



ANNEX II: TERMS OF REFERENCE

UfM Community of Practices on the nexus Gender and Climate Change - 30 - PRO535SCA-2024

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1. BACKGROUND INFORMATION

1.1. Partner country

N/A

1.2. Contracting Authority

The Secretariat of the Union of the Mediterranean (UfM Secretariat).

1.3. Relevant background

- The Union for the Mediterranean (UfM) is an intergovernmental organisation of 43 Member States created on 13 July 2008 at the Paris Summit for the Mediterranean. It was launched as a continuation of the Euro-Mediterranean Partnership (Euro-Med), also known as the Barcelona Process. The Secretariat of the UfM was created by a decision of the UfM Heads of State and Government on 4 November 2008 in Marseille.
- The UfM constitutes a framework for political, economic and social relations between the European Union and the Southern and Eastern Mediterranean countries and is inspired by the goals set out in the Barcelona Declaration, namely working towards the creation of an area of peace, stability, security and shared economic prosperity, as well as full respect for democratic principles, human rights and fundamental freedoms and promotion of understanding between cultures and civilizations in the Euro-Mediterranean region. The UfM Secretariat ensures operational follow-up of the regional priorities identified and, in partnership with key international actors, promotes region-wide cooperation projects and initiatives that address the root causes of the current regional security and socio-economic challenges to foster enhanced regional integration and sustainable development.
- The UfM the Regional Dialogue process on women empowerment started in 2015, involving the 43 UfM countries and the concerned stakeholders in the Euro-Mediterranean region, including civil society, with the objective of reviewing with countries the progress made in implementing the 2013 Ministerial commitments on strengthening the role of women in society and to provide recommendations for the 4th Ministerial meeting.
- In October 2022 the 43 UfM MS adopted [the 5th UfM Ministerial Declaration on Strengthening the Role of Women in Society](#) in Madrid, acknowledging that, the four priority areas set-up in the Cairo Declaration (2017) - namely (i) leadership and decision-making, (ii) women's economic participation, (iii) combating violence against women and girls, and (iv) combating gender-based stereotypes - could be confirmed with a strong focus on strengthening the Women's Economic and Political Empowerment and combatting violence against women and girls in the Euro-Mediterranean region. Regarding these four priority areas, in 2022 the UfM has also published [the results of the first Report on Gender Equality in the Euro-Mediterranean region](#), launched in 2020 upon the unanimous approval of an intergovernmental follow-up mechanism to evaluate the gender gap, to monitor progress and provide data for scientific-based policy recommendations to decision-makers, with 20 different indicators and recommendations to improve the gender gap in the region on the mentioned priority areas. During the Ministerial Conference in October 2022 in Madrid, Ministers acknowledged that gender equality in the Euro-Mediterranean region has come a long way since 2015 when they established a regional dialogue process to strengthen the role of women in the UfM countries. However, **Ministers also agreed that extra efforts are required to empower women in the region, especially in light of the**



- various crises, including those related to health, climate change, and more recently emerging needs (food, water, and energy security). The Ministers concurred to enhance legal frameworks, improve women's access to leadership in public life and decision-making, raise women's participation in economic life and combat and prevent violence against women and girls.
- The adoption of the Ministerial Declaration was followed by a [High-level regional conference entitled "Women for the Mediterranean"](#). Ministers also stressed in the 5th Ministerial Declaration the need for a significant increase in gender-based investments in the context of climate change and in environmental and disaster risk reduction policies and programs by mobilizing financial resources from all sources, including public, private, national, and international resources. They further recalled that involving women in decision-making can help drive the adoption of climate change policies and strengthen mitigation and adaptation efforts by simultaneously ensuring that women also benefit.
 - The UfM has been mainstreaming the gender agenda in the framework of relevant event such the Ufm Energy Climate business Forum organized during the 2023 MedCop edition in Morocco as well as the MedPavillon at COP27 in Egypt.
 - In May 2024, the UfM co-organized together with the Commissioner for Gender Equality of Cyprus the [High Level Conference on Women for Mediterranean](#), whose recommendations have been collected in the [event's final report](#) and will shape the Roadmap for implementation of the Ministerial Declaration. Some of the recommendations on the nexus gender and climate change included the need to integrate Gender in Climate Policies and guarantee access to resources and specific capacity buildings.
 - Useful UfM documents published within this context are available at the following links: Green Circular Economy at the Mediterranean Level Including Green Skills and Jobs: <https://ufmsecretariat.org/publication-speech/green-circular-economy-mediterranean-level/> ; Water, the WEFE Nexus, and Finance: <https://ufmsecretariat.org/publication-speech/water-wefe-nexus-finance-5/>; Green Innovation and Employability in the Med through the Triple Helix: <https://ufmsecretariat.org/publication-speech/green-innovation-employability-in-the-med/> ; Towards 2030: Agenda for a Greener Med: <https://ufmsecretariat.org/wp-content/uploads/2021/05/UFM-2030GreenerMed-Agenda-and-Annex-1-Update-May-2021.pdf>; and the Mediterranean Blue Economy Stakeholders Platform: <https://medblueconomyplatform.org/vkc-advertising/#gsc.tab=0>
 - Moreover, as part of supportive policies for women in addressing environmental challenges the SCA Division at UfM has included the following in its 2024 Work Programme, the **development of the UfM Women Community of Practices on the nexus Gender Environment and Climate Change**. This will include setting up and coordinating, with an external support, the UfM Women Community of Practices on the
 - Nexus Gender Environment and Climate Change which will work as a based knowledge regional platform to exchange of good practices, share data analysis, provide capacity building and operational recommendations to the policy makers and implementing actors on gender-responsive environmental policies.
 - The UfM Secretariat, through the Social and Civil Affairs (SCA) Division, will support by providing relevant information, contact making and networking. The SCA Division will be responsible for contacts with UfM Members at technical level and involved stakeholders as well as the development of a comprehensive communication channel.



