

## Minutes of the Second Project Steering Committee meeting of the regional project “EmPower: Women for Climate-Resilient Societies”

Final 25 February 2020

The Second Project Steering Committee meeting was organized in Bangkok on 20 January 2020. The meeting had reached a quorum for decision-making: 11 PSC members were in attendance and one member could not attend due to sickness. Two members have assigned their representatives to attend the meeting. In addition, the observers from SIDA, representatives of partner organizations and responsible parties and project team members attended the meeting.

The objectives of the meeting were:

- Provide information to the PSC about the project results and challenges in the project implementation over the period May-December 2019 (since the first PSC meeting);
- Present the workplan for 2020;
- Validate and approve the terms of reference for the mid-term review of the project;
- Review the progress in implementation of the Communications Strategy;
- Demonstrate the results and discuss areas for partnership building and collaboration;
- Set the dates for the next PSC meeting.

Detailed description of implemented output activities and results was included in the progress report for May-December 2019 and the expected results and activities were included in the 2020 AWP, which were provided to the PSC in advance of the meeting by email and shared at the meeting. Other supporting documents shared with the PSC included the TORs for mid-term review (MTR), calendars of events and the minutes of the previous PSC meeting,

### 1. Progress to achieve the project outcome

The overall progress towards achieving the project outcome has been presented to set the stage for reporting the output-level project results and presenting the 2020 workplan. It was noted that after the first year of implementation the project is not yet in the position to demonstrate the outcome-level results but has made progress in achieving those and put in place solid foundation for the credible implementation process.

In addition, information was provided on the contextual changes in the region and globally that contribute to the project implementation. Such changes included the bottom-up process of the Beijing+25 review, adoption of the updated Gender Action Plan under the UN climate convention and the resolutions of the Ministerial processes governing regional environment and disaster risk reduction (DRR) agendas. The project is aware of the ongoing global developments affecting the changing climate and influencing gender equality discussions.

**Recommendation by PSC:** The suggestion was made to expand the regional activities under Output 5 beyond South-East Asia and reach out to sub-regional bodies in South Asia with the view to engaging them in the regional work.

### 2. Output-level results and plans at the national level for outputs 1-4

The progress achieved in May-December 2019 and plans for 2020 were presented for each pilot country. The reporting by the project teams in Cambodia, Bangladesh and Viet Nam has

been complemented by the feedback from representatives of responsible parties of UN Women (**GIZ – Viet Nam**) and partners of UN Environment (**Center of Help for Indigenous value promotion and Sustainable Environment – Viet Nam** and **the Secretariat of National Committee for Sub-National Democratic Development – Cambodia**). The presentations covered: (1) highlights of key results, (2) quantitative estimates and qualitative description of results; and (3) challenges of the implementation work and opportunities for enhancing project results.

**Recommendations by PSC for Bangladesh:** PSC advised to link the project results with SDG implementation, align the national activities with the implementation of the National Adaptation Plan and the Nationally Determined Contribution (NDC), identify innovative ways to attract investment, achieve transformative societal impact changing the lives of women, and engage opinion leaders for knowledge-based advocacy. Besides this, suggestions were made to use web-based solutions for market access by women entrepreneurs and promote the climate-friendly technologies.

**Recommendations by PSC for Cambodia:** PSC advised to investigate the sustainability solutions targeting women's entrepreneurship and document socio-economic and environmental impacts and co-benefits brought about by the project in terms of reduced unpaid work in the longer run. Suggestions included compilation of good practices in gender mainstreaming for peer-learning and enhancing interaction and coordination between relevant ministries and partners.

**Recommendations by PSC for Vietnam:** PSC raised a point on the project's contribution to the global process of NDC formulation from the gender equality perspective by integrating gender in NDC planning, implementation and M&E system as well as in the consultations at national and local levels. Suggestions were made to engage private sector and grassroots level, track the changes in norms in the long run and strengthen the link between the experiences in implementing entrepreneurship for women in renewables sector (output 4) with the gender-inclusive NDC implementation (output 3).

### **3. Output-level results and plans at the regional level for output 5**

The project team explained the linkages between the national and regional activities and contributions to the global processes addressing gender equality, climate change, energy and DRR. The regional results were complemented by the feedback from a representative from ASEAN Centre for Energy, which is a partner of UN Environment. In more detail the information was provided on the cooperation with the ASEAN and its bodies.

