

Ministry of Climate Change, Environment and Energy
Republic of Maldives

REQUEST FOR PROPOSAL
Individual Consultancy

Terms of Reference
Consultancy Service for Gender Expert (National)

Reference: (IUL)1139-CCD/1139/2026/158

Issued on: 31st August 2026
Issued By: Advancing the National Adaptation Plan (NAP) of the Maldives

Contents

1. PROJECT BACKGROUND.....	3
2. OBJECTIVES OF THE ASSIGNMENT	4
3. SCOPE OF WORK AND RESPONSIBILITIES	4
4. REQUIRED PROFILE	6
5. EVALUATION CRITERIA	7
6. PAYMENT SCHEDULE	8
7. IMPEMENTATION TIMELINE.....	8
8. IMPLEMENTATION ARRANGEMENT	9
9. EXPRESSION OF INTEREST	10
Annex 1: Documents and checklist to be submitted	11

Terms of Reference - Individual Consultancy – Gender Specialist

- A. Project:** Advancing the National Adaptation Plan of the Maldives
- B. Position:** Gender Expert
- C. Location:** Home-based, with frequent travel to islands across the country as required
- D. Type of Contract:** Individual Contract
- E. Type of Consultancy:** National
- F. Estimated Starting Date:** September 2026
- G. Duration of initial Contract:** 12 months – renewable

1. PROJECT BACKGROUND

The Government of Maldives, through the Ministry of Climate Change, Environment and Energy (MoCCEE), is implementing the Green Climate Fund (GCF) Readiness project "Advancing the National Adaptation Plan (NAP) of the Maldives", with the United Nations Environment Programme (UNEP) serving as the Delivery Partner, with the role of supporting and overseeing the project implementation.

The Maldives' NAP Process is an iterative, locally led and country-specific process, seeking to reduce the vulnerability of the Maldivian population to the impacts of climate change by enhancing adaptive capacity, adaptation planning and monitoring of adaptation interventions. The overall objective of the project is to strengthen national capacity to formulate, implement and monitor the Maldives National Adaptation Plan (NAP), while integrating climate change adaptation into national, sectoral and island-level planning. The project adopts a participatory, gender-responsive and socially inclusive approach, recognising that climate change affects women, men and vulnerable groups differently and that effective adaptation requires equitable participation in planning and decision-making.

The project includes dedicated activities to strengthen institutional capacity, improve adaptation planning, develop adaptation finance strategies and establish monitoring, evaluation and learning systems. Gender equality and social inclusion are cross-cutting principles that are expected to be integrated throughout all project outputs.

The Ministry is seeking a Gender Specialist to provide technical expertise on gender equality and social inclusion (GESI) throughout the implementation of the Maldives; NAP Readiness Project. The consultant will support the Project Management Unit (PMU), national consultants, international consultants and government institutions to ensure that all project activities, deliverables and stakeholder engagement processes are consistent with national and international GESI best practices and policy frameworks.

2. OBJECTIVES OF THE ASSIGNMENT

The consultant will ensure that gender equality and social inclusion are systematically incorporated into institutional arrangements, adaptation planning, monitoring systems and knowledge products developed under the project

The assignment will support the implementation of activities under project outputs, ensuring GESI considerations are incorporated into Sectoral Adaptation Plans, Island Adaptation Plans, Monitoring Evaluation and Learning Framework and Adaptation Finance Strategy.

3. SCOPE OF WORK AND RESPONSIBILITIES

1. Overall Tasks

- Lead the implementation of Gender Equality and Social Inclusion across the NAP Process
- Support the development of gender-responsive Sectoral Adaptation Plans, Island Adaptation Plans and the compilation of the National Adaptation Plan
- Ensure Climate Adaptation Finance Strategy addresses financing gaps from a GESI perspective
- Support the development of a gender-responsive Monitoring, Evaluation and Learning (MEL) Framework

2. Technical Services

Provide technical support on gender related issues and GESI perspectives across all project components, ensuring gender is integrated in all relevant interventions implemented under the NAP process.

Task 1: Lead the implementation of Gender Equality and Social Inclusion across the NAP Process

Activities:

- Develop a Gender Mainstreaming Plan on integrating GESI into project management and implementation.
- support the PMU and project consultants on integrating GESI into project management and implementation
- Review relevant technical reports, strategies, guidelines and other project outputs from a GESI perspective.
- Provide recommendations to strengthen meaningful participation of women and other vulnerable groups for workshops and awareness-raising activities in close collaboration with awareness-raising consultant.
- Support private sector forum in representing women's interest and promoting women-led private sector representation.
- Support the collection and use of sex-disaggregated participation and beneficiary data
- Prepare quarterly progress reports on implementation of gender actions.
- Develop practical guidance and capacity-building materials on gender-responsive climate adaptation

Deliverables:

- 1) Gender mainstreaming Plan and guidance note
- 2) Technical review comments on relevant project outputs
- 3) Gender training package and knowledge products

Task 2: Support integration of gender mainstreaming into Sectoral Adaptation Plans, Island Plans and the compilation of the National Adaptation Plan**Activities:**

