TERMS OF REFERENCE
INDIVIDUAL CONSULTANT

CONSULTANCY TO DEVELOP GENDER AND INCLUSIVE DEVELOPMENT ANALYSIS
USAID CARIBBEAN SUSTAINABLE ECOSYSTEMS ACTIVITY
CARIBBEAN REGION

1. BACKGROUND AND JUSTIFICATION:
This consultancy aims to provide support to the Pan American Development Foundation (PADF) for the development of a project Gender and Inclusive Development Analysis for the U.S. Agency for International Development (USAID) Caribbean Sustainable Ecosystems Activity.

PADF is implementing the USAID Caribbean Sustainable Ecosystems Activity. The purpose of the 5-year Activity is to reduce threats to coastal and marine biodiversity in priority areas in the Caribbean. The Activity will enhance climate resilience and human well-being of local communities, women, youth, and other marginalized groups while supporting the sustainability goals of large-scale tourism actors. Specific biodiversity focal interests include key ecosystems such as mangroves, seagrass beds, and coral reefs, as well as communities of invertebrates, sharks, rays, reef fish, marine turtles, and marine mammals, with special emphasis on manatees. Between January 2024 and January 2029, the Activity will support marine environments in Haiti, Dominican Republic, Jamaica, Dominica, Antigua and Barbuda, Barbados, Guyana, Grenada, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, Suriname, and Saint Kitts and Nevis.

2. OBJECTIVE:
PADF seeks a consultant that can work closely with the project team and provide relevant technical expertise to develop a Gender and Inclusive Development Analysis.

3. RESPONSIBILITIES OF THE CONSULTANT:
   a) Conduct a gender and inclusive development analysis (GIDA) according to USAID guidance (to be provided).
   b) Conduct a rapid needs assessment (recommended no longer than 3 to 5 pages) on gender and inclusive development needs of the fisheries sector in the Caribbean.
   c) Provide recommendations for inclusion of marginalized populations into the annual workplan.
   d) Identify issues faced by diverse marginalized groups within the sectors and countries of program implementation, interventions required to reach marginalized groups, strategies to ensure access to different marginalized groups, and a plan to ensure safety of marginalized groups while accessing the program activities.
   e) Identify concrete and practical approaches to address challenges faced by marginalized groups and conduct consultations with representatives of marginalized groups participating in the Activity.
4. LOCATION(S) OF ASSIGNMENT
Caribbean, Washington D.C., or Remote (TBD)

5. CANDIDATE PROFILE:
The ideal candidate will possess the following:

- A BA/BS degree in gender studies, international relations or development, environmental management, urban planning, community development or related degree. A master’s degree (or equivalent experience) is preferred.
- Subject-matter expertise and/or 5+ years of work experience in work related to gender and inclusive development.
- Experience developing similar documents for the U.S. Agency for International Development (USAID) and/or other similar international donors.
- Experience in the Caribbean region, whether professional or personal, is highly preferred.
- Fluency in English is essential, and proficiency in Spanish is highly desirable. Additionally, knowledge of French or Haitian Creole may be beneficial, but is not required.

6. CONTRACTUAL MECHANISM: COST REIMBURSABLE
Include the following information regarding your rate with your application:

- Overall rate or rate per an day. Please provide an explanation for this amount.
- Other related costs (if applicable).

7. PROPOSAL DOCUMENTS TO INCLUDE:
a) Please attach your Curriculum Vitae (CV) to demonstrate how you meet the TOR requirements.
b) Please include descriptions of similar projects or assignments and at least three client references.
c) Your preferred daily rate and justification for the rate.

8. TERM OF THE CONTRACT:
Estimated start date of contract is March 22, 2024. The contract will have approximately a 20-day duration.

9. SUBMISSION DETAILS:
a) Applications must be received no later than March 20, 2024. All application materials are to be submitted to Procurement@padf.org, following the guidelines listed in these Terms of Reference.
b) Validity of bid: 90 days from the submission deadline.
c) Amendments: At any time prior to the deadline for submission of proposals, PADF may, for any reason, modify the Terms of Reference document by an amendment which will be posted to the PADF website and/or communicated via email.
d) Clarifications: Questions may be submitted to Procurement@padf.org. The subject of the email must contain the TOR number and title of the TOR.

10. TERMS AND CONDITIONS:
Resulting Award
This TOR does not obligate PADF to execute a contract, nor does it commit PADF to pay any costs incurred in the preparation or submission of the proposals. Furthermore, PADF reserves the right to reject any and all offers, if such action is considered to be in the best interest of PADF. PADF will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.

Confidentiality

All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. PADF may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. PADF’s evaluation results are confidential and applicant scoring will not be shared among bidders.