

ANNEX 1

TERMS OF REFERENCE

Consultancy Services - Individual

“Consultancy Service for the Development of Gender Policy for Ministry of Economic Transformation (MET)”

GCF Project BLZ-RS-014

1. BACKGROUND

Belize, like many other Small Island Development states (SIDS), is vulnerable to climate change impacts such as extreme flooding, warmer temperature, sea level rise, and erosion. A 2014 assessment categorized Belize’s vulnerability index to climate change as extremely high: ranking 9th on the list of 38 other countries in Latin America and the Caribbean (CAF, 2014), emphasizing the importance for Belize to mitigate and adapt to climate change in its short and long-term development plans. Also, the Vulnerability and Adaptation Assessment conducted in 2019 shows that the coastal, fisheries, water and agriculture sectors are all at risk to these impacts of climate change, which in turn will impact the country’s economy as these sectors are great contributors to Belize’s GDP. Nonetheless, Belize has made significant progress to respond to those climate change related challenges, but much more is still required. According to Belize’s first Biennial Update Report by the National Climate Change Office (NCCO), support needed for the country is grouped into three different categories: technical assistance, financial support, and capacity building (BUR, 2020). To address the following needs, key funding agencies, such as the GCF, will need to support the government to meet its Nationally Determined Contribution. Additionally, a resource requirement report states that an estimated USD 1,906 million is needed to meet the updated Belize NDCs for 2030.

The Ministry of Economic Transformation (MET), in its pursuit of accreditation as a Direct Access Entity (DAE) to the Green Climate Fund (GCF), has conducted internal assessments under previous GCF-funded readiness initiatives. These assessments identified institutional gaps that must be addressed to meet accreditation requirements. The Government of Belize is committed to advancing national climate and development goals while aligning with international climate ambitions. This commitment places Belize on a trajectory toward reducing emissions and strengthening climate resilience.

Belize’s overarching development framework is articulated in *PlanBelize* through the Medium-Term Development Strategy (MTDS) 2022–2026 and *Horizon 2030*, which set medium- and long-term priorities, respectively. The MTDS includes Strategic Objective #5: Protection of the Environment, directly linked to targets in the country’s nationally determined contributions (NDCs), national adaptation plans (NAPs), and related sectoral policies. Complementing these strategies, the National Climate Change Policy, Strategy, and Action Plan (NCCPSAP) outlines Belize’s climate profile, sectoral vulnerabilities, and pathways to mainstream climate resilience into national and sectoral planning. This integrated approach supports mitigation, adaptation, and sustainable development.

Belize is also a signatory to key international and regional instruments, including the Convention on the Elimination of Discrimination against Women (CEDAW), the Convention on the Rights of the Child (CRC), the Beijing Declaration and Platform for Action, the Sustainable Development Goals (SDGs), and the Montevideo Convention. These commitments have guided the formulation of national policies and strategies, including *Horizon 2030* and the MTDS.

The country's key regulatory agencies play a vital role in the collaborative efforts to achieve the objectives of the above-mentioned policies. These include the Ministry of Economic Transformation– national planning ministry and responsibility to maximize access to climate finance; the National Climate Change Office (NCCO) – guides GOB's climate change policies, reports to the UNFCCC, responsible to vet NAPs and documents that are aligned to the NDC; and the Ministry of Public Service, Governance and Disaster Risk Management (MPSGDRM) – the DRM arm of the ministry has the responsibility for the National Meteorological Service (NMS) - monitoring changes in weather patterns – storms and precipitation, and the National Emergency Management Organization (NEMO) – government body designed to prepare for and respond to climate and weather hazards. Non-governmental agencies that are tied to this project include the Belize Social Investment Fund – implements social initiatives that target the human development needs especially in rural areas of Belize – and the University of Belize – the national flagship university that is pursuing the development of degree programs and research opportunities tied to the development and climate agenda of the country. All these institutions are adept at enabling the engagement of civil society organizations, indigenous peoples, and local communities in several aspects of their work and jurisdictions. The ministries and government offices are required to consult with a wide range of stakeholders, including indigenous groups, NGOs, CSOs, private sector entities, who might be affected by projects or initiatives that the ministries engage with. Each entity has their own institutional mandate, but they are all committed to engaging with each other and with the wider Belizean public to ensure country ownership and maximum buy-in.