- Review climate risk and vulnerability assessment findings to identify differentiated climate risks and vulnerabilities.
- Provide gender-responsive inputs to Sectoral Adaptation Plans.
- Review Island Plan and recommend measures to strengthen GESI integration.
- Support consultations with Women's Development Committees, Local Councils and relevant stakeholders
- Develop practical guidance for integrating gender into future island plans
- Support national consultations and drafting of the National Adaptation Plan ensuring it is gender responsive and socially inclusive
- Provide written technical review comments to the document and stakeholder engagement concept notes

Deliverables:

- 1) Gender Assessment Reports for Priority Sectors, where required
- 2) Technical Review Reports on Sectoral Adaptation Plans
- 3) Technical Review Report of Island Plan Guideline
- 4) Gender Integration Checklist for Island Adaptation Plans
- 5) Gender Integration Matrix for the NAP

Task 3: Ensure Climate Adaptation Finance Strategy addresses financing gaps from a GESI perspective**Activities:**

- Support the development of the Climate Change Finance Plan ensuring that GESI considerations are incorporated in the drafting, and validation and finalization of the document
- Recommend financing mechanisms supporting women-led adaptation initiatives and actions
- Recommend gender-responsive and socially inclusive financing indicators

Deliverables:

- 1) Brief on gender-responsive climate finance
- 2) Review of Climate Finance Plan from GESI perspective

Task 4: Support the development of a gender-responsive Monitoring, Evaluation and Learning (MEL) Framework

Activities:

- Develop gender-responsive indicators and recommend sex-disaggregated monitoring systems for the development of the MEL framework
- Support development of training materials and capacity building on gender-responsive and socially inclusive monitoring

Deliverables:

- 1) GESI indicator matrix
- 2) Technical review of MEL framework
- 3) Input to MEL Training and Capacity-Building Materials

4. REQUIRED PROFILE

The consultant is expected to meet the following eligibility criteria:

1. Academic Qualification

- Minimum Qualification: Master's Degree in Gender Studies, Social Development, Development Studies, Climate Change, Sustainable Development, Public Policy, Sociology, Anthropology and/or other closely related fields.

2. Knowledge and Experience

- Minimum Five (5) years of progressively responsible experience in gender equality and social inclusion, climate change adaptation, environmental and development policy, gender-responsive planning, national policy formulation, participatory stakeholder engagement, capacity development and, monitoring and evaluation
- Demonstrated experience in coordinating and drafting gender responsive policies and/or action plans or strategies
- Demonstrated previous experience in leading and facilitating high-level multi stakeholder consultative processes to elaborate policies and programmes
- Demonstrated experience in compiling GESI or related reports as per the UN and other donor funded guidelines or other national reports submitted to international conventions in the area of sustainable development
- Demonstrated experience integrating gender equality and social inclusion into climate change adaptation planning, climate finance, vulnerability assessments, monitoring and evaluation, or related climate policy processes.
- Familiarity with the Maldives' Gender policy landscape
- Demonstrated English and Dhivehi Language skills

5. EVALUATION CRITERIA

Candidates will be evaluated based on their academic qualifications, relevant professional experience, demonstrated technical expertise, and experience in gender-responsive climate adaptation planning and policy development.

Only candidates meeting the minimum eligibility requirements specified under Section 4 will be considered for technical evaluation.

Only candidates obtaining a minimum technical score of **70 points (70%)** will be considered technically qualified and proceed to the next stage of the evaluation. The highest-ranked technically qualified candidate will be recommended for selection in accordance with the applicable procurement procedures.

	Technical Scoring	Maximum Points Obtainable
1	Minimum academic qualifications – Master’s Degree (details in section 4 under academic qualification requirements of expert) Master’s Degree and above in relevant field: 15 points	15 points
2	Minimum 5 years of work experience in areas identified under Knowledge and Experience 5-6 years: 10 points; 7-8 years: 15 points; 9 years or more: 20 points.	20 points
3	Demonstrated experience in coordinating and drafting gender responsive policies and/or action plans or strategies 5 points per demonstrated assignment, up to a maximum of 15 points.	15 points
4	Demonstrated previous experience in leading and facilitating high-level multi-stakeholder consultative processes to elaborate policies and programmes 5 points per demonstrated assignment, up to a maximum of 15 points.	15 points
5	Demonstrated experience in compiling GESI or related reports as per the UN and other donor funded guidelines or other national reports submitted to international conventions in the area of sustainable development 5 points per demonstrated assignment, up to a maximum of 10 points	10 points
6	Demonstrated experience integrating gender equality and social inclusion into climate change adaptation planning, climate finance, vulnerability assessments, monitoring and evaluation, or related climate policy processes 5 points per demonstrated assignment, up to a maximum of 10 points.	10 points
7	Familiarity with the Maldives’ Gender policy landscape	10 points
8	Demonstrated English and Dhivehi Language skills	5 points
	Total	100

6. PAYMENT SCHEDULE

The Gender Specialist will be engaged under an Individual Consultant Contract. Payments will be made on a monthly basis, subject to the submission and acceptance of a monthly progress report and the satisfactory completion of the activities and deliverables scheduled for the respective reporting period, as set out in the Terms of Reference and the implementation timeline.