**Recommendations by PSC for regional work:** PSC advised to link more directly the results and achievements from the key regional events to the country-level work and to showcase country experiences, evidence and good practices at the regional events. Suggestion was made to promote cross-fertilization of the thematic agendas and to encourage engagement of civil society for continuous pressure and lobbying for gender mainstreaming in the climate and DRR political processes.

Also, PSC suggested to develop a strategic approach to influencing the regional platforms going beyond a meeting-by-meeting journey, to build the connections from local to global levels and to bring the experience of the project countries to regional and global meetings and

conferences. Another PSC member suggested in the long term to build capacity beyond three pilot countries and encourage the exchange and collaboration between the country teams.

#### 4. Partnership building

Representatives of four partner organizations that are also funded by SIDA and work on gender equality and climate change and DRR provided information on the 2019 results and joint activities planned for 2020. More specifically, **ARROW** reported on completion in 2019 of the scoping studies to map CSOs working on gender, human rights, climate change and/or DRR and finalisation of the CSO capacity needs assessment. In 2020, the ARROW will work on development of training manuals and capacity building training for CSOs.

Three organisations implementing the SIDA-funded projects addressing gender and climate change and DRR shared information on the successes and challenges in collaboration at the project level. **UNDP** and UN Women are working jointly on enhancing understanding of costing approaches to value gender-relevant climate action. A joint expert meeting is planned to debate the methodological processes for gender-responsive public investment management. The scope of collaboration with **ADPC** covers the regional cooperation through the use of the Regional collaboration platform to build a dialogue with national disaster management authorities on the human-rights based approach to DRR work. ADPC and EmPower also plan a joint advocacy in preparation to regional ministerial conference on DRR, where gender equality and disability will be among the main focus areas. **Stockholm Environment Institute** will collaborate with the Project on the study on “Gender equality and disability in DRR” that will identify barriers and enablers to integrate gender and disability in DRR policies.

#### 5. Project monitoring and evaluation

The review process and timeline of the upcoming mid-term review have been explained and the TORs were presented to the PSC. The PSC members endorsed the TORs in principle. The PSC members were requested to send their inputs by 31 January 2020 on the draft TORs. The feedback received before the deadline has been included in the TORs finalized after the meeting.

#### 6. Update on the Communications strategy

The key achievements and positive opinion changes have been achieved using a mix approach to promoting awareness raising about the gender and climate implications. The project is gaining recognition as the voice of the opinion leaders in the region strengthening new connections of gender equality with climate change, DRR, energy and environment thematic areas.

**Recommendations by PSC** touched on engaging national media working in local languages to reach a bigger impact and improving advocacy work and sustainability of the project through national level advocacy and engagement of PSC members representing national governments.

#### 7. Conclusions of the meeting

The Chair of the meeting provided a summary of the decisions made by the PSC:

- Approval of the terms of reference of the mid-term review in principle;
- Endorsement of the results of 2019 and the 2020 Annual work plan;
- Agreement to organise the next meeting in December 2020 (the exact date will depend on the availability of PSC members).

Annexes:

1. Terms of reference for mid-term review
2. 2020 Annual workplan (available in a separate file)
3. List of participants of the meeting

## Annex 1.

### DRAFT Terms of Reference for Project Mid-Term Review

<b>Title:</b>	Independent Evaluation Expert to conduct the Mid-Term Review of the Empower Regional Project on Gender, Climate Change & Disaster Risk Reduction
<b>Duration of assignment:</b>	3 months [May -July 2020]
<b>Location:</b>	Home-based with travel to Dhaka, Phnom Pehn, Hanoi and Bangkok
<b>Type of contract:</b>	Special Service Agreement (SSA)
<b>Supervision:</b>	Programme Specialist, Gender and Climate Change & Disaster Risk Reduction

#### I. Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations (UN), works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women’s rights at the center of all its efforts, UN Women will lead and coordinate UN system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It will provide strong and coherent leadership in support of Member States’ priorities and efforts, building effective partnerships with civil society and other relevant actors.