- In order to ensure the most appropriate quality of the expected outcomes for the setting of the **UfM Women Community of Practices on the nexus Gender Environment and Climate Change**, the UfMS will need to hire a contractor who would have extensive experience on gender equality, environment, and climate change within the euro Mediterranean region.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The objective of the present Terms of Reference (ToRs) is to provide, regional stakeholders, women's business organizations, women entrepreneurs with a well-structured knowledge platform (the CoP) and supporting capacities on women empowerment in the context of environment and climate change. The contractor will assist the UfM SCA Division in ensuring the creation, management, and development of the CoP.

2.2. Specific Purpose

The specific purpose of this contract is **to setting-up and coordinating the UfM Women Community of Practices (CoP) on the nexus Gender and Climate Change**. The CoP will provide an online community to connect policy-makers, regional stakeholders, private and financial actors, women's organizations and female entrepreneurs to knowledge and good practices on the nexus Gender, Environment, and Climate Change. The contractor will have to identify adequate stakeholders through a **regional mapping, understand the needs and expectations regarding the CoP through consultations and interviews, establish the CoP and set and moderate, within this framework, three online capacity buildings in 2024 and 2025**. The CoP will then be effectively operative in the last quarter of 2024.

In addition to the organization, moderation, and setting of the capacity buildings, the contractor will need to elaborate the meetings' reports.

3. ASSUMPTIONS & RISKS

3.1. Assumptions

- The ability to identify and engage relevant partners and adequate beneficiaries, ensure an appropriate communication and circulation of information between stakeholders, adopt an inclusive approach and use information appropriately; promote ownership.
- The degree of cooperation, involvement and willingness of the various concerned stakeholders involved to collaborate closely.

3.2. Risks

- Lack of responsiveness of countries and partners.
- Political instability in the region and lack of resources and means in advancing towards the implementation of the desk analysis and CoP.

4. SCOPE OF THE WORK

4.1. Results to be achieved by the Contractor

Under the overall supervision of the UfM Social and Civil Affairs Division and with a reasonable distribution of resources, the contractor is expected **to set up the CoP on Gender and Climate**



Change. The available budget will cover as well the travels, visas and accommodation costs for the expert(s) to participate in the capacity building meetings, if necessary.

In particular, the contractor will:

- **Mapping of existing regional organisations and initiatives:** Conduct a comprehensive mapping of existing realities and initiatives within the climate change and gender equality framework in the region, gathering and analysing basic statistical data.
- **Stakeholder consultations:** Address online consultations plus online interviews with 10/15 max identified stakeholders in the region – such as regional, national, and local institutions, organizations and CSOs working on gender and climate change, academia, etc - to understand their expectations from the CoP on gender and climate change, the priority areas the CoP should focus on, and the needs identified in the region within the climate change-gender nexus.
- **Governance structure and moderation:** Outline the governance structure of the CoP, manage and moderate it, and manage a social media campaign for the CoP.
- **Capacity building content and moderation:** Outline the contents of capacity-building sessions, including one on **11 December 2024 in Athens, Greece** on green female entrepreneurship and **two in May and October 2025** on climate finance and climate policies (venue TBD). Moderate these sessions and elaborate the reports of the discussions will be required.

The mapping database can cluster the different stakeholders either according to their geographical coverage (international, regional, and national level), or according to the main specific topic they tackle within the framework of the Gender and Climate Change. The database must include the following information:

- Full name of the stakeholders
- Country/ies in which it operates
- Brief description of their mission/scope
- List of main themes they tackle
- Brief description of their most recent climate change and gender-focused initiatives implemented in the Euro-Mediterranean region
- The details of a contact person or a generic contact email and/or phone number, when available.