Remuneration and Working days: The expert will be engaged for a period of 12 months at a remuneration of MVR 10,500 per month. The total remuneration under the contract shall not exceed MVR 126,000.

The maximum number of working days per month is 10, over a period of 12 months. The initial contract period will be one year, with the possibility of extension subject to satisfactory performance.

Progress Report: The expert shall maintain detailed activities undertaken and number of working days, to be submitted to the Project Coordinator at the end of every month.

Payment Schedule: Payments will be made for monthly invoices subject to the Project Director's approval of deliverables.

Reimbursables: All travel and per diem costs associated with field missions will be covered separately by the NAP Project in accordance with applicable government rates.

7. IMPEMENTATION TIMELINE

The consultancy will be implemented over an initial period of 12 months, commencing from the contract start date. The Gender Specialist will work in close coordination with the Project Management Unit (PMU), relevant government institutions, UNEP and other project consultants. The timeline may be adjusted, where necessary, to align with the implementation schedule of the NAP process and related project outputs.

Task	Deliverable / Key Activity	2026				2027							
		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Task 1	Lead implementation of Gender Equality and Social Inclusion across the NAP Process												
1.1	Gender Mainstreaming Plan and Guidance Note		X										
1.2	Technical Review Comments on Relevant Project Outputs	X	X	X	X	X	X	X	X	X	X	X	X
1.3	Gender Training Package and Knowledge Products							X					
Task 2	Integrate gender mainstreaming into Sectoral Adaptation Plans, Island Plans and compilation of the NAP												
2.1	Gender Assessment Reports for Priority Sectors, where required				X								
2.2	Technical Review Reports on Sectoral Adaptation Plans							X					
2.3	Technical Review Report of Island Plan Guideline							X					
2.4	Gender Integration Checklist for Island Adaptation Plans								X				
2.5	Gender Integration Matrix for the NAP									X			
Task 3	Ensure Climate Adaptation Finance Strategy addresses financing gaps from a GESI perspective												
3.1	Brief on Gender-Responsive Climate Finance						X						
3.2	Review of Climate Finance Plan from GESI Perspective									X			
Task 4	Support development of a gender-responsive Monitoring, Evaluation and Learning (MEL) Framework												
4.1	GESI Indicator Matrix										X		
4.2	Technical Review of MEL Framework											X	
4.3	Input to MEL Training and Capacity-Building Materials												X
Contract	Monthly Progress Reports and records of activities/working days	X	X	X	X	X	X	X	X	X	X	X	X

Note: Deliverables are taken directly from the Terms of Reference. The monthly sequencing is proposed for the 12-month contract period (September 2026-August 2027) and may be adjusted by the PMU. Technical review comments will be provided on a rolling basis as relevant project outputs are produced.

8. IMPLEMENTATION ARRANGEMENT

- MCCEE will have overall responsibility for the management and oversight of the contract.
- The Gender Specialist will report directly to the Project Coordinator and work in close coordination with the Climate Change Department, the UNEP Task Manager, national and international.
- The Gender Specialist will submit all reports, deliverables, and invoices to the Project Coordinator for review and approval.
- Travel to other islands will be required to support consultations, assessments and trainings.
- The assignment will primarily be home-based, with bi-weekly one-hour in-person check-in meetings with the PMU. Additional meetings may be scheduled as necessary to support the effective implementation of the assignment.
- Documents and data provided by the government for the purpose of this assessment, which is not of public nature shall be considered confidential and should not be disclosed to any other party.
- All outputs and materials produced as part of this Consultancy shall be handed over to the NAP PMU at the end of the contract and will become the sole property of MCCEE.

9. EXPRESSION OF INTEREST

Interested and qualified individuals are invited to submit the following documents to tender@environment.gov.mv with the subject line “**Consultancy Service for the Gender Expert - (IUL)1139-CCD/1139/2025/158**” before 11am, 10 September 2026.

- Letter of Expression of Interest
- Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences)
- Copy of National ID Card
- Copies of Accredited Academic Certificates
- Employment Verification Letter from previous employer(s), detailing the work and duration of the responsibilities
- Proof of works/web links to sample work demonstrating experience in the elaboration, preparation, and design of technical reports and documents

Annex 1: Documents and checklist to be submitted

The following related documents shall be submitted for the application to be considered sufficiently responsive.

Applicants should submit their application containing the following documents

#	Documents to be submitted	✓
1	Letter of Expression of Interest	
2	Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences)	
3	Copy of National ID card	
4	Copies of Accredited Academic Certificates	
5	Employment Verification Letter from previous employer(s), detailing the work and duration of the responsibilities and samples or weblinks of sample work demonstrating experience in the elaboration, preparation and design technical reports and documents	
6	Proof of works/ Web links to sample work demonstrating experience in the elaboration, preparation, and design of technical reports and documents	