The objective of this Readiness is to address remaining institutional gaps for MET against the GCF's accreditation standards, which inhibit Belize's ability to fully access more climate finance from entities such as the GCF. Through this Readiness grant, the MET will be better positioned to seek GCF accreditation to access more direct climate finance for the country. In doing so, Belize will increase its national capacity to access finance for resilience building and to further its climate agenda, as outlined in the Nationally Determined Contribution (NDC), the National Climate Change Policy Strategy and Action Plan (NCCPSAP), Belize's Country Program for Engagement with the Green Climate Fund 2022, Plan Belize – Medium Term Development Strategy 2022-2026 and Horizon 2030. The project will do so through two of the GCF's five readiness objectives:

- 1) Objective 1: **Capacity Building** - GCF recipient countries and relevant stakeholders set up adequate systems – human, technical and institutional – that enable them to fulfil their roles and responsibilities towards the GCF and enhance their ability to achieve their objectives; and
- 2) Objective 2: **Strategic framework** - to address policy gaps, improve sectoral expertise, and enhance enabling environments for GCF Programming in low emission investment

This will be done through the following outcomes and outputs:

- 1) Strengthened capacity of the MET to meet and maintain the GCF's Accreditation Standards as a Direct Access Entity (DAE) applicant through (i) Building a robust and functioning Gender Policy for MET, (ii) Developing adequate Gender procedures, policies, and manuals across MET's operations. Outcome 1.1. Country NDAs or focal points and the network/systems that enable them to fulfil their roles, responsibilities and policy requirements are operational and effective.
- 2) Strategic framework. Outcome 2.2. GCF recipient countries have developed or enhanced strategic frameworks to address policy gaps, improve sectoral expertise, and enhance enabling environments for GCF Programming.

2. Ministry of Economic Transformation Gender Policy, Integrating the Belize National Gender Policy.

The Consultant shall undertake the following tasks, structured around the five thematic priority areas of the Belize National Gender Policy, ensuring alignment with MET's mandate in economic transformation, climate finance, and institutional strengthening. These are: 1) Health, 2) Education, 3) Wealth and Employment Creation. 4) Violence Producing Conditions (including gender-based violence) and 5.) Women in Power and Decision-Making Positions.

1. Health

- Assess how MET's programs and projects intersect with public health outcomes, particularly in relation to climate resilience, workplace safety, and access to health services for employees and beneficiaries.
- Integrate gender-sensitive measures to ensure equitable access to health-related benefits and protections within MET-supported initiatives. The consultant shall:
 - a. Assess how MET's policies, programs, and projects incorporate gender-responsive considerations related to workplace health and safety, employee well-being, and inclusive participation, particularly within climate resilience, economic transformation, and investment initiatives.
 - b. Develop and implement institutional measures, safeguards, and practices that enhance equitable access to workplace protections, benefits, and supportive systems for both employees and beneficiaries.
 - c. Provide recommendations to ensure that MET-supported initiatives consider the differing needs of women, men, and vulnerable groups, promoting inclusive and equitable outcomes.

2. Education

- Review MET's role in supporting internal capacity-building initiatives, including vocational training, scholarships, and technical assistance.
- Ensure gender equity in access to educational opportunities facilitated by MET, with emphasis on STEM¹, climate finance, and trade-related fields.
- Recommend strategies to promote mainstream gender considerations into MET's training and knowledge transfer programs. The Consultant shall:
 - a. Assess MET's existing and planned capacity-building initiatives, including training programs, technical assistance, scholarships, and knowledge-sharing activities, to determine the extent to which they incorporate gender-responsive and inclusive approaches.
 - b. Review opportunities to strengthen equitable access to skills development, professional development, and technical training opportunities facilitated or supported by MET, with particular consideration for women's participation in STEM, climate finance, trade, entrepreneurship, and other emerging economic sectors.

¹ For the **Ministry of Economic Transformation (MET)**, STEM education is critical because:

- It strengthens **human capital** for climate finance, trade, and sustainable development.
- It ensures **women and youth** gain access to technical training, aligning with the Belize National Gender Policy priority on **Education** and **Wealth/Employment Creation**.
- It supports **innovation ecosystems** that drive entrepreneurship and competitiveness.

- c. Identify potential gender-related barriers that may limit participation in MET-supported learning and capacity-building initiatives and recommend strategies to promote equal opportunities and inclusive participation.
- d. Provide recommendations to mainstream gender equality and social inclusion considerations into MET's training, knowledge transfer, and institutional strengthening programs.

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3. Wealth and Employment Creation

- Analyze MET's policies and programs on entrepreneurship, trade, and employment creation to *identify gender disparities*.
- Develop and adopt comprehensive guidelines to ensure *gender-responsive approaches* in the design and implementation of projects and programs for employment creation, including consultancies implemented by MET and its partner institutions. The Consultant shall:
 - a. Assess MET's policies, programs, and initiatives related to entrepreneurship, investment, trade, employment creation, and economic development to identify potential gender disparities, barriers to participation, and opportunities to promote inclusive economic growth.
 - b. Develop practical gender-responsive guidelines and recommendations to support the integration of gender equality and social inclusion considerations in the design, implementation, monitoring, and evaluation of MET projects, programs, consultancies, and initiatives implemented through partner institutions.
 - c. Recommend approaches to strengthen gender-responsive procurement, consultancy engagement, and partnership arrangements to promote equitable participation and benefits from MET-supported interventions.