Manage the three (3) capacity buildings meetings by:

- **Make an assessment of the state-of-the-art at regional level by thematic priority**, including a schematic but accurate overview of ongoing actions (ranging from policy, processes down to more operational programme/projects and activities), with the indication of topics, countries involved, key stakeholders, duration, etc. This information must be used by the contractor in order to draft the concept notes and agendas of each meeting.
- **Prepare the agendas and concept notes as well as feedback survey and reports of each capacity building meeting. The minutes will compile, analyse, group** (as appropriate by countries and then in aggregated format, region or sub region or group of countries) **and present the feedback received on joint needs, gaps, and opportunities, as well as recommendations and good practices** discussed during the meetings.
- **Moderate each of the three (3) meetings.**



In replying to this tender, the Contractor shall submit detailed documentation outlining how they will fulfil the following requirements:

a. Mapping Database Methodology, including:

- Robust, easy-to-read but accurate structure of the mapping database specifying how the different CSOs will be clustered according either to their geographical reach or their main thematic focus.
- Thorough **description of the methodology** proposed to develop the mapping, the interviews, and the establishment of the CoP. the Contractor shall also specify the type of sources that will be used to conduct these exercises (i.e., pre-existing databased, open-source internet sources etc.).

The specific timing is indicated below and in the reporting paragraph.

b. Main deliverables

- **Draft Mapping Database and consultations' results in EN**
- Final mapping database **and governance outline document for the establishment of the CoP in EN**
- Support in the elaboration of agenda, concept note, moderation, and minutes of the three (3) capacity building meetings. Before, during, and after each meeting (2024 and 2025)

In executing the assignment, the Contractor will provide synthesis meeting reports with countries and stakeholders, capturing key findings, concerns, inputs and relevant recommendations.

The organisation of the work and meetings with countries/stakeholders will be run with the support of the UfM CoPresidency Secretariat and countries, as deemed appropriate and necessary.

The timing for submission of the deliverables will have to consider that both the mapping database and the final governance document will be subject to comments, suggestions, and revisions, at least by the UfM CoPresidencies, Secretariat; therefore, adequate time and arrangements will have to be set in place.

c. Mapping Database deliverables

The Mapping Database will indicate the categories of progressive deliverables in the form of:

- **Draft Mapping Database and Consultations' results:** the contractor will structure preliminary information/inputs on the geographical reach and main focus topics of the stakeholders that will be mapped. S/he will use this information to draft a preliminary list of stakeholders to be invited to the CoP. The Contractor will also elaborate and present the results of consultations and interviews on the needs and expectations assessment with max 15 stakeholders within the region.
- **Final Mapping Database and Governance outline document for the CoP:** revise and fine-tune the final version of the Mapping Database according to comments received by the countries, UfM CoPresidencies and UfM Secretariat and any other relevant partners, and prepare the outline document related to the governance, structure, moderation and launch of the CoP.



4.2. Required outputs

The Contractor shall present the above deliverables within the set reporting requirements illustrated in paragraph 7, as follows:

1. Based on the kick-off meeting between the expert and the contracting authority, prepare an **inception report** describing the main overall strategy and work plan of the Mapping Database, Consultations, and management of the three (3) UfM capacity building meetings as well as related activities to be carried out during contract duration;
2. **Interim report/s**, indicating in brief the overall description of the advancement of the work and attaching all appropriate annexes, first and foremost the indicated deliverables namely draft, and final version of the Mapping Database and Outline governance document of the CoP and all related annexes; meetings attended; meeting's agendas, concept notes, and minutes etc. as well as any adjustment to the implementation plan – if applicable;
3. Provide a **final report** describing the support provided, plus annexes of the specific work carried out, including outcomes and achievements; problems encountered and recommendations for follow up.

The specific activities will be identified at inception and progressively, based on UfM CoPresidency, Secretariat and countries decisions. As already specified, changes or developments of the work proposed will be proportioned to the available budget.

4.3. Project management

4.3.1. Responsible body

The project will be managed by UfM Social & Civil Affairs Division.

All issues related to the technical elements in relation to this contract, mainly the specific activities as outlined in sections 4.1 and 4.2 of these ToRs, shall be taken by the project manager nominated by the contracting authority pursuant to special conditions of contract Article 2.1. The project manager will ensure these tasks in accordance with UfM internal rules and procedures.

5. LOGISTICS AND TIMING

5.1. Location

The services shall be carried from remote, with regular/weekly communication with the UfM Secretariat (Barcelona).

Three (3) capacity-building meetings related to the project are foreseen during the contract period. The Contractor is required to participate in these meetings as directed by the Contracting Authority. The date, location, and format is the following: first capacity-building meeting will take place in presence on **11 December 2024 in Athens, Greece** on green female entrepreneurship and the following **two will be in May and October 2025** on climate finance and climate policies (venue TBD).