Based on UN legislative mandates and the UNW Strategic Plan, the Regional Office for Asia and the Pacific (ROAP) is tasked with providing strategic program development, policy/technical advisory services and quality assurance support to Multi Country Offices and Country Offices (COs). It undertakes or coordinates regional research and data analysis; advises on norms, policies and strategies for achieving the internationally and regionally agreed goals related to gender equality and women’s empowerment issues. It acts as a knowledge hub at the regional level, collecting evidence on progress and emerging issues and sharing knowledge on innovative approaches and lessons learned in implementation.

UN Women ROAP is spearheading a regional project entitled “Strengthening Human Rights and Gender Equality through Climate Change Action and Disaster Risk Reduction” also known as “EmPower: Women for Climate-Resilient Societies”. This is a joint programme being implemented in partnership with the Regional Office for Asia and the Pacific of UN Environment. It is a five-year project which began in April 2018 and is funded by the Swedish International Development Agency (Sida).

The Project aims to contribute to the overall Outcome of addressing key drivers of gender-based vulnerabilities through implementation of climate change and DRR actions.

To achieve this Outcome, the Project will invest in five output areas, as follows:

- Output 1: CSOs representing women and women's groups are able to lead, participate in and influence climate change and DRR decision-making processes;
- Output 2: Governments and key stakeholders are able to generate, analyze and use sex, age, and diversity disaggregated data to inform climate change and disaster risks and actions;
- Output 3: National climate change and DRR policy makers are able to integrate and enhance responsiveness to gender equality commitments;
- Output 4: Women are able to exercise rights to access and control economic resources, through renewable energy to build resilient and transformative livelihoods;
- Output 5: Regional normative processes, knowledge products and platforms on climate change and DRR integrate and enhance responsiveness to gender equality and human rights.

The project is implemented at the national level in three countries in Asia, Bangladesh, Cambodia and Viet Nam, and at the regional level to influence the intergovernmental and normative regional processes for climate change and DRR to be more gender-responsive. The project is led by UN Women and is implemented jointly by UN Women and UN Environment. UN Women is responsible for the implementation of Outputs 1 and 2 and co-leads the implementation of Outputs 3 and 5 with UN Environment, while the implementation of Output 4 is led by UN Environment.

## II. Objective of the Mid-Term Review

The purpose and role of evaluations in UN Women is to enhance accountability, inform decision-making and contribute to learning on the best ways to achieve women's empowerment and gender equality through the mandated areas of work of UN Women: normative, operational and coordination. Evaluations are essential components aimed at assessing relevance of the project objectives as well as efficiency, effectiveness and sustainability. As per Empower's Project Document and Programme Cooperation Agreement, an Independent Final Evaluation will be undertaken in accordance with the guidance from UN Evaluation Group and involving the evaluation units of both concerned UN organizations. In addition to evaluating the projects results, both the Final Evaluation and the Mid-Term Review will also assess the contribution of the project governance arrangement to government agencies' understanding of a joint approach to gender-responsive, right-based, climate change resilience and DRR.

The Mid-Term Review is key for the purpose of establishing whether the project is heading towards the set goals and objectives, thereafter informing management and control decisions by project management. It is important in building organizational confidence in the project implementation strategies, or in the case where indicators are not pointing towards success, acting as a call to the change of implementation strategies. It will provide inputs to revise the Project results framework, if and where appropriate. The performance of the project will be assessed against the indicators presented in the results and reporting framework

The Mid-Term review will be conducted in the first half of 2020.

It will feed into the Final Project Evaluation that will take place in 2022 to capture project experience and results and deepen the understanding of gender equality and human rights issues in the context of climate change and disasters in Asia, as well share results and promote

replication of best practices.

The overall objective of this assignment is to assess mid-term progress and assess the relevance, effectiveness, efficiency, sustainability and impact of the project. The mid-term review should also provide input and give guidance on how EmPower can reach its overall objective and expected outcomes in an effective way based on lessons learned to date.

- Relevance: to what extent the design and expected results (goal and 5 outputs) of the EmPower project are consistent with beneficiaries' requirements, countries' needs, global priorities and partners' and Sida's policies;
- Efficiency: To what extent has the EmPower project used the least costly resources possible to achieve the desired results;
- Evaluability: To assess of whether the project indicators likely to produce useful information to measure results, availability of the indicators for meaningful final evaluation.

It is important to note that as the project has yet to achieve its expected results, in the case of the assessment of the effectiveness, sustainability and impact, the evaluation expert will review the "potential" of the project in achieving these by the end of the project, given preliminary results, assessment and evidence-based feedback. The evaluation expert will propose recommendations for potential corrective measures that can impact the future attainment of expected results of the project based on the mid-term review.