4. Violence Producing Conditions (including Gender-Based Violence)

- Assess and address how MET's projects and institutional environment must incorporate safeguards to prevent and mitigate conditions that could perpetuate gender-based violence, discrimination, or exploitation.
- Recommend safeguards, grievance redress mechanisms (GRM), and workplace policies to prevent and address gender-based violence within MET and affiliated programs. Including the Anti-Sexual Harassment Policy, which ensures compliance with the Anti-Sexual Harassment Act, 2024. The Consultant shall:
 - a. Assess MET's institutional environment, policies, programs, and projects to identify potential gender-related risks, including conditions that may contribute to gender-based violence, discrimination, harassment, exploitation, or unequal treatment.
 - b. Review existing institutional safeguards and recommend measures to strengthen the prevention, mitigation, and response mechanisms addressing gender-based violence and other forms of discrimination within MET and MET-supported programs.
 - c. Develop recommendations for strengthening grievance redress mechanisms (GRMs), reporting channels, confidentiality measures, and accountability frameworks to ensure that employees,

beneficiaries, consultants, and stakeholders have access to safe and effective mechanisms for raising concerns.

- d. Review and provide recommendations for strengthening workplace policies, including the Anti-Sexual Harassment Policy, to ensure alignment with the Anti-Sexual Harassment Act, 2024, and other relevant national and international standards.
- e. Recommend strategies to integrate gender-responsive safeguarding measures into MET projects, consultancies, and partnerships to promote safe, inclusive, and respectful working environments.

5. **Women in Power and Decision-Making Positions**

- Assess the current representation of women in leadership and decision-making roles within MET and its partner institutions.
- Develop strategies to promote women's participation in governance structures, advisory boards, and project leadership positions.
- Where it may be needed, let it be recommend institutional reforms and capacity-building measures to strengthen gender balance in decision-making processes.
- The Consultant shall:
 - a. Assess the current representation and participation of women in leadership, management, governance structures, advisory bodies, and decision-making roles within MET and relevant partner institutions.
 - b. Identify institutional, structural, or operational barriers that may limit women's participation and advancement in leadership and decision-making positions.
 - c. Develop strategies and recommendations to promote equitable participation of women in governance structures, advisory committees, project leadership roles, and other strategic decision-making platforms supported by MET.

3. **OBJECTIVE OF ASSIGNMENT:**

The objective of this assignment is to strengthen the Ministry of Economic Transformation's Gender framework to ensure alignment with Belize national Gender policy and international standards required for GCF accreditation. The Consultant shall:

1. **Develop a comprehensive Gender Policy and Manual aligned to Belize's legal framework, CARICOM, and GCF/IFI Gender standards.**

- This action ensures that the Ministry of Economic Transformation (MET) adopts a Gender Policy that is both nationally relevant and internationally compliant. By grounding the manual in Belize's legislative framework, the consultancy will guarantee legal coherence and enforceability. Alignment with CARICOM standards will promote regional harmonization and cross-border consistency, while integration of Green Climate Fund (GCF) and International Financial Institution (IFI) gender safeguards will strengthen MET's eligibility for climate finance and donor support. The gender policy and manual will serve not only as a guiding document but also as a practical instrument for institutionalizing gender-responsive practices across MET's projects, programs, and consultancies.

2. **Operationalize the Gender Policy and Manual by developing and applying practical tools, templates, and procedures that enable MET and its partner institutions to integrate gender-responsive approaches into projects and programs.**

- This action ensures that the Gender Policy manual is not limited to theoretical guidance but becomes a functional instrument for

institutional practice. By equipping MET and its partner institutions with standardized tools, templates, and procedures, the consultancy will facilitate consistent application of gender-responsive principles across all projects and programs. These instruments will serve as operational guides for staff and consultants, enabling measurable integration of gender considerations into employment creation, program design, and service delivery. In doing so, MET will strengthen accountability, enhance inclusivity, and ensure compliance with national, regional, and international gender standards.

3. Build institutional capacity through *structured training*, stakeholder validation, and a phased implementation support plan.

- This action ensures that the Ministry of Economic Transformation (MET) develops the internal competencies required to sustain gender-responsive practices across its mandate. Structured training will equip staff and consultants with the knowledge and skills to apply the Gender Policy effectively, while stakeholder validation will guarantee that the policy reflects diverse perspectives and gains broad institutional legitimacy.
- The phased implementation support plan will provide a roadmap for gradual integration, allowing MET to monitor progress, adjust strategies, and secure long-term sustainability of gender mainstreaming within projects, programs, and consultancies.

