASEAN Member States for equitable opportunities for all, sustainable environmental protection and to work towards resilience to disasters and climate change. Moreover, to ensure a gender-responsive implementation of the ASEAN Community Vision 2025 and Sustainable Development Goals, ASEAN committed to mainstreaming gender considerations in policies and plans implementations, and to support gender mainstreaming across all sectoral bodies of the three ASEAN pillars.

Knowledge and literature relevant to the topic of climate change impacts, from national, regional and global levels, have been produced and published worldwide. This has further informed national policy makers and provided recommendations for necessary actions required. Examples are the reports of the Intergovernmental Panel on Climate Change and the ASEAN report on the State of Climate Change in ASEAN Region.
However, there are gaps in understanding the in-depth country-specific dimensions of the interlinkages between climate change impacts and gender equality. Practitioners are often guided by assumptions and generalizations and face challenges to assess the climate vulnerabilities of men and women. Without available sex-disaggregated data, analysis and evidence on gender-related aspects in relation to key mitigation and adaptation sectors remain limited.

II. Objective

The overall objective of this assignment is to prepare a national report on interlinkages of gender equality and climate change in Cambodia. The report will aim to:

a) Strengthen country-driven processes to present more evidence on national linkages between gender equality and climate change and analyze gendered impacts of climate change in the key climate change adaptation and mitigation sectors;

b) Assist in reporting information under the Enhanced transparency framework of the Paris Agreement as well as other reporting processes relating to climate change and gender equality, such as General Recommendation No. 37 of the Convention on elimination of all forms of discrimination against women (CEDAW);

c) Contribute to the process of review and implementation of the nationally determined contribution (NDC) under the Paris Agreement by strengthening the NDC preparation and implementation processes through inclusion of gender equality;

d) Recommend areas for further policy work and research and the ways to enhance gender analysis and integration of gender equality considerations in climate-relevant policy areas.

III. Scope of Work

The expected outcome is preparation of a national assessment report, which should become “a tool” to raise awareness about benefits, advantages and need for gender-responsive climate action, analyze gendered impacts of climate change and suggest ways to enhance and mainstream gender equality into climate-relevant sectoral policies. In addition, the assessment report could assist Cambodia with the readiness for new gender-responsive climate finance projects and lay the foundation for preparation of such climate financing projects that promote equitable benefits.

The assessment report will include the following information, but may not be limited to the below:

a) Information on relevant national circumstances, legal framework and institutional arrangements relating to gender and climate change;

b) Information on integration of gender equality in climate change policies;

c) Overview of climate change impacts and vulnerabilities from a gender point of view;

d) Findings of gender assessments and analysis using sex-disaggregated data;

e) Recommendations for further policy work, research and other ways to integrate gender in most significant climate change adaptation and mitigation sectors.
The above-mentioned areas of assessment should be supported by statistical data, maps, charts and other visuals.

The assessment reports should be prepared using existing metadata, official information, statistical bulletins, grey literature and national reports as well as reports prepared by international and UN organisations and other well-reputed sources. The authors are invited to use literature published in national languages and in English. Among the recommended sources of information are: national communications to UNFCCC, biennial update reports, National SDG framework, GHG inventory submissions (if any), national assessment reports for Beijing+25 review, national and regional human development reports on relevant topics, Global Environment Outlooks, state of environment reports and other technical reports prepared in the recent past. The authors are encouraged to undertake independent analysis, information collection and review building on existing data and information.

The assessment would require targeted desk review work supported by peer group meetings, expert consultations, interviews and other means of data collection and analysis.

IV. Specific Tasks

1. Conduct background analysis:
   a) Undertake situation analysis to determine the country needs, priorities, current climate change policies and capacities in mainstreaming gender into climate action, including data analysis;
   b) Take into account the national NDC process;
   c) Develop annotated outline for Cambodia based on the recommended generic outline, including selection of sectors for in-depth analysis;
   d) Organise consultations or peer meetings among relevant stakeholders representing government, national research institutions, statistics bodies, academia and others.

2. Develop scope and content of the assessment report:
   a) Develop scope and content for the assessment, based on the annotated outline, available data and feedback from the EmPower project team;
   b) Collect data/information on state of gender equality and climate change at the national level and in the selected sectors;
   c) Develop a zero draft. The zero draft will include data and analysis on gender issues and impact in the selected sectors, taking into consideration existing national climate change policies/institutions and international frameworks, and policy recommendation.

3. Organize national drafting meetings:
   a) Convene face-to-face or online authors meetings, as needed, to discuss the progress in drafting, collection of data and development of the assessment;
   b) Organise national consultations to gather inputs to the agreed sections in the assessment.
4. **Draft the assessment report:**
   a) Lead the production of the full draft report, based on agreed zero drafts of specific chapters, contributions/inputs from partners and authors, available data and information from credible sources. Draft will include the draft design of infographics and other visual presentations;
   b) Compile document;
   c) Conduct review and finalization of sections.