- Effectiveness: To what extent have the EmPower project's outputs been achieved or are expected to be achieved, taking into account their relative importance;
- Sustainability: Are there any provisions made to ensure continuation of benefits from the EmPower project after the project will end in 2022? What is the probability of continued long-term benefits?;
- Impact: To what extent has the EmPower project achieved equal rights and opportunities for addressing climate change and natural disasters.

### III. Duties and Responsibilities

Under the supervision of the Program Specialist for Gender and Climate Change & DRR of UN Women ROAP, an independent evaluation expert will be hired to undertake the Project's Mid-Term Review. The expert will be responsible for the following:

1. Perform desk review of the project's key documents including Program Document, Inception Report, Annual Work Plans and Budget, all progress reports of UN Women, UN Environment and implementing partners, all knowledge products including studies, research and outcome documents from all conferences and workshops that have been conducted within the framework of the project.
2. Conduct meetings to interview the project team members and key stakeholders involved in the project in Dhaka, Hanoi, Phnom Penh and Bangkok. UN Women will provide a list of stakeholders and will assist with liaising and coordinating the meeting schedules as needed.
3. Analyze the progress reached by the project "EmPower: Women for Climate-Resilient Societies" in Bangladesh, Cambodia and Viet Nam and at the regional level.
4. Assess the relevance, effectiveness, efficiency, sustainability, impact of the project.

5. Prepare Inception Report detailing the evaluators’ understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of: proposed methods; proposed sources of data; and data collection procedures.
6. Prepare draft evaluation report, summarizing key findings and recommendations.
7. Prepare a PowerPoint presentation on the initial evaluation findings and recommendations to be presented to members of the Project steering committee meeting (to be held in May 2020) and key stakeholders at a stakeholders meeting.
8. Prepare a draft final evaluation report (an analytical and comprehensive final evaluation report not exceeding 50 pages (including annexes) in hard and soft copy.

#### IV. Scope of Mid-Term Review

**MTR Evaluation scope:** The evaluation will focus on overall progress of the project to date and on components implemented by each UN Agency.

**Geographical coverage:** The evaluation will focus on activities implemented in Bangladesh, Cambodia and Viet Nam as well as at the regional level.

**Stakeholder coverage:** The evaluation will reach out to principle stakeholders, i.e. beneficiaries, participating governments and civil society partners and implementing partners at the national and regional levels and partner agencies as well as the project steering committee members and project partners.

**Substantive scope:** The evaluation will analyze the relevance, effectiveness, efficiency, sustainability and impact of the project in terms of interim progress achieved against the projects over-all goal and its 5 specific outputs,, change on gender equality, climate change and DRR decision-making processes, ownership of stakeholders, and sustainability of the action, both financial and organizational. The evaluation will investigate the progress since the start of the implementation phase of the project.

#### V. MTR Evaluation Questions

The consultants should be guided but not limited by the scope of the evaluation questions listed below. The consultants should raise and address any other relevant issues that may emerge during the evaluation.

Criteria	Questions
<p><b>Relevance:</b> To what extent the design and expected results (goal and 5 outputs) of the EmPower project are consistent with beneficiaries’ requirements, countries’ needs, global priorities and partners’ and Sida’s policies?</p>	<ol style="list-style-type: none"> <li>1. To what extent the EmPower project has met the needs of the stakeholders, partners and processes at the national and regional level? Why or why not? What could/should be done differently? Are there others which could/should be considered?</li> <li>2. Extent to which the EmPower project’s activities seem to be supporting or contributing to relevant national and regional policies or strategies. In which areas? Via which forms of advice? Any specific examples of good contributions to date?</li> <li>3. What has been the nature of collaboration between UN Women and UN Environment thus far?</li> </ol>