5.2. Commencement date & Period of implementation of tasks

The intended start date is November 2024, and the period of implementation of the contract shall be until December 2025.



6. REQUIREMENTS

Tenders deviating from the requirements or not covering all minimum requirements described below may be rejected on the basis of non-compliance with the tender specifications and will not be further evaluated.

6.1. Staff

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

Experts have a crucial role in implementing the contract. These ToRs contain the required expert profile.

Expert 1.: Team leader/Coordinator

Qualifications and skills

- Education at least up to a university degree (where a university degree has been awarded on completion of four years study in a university or equivalent institution) in international affairs, environment/climate change, gender issues, management, development and social policies, economics and other relevant fields, equivalent relevant experience and/or or degree relevant to the present assignment;
- Thorough knowledge of English, written and spoken; working knowledge of French or Arabic is an asset (either as skill or through professional backstopping)

General and Specific Professional experience

- Experience in implementing a project of similar nature, e.g. running/coordinating a team of experts in order to organise and elaborate strategic analysis, studies and publications, moderating networks and providing support and contents for meeting/events, etc.
- Further knowledge of the specific issue of gender mainstreaming in environmental and climate policies (i.e access to climate finance , green and blue entrepreneurship, women leaderships and climate negotiation skills) in the Mediterranean region is considered an asset
- Proven experience and ability to work with multicultural teams and organizations in the Mediterranean is considered necessary. Experience focused in Europe and in the MENA region is preferable.

It is up to the Contractor to propose a strong methodology for the elaboration of the CoP and a solid team of experts (supported by a backstop team, as appropriate), **which can satisfactorily deliver the required tasks and produce the expected deliverables/overall results.**

The interdisciplinary and multicultural team of experts - the Team Leader/Coordinator (UfM national) plus experts (preferably from the southern and eastern med) - shall be best composed of experts from different Med sub regions. The team of experts is expected to have a)



complimentary/extensive knowledge of gender mainstreaming in environmental and climate policies in the Mediterranean region as well as b) language abilities adapted to the tasks to be performed (it is expected a good combination of English, French and Arabic).

In identifying the team, it should be considered that the UfM promotes gender equality and the women empowerment.

The experts must be independent and free from conflicts of interest in the responsibilities accorded to him/her.

Contractor shall ensure that all services will be provided and supported by appropriate expertise; methodology and the proposed team will be included in the offer.

6.1.2. Other experts, support staff & backstopping

All experts must be independent and free from conflicts of interest in the responsibilities accorded to them.

Cost for backstopping and support staff, as needed, are considered to be included in the financial offer of the tenderer.

6.2. Office accommodation

Office accommodation for each expert working on the contract is to be provided by the Contractor.

6.3. Facilities to be provided by the Contractor

The Contractor shall ensure that experts are adequately supported and equipped. In particular, it shall ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support its activities under the contract and to ensure that its employees are paid regularly and in a timely fashion.

The Contractor will be responsible for:

- Project backstopping, administration and financial management
- Provision of the experts and the necessary support staff, as defined in the ToRs
- Quality control and timely delivery of all outputs in line with the agreed work plan
- All support staff and backstopping costs
- All necessary equipment for the team of experts

6.4. Equipment

No equipment is to be purchased on behalf of the Contracting Authority as part of this service contract or transferred to the Contracting Authority at the end of this contract. Any equipment related to this contract, which is to be acquired must be purchased by means of a separate supply tender procedure.

The Contractor is expected to work remotely using its own office equipment.



7. REPORTING

7.1. Submission & approval of reports

The reports must be submitted in English to the Project Manager. The Project Manager is responsible for approving the reports.

Following the comments received, the Contractor will send a revised version by e-mail, before formally submitting the final version.

The approved version of the final report shall be submitted in two copies (one hard copy plus **one electronic version** (MS Word format)) to the Manager in charge. These final versions must be accompanied by the final invoice.

The Secretariat will provide its comments on the submitted Inception, Interim and Final reports, within 10 working days upon receipt according to the above indicated timing.

To summarise, the Contractor shall provide reports as per Table below.

Name of report	Content	Time of submission
Inception Report	Inception report and other annexes as applicable in EN	By 30 November 2024
Interim Report	Interim report and other annexes as applicable in EN	By 30 December 2024
2/3 Capacity Buildings reports	Reports of 2/3 capacity buildings moderated	By March 2025
Final technical assistance report	Description of the overall support provided, plus annexes of the specific work carried out (including all material related to the deliverables produced, problems encountered and recommendations for follow up; a final invoice	No later than 15 days before the end of the assignment

Language:

The reporting language, as well as all writing communication between the Secretariat and the Contractor will be in English. The working languages will be English (French and Arabic, as applicable).