5. **Finalize the assessment report:**
   a) Facilitate the peer review, including inputs from the EmPower project team;
   b) Finalize document, contribute to the official formatting and language editing\(^1\)

V. **Starting and Ending Dates for Implementation of the Activities:**
   March – December 2020

VI. **Expected Deliverables**

<table>
<thead>
<tr>
<th>Deliverables/Outputs</th>
<th>Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annotated outline of work plan</td>
<td>15 Apr 2020</td>
</tr>
<tr>
<td>Revised outline of the final report by including feedback from national stakeholders during national consultation</td>
<td>15 May 2020</td>
</tr>
<tr>
<td>Draft analysis submitted on gendered impacts of climate change in chosen adaption and mitigation sectors</td>
<td>01 Jul 2020</td>
</tr>
<tr>
<td>Draft assessment submitted on integration of gender equality in response to climate change adaptation and mitigation to climate change in energy, agriculture, water and transport sectors (delete), based on data collected on climate impacts, gendered impacts, climate vulnerability, policy measures and opportunities</td>
<td>31 Aug 2020</td>
</tr>
<tr>
<td>Recommendations for policy considerations submitted, especially in the context of Agenda 2030, Paris Agreement, Nationally Determined Contributions (NDCs) and National Adaptation Plans (NAPs)</td>
<td>01 Sep 2020</td>
</tr>
<tr>
<td>Draft research report “State of Gender Equality and Climate Change in Cambodia” submitted</td>
<td>01 Oct 2020</td>
</tr>
<tr>
<td>National consultation and expert peer-review organised</td>
<td>15 Oct 2020</td>
</tr>
<tr>
<td>Final draft submitted to UN Women for layout and design</td>
<td>01 Dec 2020</td>
</tr>
<tr>
<td>Submission of final progress and financial report</td>
<td>15 Dec 2020</td>
</tr>
</tbody>
</table>

\(^1\) Final layout of the product to be covered by the EmPower team
VII. Minimum Requirements

A. Qualifications of the Organization:
The contractor engaged to undertake the assignment must fulfil the following requirements:
- Must be a legally registered entity;
- Applying entity must not be politically affiliated;
- Registered for profit or not-for-profit entities are eligible to submit proposals;
- At least 5 years previous experience in conducting surveys, research and studies at the local, national, and/or international level;
- Applying entity with previous experience in conducting research on issues related to gender equality is a requirement; experience conducting research on gender and climate change will be considered an asset.

B. Qualifications of Key Personnel:
The assessment reports will be prepared by a group of experts with a balanced mix of expertise and background working on research and policy relating to women’s issues, gender, climate change, intergovernmental processes on gender and climate and other areas. More specific expertise may be required in sectors, such as energy, agriculture, transport, waste, water management, natural disasters and others, depending on the sectors selected for the analysis and assessment. It is important to engage statisticians working on sex-disaggregated data. It is recommended that at least 3 national experts are engaged in writing the report.

1. The overall team leader should have:
   - Master’s degree(s) in gender, environmental studies, development, climate change, international relations on gender and climate or related fields;
   - A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the master’s university degree;
   - Minimum of 5 years relevant experience in the area of policy and/or programming in gender equality, climate change, with field experience in Asia and the Pacific strongly preferred;
   - Demonstrated experience designing and conducting research on gender equality and women’s empowerment, with a track record of successfully leading teams of researchers an asset.
   - Excellent communication and writing skills in English.

2. Any team members should have:
   - At least secondary education;
   - Demonstrated experience in research on gender equality and/or disaster risk reduction.
VIII. Roles and Responsibilities of the Parties

UN Women will provide technical guidance, where possible. The Contractor shall be required to bear all the related costs and work independently to successfully achieve the end results.

A. The Contractor will be responsible for following costs:
   o Professional fee must be quoted in lumpsum amount per deliverable. The lumpsum amount must be detailed of how professional fee of each team member is calculated;
   o Travel costs for proposed field missions for all team members;
   o Indirect costs, such as translators or designers, should be included in the financial proposal.

B. UN Women will be responsible for the following costs:
   o Copyediting of the report in line with UN Women guidelines;
   o Layout and design of the assessment report in line with UN Women guidelines;
   o Costs relating to the launch and dissemination of the research.

IX. Communication and Reporting Obligations

The Contractor will report to the UN Women Regional Gender and Climate Change Specialist and will work closely with the UN Women Gender and Climate Change Team.

X. Submission of Application

1. Updated CVs for the team members
2. Company profile
3. Company registration
4. Technical Proposal
5. Financial Proposal/Quotation with breakdown of budget lines as per required deliverables.

❖ The quotation shall specify a lump sum amount breaking down the professional fee for each deliverable, travel and other related cost.