	<p>What has worked well? What were some challenges? Lessons learned?</p> <p>4. To what extent is it likely that the Project can contribute to countries' implementation of the Gender Action Plan under the UNFCCC?</p> <p>5. To what extent is the project complementing/creating synergies with mainstreaming gender in Climate Change, Disaster Risk Reduction and renewable energy implementing by other development partners?</p>
<p><b>Efficiency:</b> To what extent has the EmPower project used the least costly resources possible to achieve the desired results?</p>	<p>1. Are the project's goal and outcomes and five outputs or components clear, practical, and feasible within its time frame?</p> <p>2. What is the likelihood that the 5 outputs will be delivered in a timely manner? If there are expected delays, what could be their reasons? What solutions could be found to ensure that project implementation will be on track?</p> <p>3. How well have UN Women and UN Environment used their human and financial resources to date? Were resources used well? Were funds received on time? Why or why not?</p> <p>4. Have UN Women and UN Environment's organizational structures, managerial support and coordination mechanisms effectively supported the delivery of the project? This should include the structures at the regional and national levels.</p> <p>5. Project Inception Phase: Was the project approved and launched in a timely fashion? Why or why not?</p> <p>6. How has the project utilized existing national and local capacities of right-bearers and duty-holders to date?</p> <p>7. To what extend EmPower considering ways of working using electronic platforms such as webinars, social media etc to reduce costs and negative environmental impact?</p>
<p><b>Evaluability:</b> To assess of whether the project indicators likely to produce useful information to measure results and availability of the indicators for meaningful final evaluation.</p>	<p>1. Are the project indicators SMART and available to measure progress and expected project results?</p> <p>2. Is there any monitoring system to gather and systematize the information with defined responsibilities, sources and periodicity?</p> <p>3. Is there any indicators/baseline area which requires additional information? What is the likely cost of such data collection and analysis in terms of financial and human resources?</p>
<p><b>Effectiveness:</b> To what extent have the EmPower project's five outputs been achieved or are expected to be</p>	<p>1. To what extent are the intended beneficiaries participating in and benefitting from the project?</p>

<p>achieved, taking into account their relative importance?</p>	<ol style="list-style-type: none"> <li>2. To what extent are the five output areas effective in terms of contributing to the expected outcomes/overall objective? How well do they mutually support each other?</li> <li>3. To what extent is it foreseeable that the capacities of duty-bearers and rights-holders will be strengthened as a result of the project?</li> </ol>
<p><b>Sustainability:</b> Are there any provisions made to ensure continuation of benefits from the EmPower project after the project will end in 2022? What is the probability of continued long-term benefits?</p>	<ol style="list-style-type: none"> <li>1. Is there a potential for high degree of national/local ownership of the EmPower project? Why or why not? How could national ownership be improved?</li> <li>2. What indications are there that the government, civil society organizations or other partners will continue to support, or even upscale, this or similar projects after its end? Or are there indications to the contrary?</li> <li>3. What has been done by the project team since the start of the project to ensure project sustainability? What should be done differently to ensure the sustainability is embedded in project as of now?</li> </ol>
<p><b>Impact:</b> To what extent could the EmPower project contribute to achieving gender responsive equal rights and opportunities for addressing climate change and natural disasters?</p>	<ol style="list-style-type: none"> <li>1. To what extent do government officials recognize the importance of gender-mainstreaming at the mid-point of the project?</li> <li>2. To what extent are women’s machineries, women leaders and CSOs offered equal rights and opportunities in the decision-making processes related to climate change and disaster risk reduction today?</li> <li>3. What could/should the EmPower Team and organizations do to ensure the success of the impact of the project?</li> </ol>

### Methodological approach

An initial meeting (in person or via Webex/Skype) of the evaluator with UN Women and UN Environment staff, when the consultant begins the evaluation, shall be organized to determine the methods and develop a feasible joint work plan. The work plan should describe in great details how the evaluation will be carried out, suggest further clarification on the applied methodology, roles and responsibilities of the participants, specify field visits, if any, and outline the timeframe for the consultancy.

The suggested methods for the evaluation include analyses of various sources of information, including in-depth desk review and documentation analysis (e. g. progress and completion reports, workshop and mission reports, knowledge and advocacy products, and other appropriate documentation produced and related by UN Women and UN Environment). The review must integrate gender and human rights perspectives throughout each of these areas of analysis and within its methodology. This is particularly important to understand and assess project addressing complex, intersectional issues in women’s rights.

Based on consultations, the consultant will visit selected project sites to validate the findings of the desk review and documentation analysis, and identify best practices and lessons learned. To make this evaluation more participatory, there will be a stakeholder meeting at which the initial findings are presented.

UN Women and the UN Environment will work with the evaluation team to make sure the meetings organized during the evaluation include a wide variety of stakeholders. The evaluator will also hold separate meetings and interview partners from government institutions, civil society organizations, as well as the partner and UN Agencies. A Reference Group will be constituted and will participate through the process.

The entire evaluation will be undertaken as per UNEG guidelines and taking into account a human-rights based and gender empowerment approach. The evaluation expert and all her/his direct collaborators will follow UN Women's Evaluation Handbook: <https://genderevaluation.unwomen.org/en/evaluation-handbook>. This is a practical handbook to help those initiating, managing and/or using gender-responsive evaluations by providing direction, advice and tools for every step in the evaluation process: planning, preparation, conduct, reporting, evaluation use and follow up.

## VI. Indicative timeline

The mid-term review will be conducted according to the following tentative timeline (April to June 2020).

### Stage 1: Preparation Stage

Task	Responsible Party	Number of days	Remarks
Briefing of evaluator and desk review of key documents	Evaluator	3	Home-based
Development of MTR methodology	Evaluator in cooperation with UN Women and UN Environment	2	Home-based
Consultations with UN Women and UN Environment to reach an agreement on the MTR designs and methods	Evaluator in cooperation with UN Women and UN Environment	3	Home-based and in Bangkok
Prepare and finalize <b>the annotated outline of the MTR report</b>	Evaluator	2	Home-based and in Bangkok

### Stage 2: Data Collection and Analysis

Task	Responsible Party	Number of days	Remarks
Conduct field trips to project sites, including interviews and meetings	Evaluator in cooperation with UN Women and UN Environment	16	Dhaka, Phnom Penh, Hanoi and

			Bangkok and selected project sites in 3 countries
Data classification, systematization, and analysis and interpretation of findings	Evaluator	4	in Bangkok

### Stage 3: Synthesis and Reporting Stage

Task	Responsible Party	Number of days	Remarks
Prepare <b>the draft MTR report</b> , which summarizes key findings and recommendations	Evaluator	3	in Bangkok
Incorporate comments and feedback from UN Women and UN Environment and revise and finalize <b>the final MTR report</b> .	Evaluator	2	Home-based

### VII. Expected Deliverables

- An analytical and comprehensive Mid-Term Review Report not exceeding 50 pages (including annexes) in hard and soft copy to be submitted to EmPower Team;
- Mission reports to project sites to be submitted to UN Women within 1 week after each mission.

No.	Deliverables	Delivery Date
1	<ul style="list-style-type: none"> <li>• An agreed outline of the evaluation report</li> <li>• The outline should detail the evaluators' understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of: proposed methods; proposed sources of data; and data collection procedures.</li> <li>• The outline should also include a proposed schedule of tasks, activities and deliverables, designating a team member with the lead responsibility for each task or product.</li> </ul>	
2	<ul style="list-style-type: none"> <li>• Evaluation tools</li> <li>• The evaluation tool should detail the tools for data collection and analysis, for example, a questionnaire or interview questions.</li> </ul>	
3	<ul style="list-style-type: none"> <li>• Draft mid-term review report</li> <li>• The draft mid-term review should summarise lessons learned, key findings and recommendations of the mid-term review questions should be submitted to UN Women and UN Environment .</li> </ul>	

4	<ul style="list-style-type: none"> <li>• A PowerPoint presentation</li> <li>• A presentation file detailing evaluation findings and recommendations to be submitted and presented to SIDA, UN Women and UN Environment.</li> <li>• Remarks: UN Women will consolidate comments from SIDA and UN Environment</li> </ul>	
5	Final MTR Report incorporating comments from all stakeholders and finalizing the Review	

*\*Payment will be made upon submission of deliverables with an approval of the Project Specialist.*

### VIII. Competences and Qualifications

#### Academic qualifications:

- Master’s degree in relevant discipline (e.g., gender studies, sustainable development and social studies, environmental governance/management and science, etc.;

#### Essential knowledge and experience:

- A minimum of 5 years experience of Gender equality and Environmental or Climate Change or Disaster Risk Reduction or Renewable Energy work within development cooperation.
- A minimum of 5 years of relevant experience (and accomplishment) undertaking evaluations including leading evaluations of multi-stakeholder projects for multilateral organizations is required;
- Extensive knowledge of qualitative and quantitative evaluation methods is required;
- Knowledge in results-based programming in support of gender justice and human rights in the context of climate change and DRR is highly desirable;
- Excellent drafting and writing skills to produce and present concise and analytical reports is highly desirable;
- Working experience in the Asia and the Pacific is preferred;
- Previous working experience in Bangladesh or Cambodia or Viet Nam would be considered as an asset;
- Knowledge in climate change or DRR policy in Bangladesh or Cambodia or Viet Nam is an asset;
- Knowledge of the UN system a strong asset;
- Excellent English writing and communication skills are required.

#### Corporate competencies:

- Awareness and sensitivity regarding gender issues;
- Creative problem solving;
- Effective communication;
- Inclusive collaboration;
- Stakeholder engagement;
- Demonstrates integrity by modeling the United Nations' values and ethical standards;
- Promotes the vision, mission and strategic goals of the UN and UN Women;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

- Ability and willingness to work as part of a team to meet tight deadlines and produce high quality work.

Core values:

- **Integrity:** Demonstrate consistency in upholding and promoting the values of UN Women in actions and decisions, in line with the UN Code of Conduct.
- **Professionalism:** Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.
- **Cultural sensitivity and valuing diversity:** Demonstrate an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrate an international outlook, appreciating difference in values and learning from cultural diversity.

**IX. Evaluation ethics**

Evaluations in the UN will be conducted in accordance with the principles outlined in both UNEG Norms and Standards for Evaluation in the UN System and by the UNEG 'Ethical Guidelines for Evaluation'. These documents will be attached to the contract. Evaluators are required to read the Norms and Standards and the guidelines and ensure a strict adherence to it, including establishing protocols to safeguard confidentiality of information obtained during the evaluation.

## Annex 2.

### Project Steering Committee meeting List of participants

No.	Country	First and Last Name	Position and Organization	E-mail
1	Bangladesh	Mr. Md. Aynul Kabir	Additional Secretary (Development), Ministry of Women and Children Affairs	<a href="mailto:kabir_1962@yahoo.com">kabir_1962@yahoo.com</a> , <a href="mailto:aynulma@gmail.com">aynulma@gmail.com</a>
2	Bangladesh	Dr. A.K.M. Rafique Ahammed	Director General, Ministry of Environment, Forest and Climate Change	<a href="mailto:dg@doe.gov.bd">dg@doe.gov.bd</a>
3	Cambodia	Ms. Vichet Ratha Khlok	Deputy Director of Department of Climate Change, General Secretariat of the National Council for Sustainable Development, Ministry of Environment	<a href="mailto:vichetratha02@gmail.com">vichetratha02@gmail.com</a>
4	Cambodia	Ms. Dinravy Khorn	Advisor, Ministry of Women's Affairs, Gender and Climate Change Committee	<a href="mailto:kdinravy09@gmail.com">kdinravy09@gmail.com</a>
5	Vietnam	Ms. Nguyen Ngoc Ly	Director Center for Environment and Community Research	<a href="mailto:ly.nguyen@cecr.vn">ly.nguyen@cecr.vn</a>
6	Vietnam	Mr. Le Quang Tuan	Deputy Director, Department of Science Technology & International Cooperation, Viet Nam Disaster Management Authority, Ministry of Agriculture and Rural Development	<a href="mailto:lequangtuan.pctt2015@gmail.com">lequangtuan.pctt2015@gmail.com</a>
7	ASEAN secretariat	Dr. Sita Sumrit	Assistant Director/Head of Division of Poverty Eradication and Gender Division	<a href="mailto:sita.sumrit@asean.org">sita.sumrit@asean.org</a>
8	Asian Institute of Technology	Ms. Joyashree Roy (Prof.)	Bangabandhu Chair Professor, School of Environment, Resources and Development, Energy, Environment and Sustainable Development (Energy), Asian Institute of Technology	<a href="mailto:joyashreeju@gmail.com">joyashreeju@gmail.com</a> ; <a href="mailto:joyashree@ait.ac.th">joyashree@ait.ac.th</a>
9	Women-Friendly Disaster Management	Mrs. Chandni Joshi	Chair, Nepal	<a href="mailto:chand.joshi@gmail.com">chand.joshi@gmail.com</a>
10	SIDA	Ms. Åsa Hedén	Counsellor, Head of Development Cooperation - Regional Asia and the Pacific	<a href="mailto:asa.heden@gov.se">asa.heden@gov.se</a>
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