4. RESPONSIBILITIES OF MET

The Ministry of Economic Transformation (MET) shall:

1. Provide access to all available and relevant policies (national), procedures, records, files, agreements, reports, and plans relevant to the assignment.
2. Facilitate consultations and engagement with MET personnel and relevant stakeholders.
3. Provide timely feedback on deliverables and ensure internal coordination for validation and approval.
4. Ensure availability of key counterpart staff for collaboration in achieving the expected deliverables.
5. Support logistical arrangements required for the inception and validation workshops.
6. The Ministry of Economic Transformation, upon submission of receipts and prior approval, shall be responsible for reimbursable expenses, such as cost for printing of manuals and transportation.
7. The Ministry will provide conference rooms and stationery items as necessary.

5. SCOPE OF SERVICES:

Gender Policy and Manual Development:

1. The Consultant shall organize and convene both an inception workshop and a validation workshop for the Gender Policy and manual development, specifically targeting and engaging civil society organizations and representatives of vulnerable groups.
2. Develop a comprehensive Gender Policy and Manual / document that includes Gender structure and mandate (to be expanded on the deliverables)
3. This is the context of the scope:
 - a. **Policy Review and Contextual Analysis**
 - Conduct a comprehensive review of existing national gender policies, strategies, and legal frameworks.

- Assess international obligations (CEDAW, SDG 5, GCF accreditation standards) and their applicability to the institution.²
- Identify gaps, overlaps, and risks of duplication with existing frameworks.
- b. Institutional Assessment**
 - Map current institutional structures, programs, and staffing practices to evaluate gender integration.
 - Analyze decision-making processes, resource allocation, and program delivery for gender equity.
 - Document barriers to inclusivity and propose corrective measures.
- c. Stakeholder Engagement**
 - Facilitate consultations with government ministries, civil society organizations, academia, and community representatives.
 - Ensure participatory input from both women and men, including vulnerable and marginalized groups.
 - Summarize stakeholder perspectives to inform policy design.
- d. Drafting of Gender Policy Framework**
 - Develop guiding principles, objectives, and strategic priorities for the Gender Policy.
 - Define institutional mechanisms for implementation, including roles, responsibilities, and coordination structures.
 - Integrate grievance redress mechanisms (GRM) and accountability measures.
- e. Drafting a Gender Manual**
 - **Operationalization of Policy Commitments**
 1. The manual must clearly translate the Gender Policy into **step-by-step procedures, templates, and tools** that staff and institutions can apply in daily operations.
 - **Alignment with Legal and Institutional Frameworks**
 1. The manual must be consistent with **national laws, regional standards (e.g., CARICOM), and international safeguards (e.g., GCF, IFIs)**.
 2. It should also align with the institution's governance structures, reporting lines, and accountability mechanisms.
 - **Capacity Building and Practical Usability**
 1. The manual must be designed for **training, awareness, and ease of use** by diverse stakeholders (ministries, agencies, communities).
 2. It should include **examples, case studies, and adaptable templates** to strengthen institutional capacity.
- f. Implementation Plan**
 - Prepare a phased action plan with timelines, resource requirements, and capacity-building needs.
 - Recommend monitoring and evaluation (M&E) indicators to track gender-sensitive outcomes.
 - Align implementation with national development strategies and donor requirements.
- g. Capacity Building and Knowledge Transfer**
 - Conduct training sessions for staff and stakeholders on gender mainstreaming and policy application.

² Belize submitted its last CEDAW Report in 2023. There is a recommendation and observation report from CEDAW

- Provide toolkits, manuals, and templates for operationalizing the Gender Policy.
- Ensure sustainability through institutional ownership and knowledge transfer.

Detailed Gender Policy procedure

4. The consultancy must demonstrate how these practices can interact and collaborate with Gender institutionalized mechanisms to ensure inclusivity and, legitimacy by bridging traditional gender structures with policy frameworks, MET will strengthen principles, enhance stakeholder engagement, and ensure that gender-responsive approaches are both contextually relevant and nationally coherent.
5. Develop a comprehensive Gender Strategy to ensure all project-affected communities are aware of their rights. Develop training seminars for effective institutionalization of the policy and instruction manual.
6. *Develop a comprehensive gender risk assessment matrix tailored to the implementation of the Gender Policy. The matrix should systematically identify potential risks, propose effective mitigation strategies, and establish ongoing monitoring mechanisms.* Special emphasis must be placed on risks related to retaliation against individuals advocating for gender equity, breaches of confidentiality in reporting gender concerns, and the emergence of social friction within institutions or communities. The matrix must ensure that all identified risks are addressed through clear procedures, designated responsible parties, and regular reviews. By embedding these safeguards, the consultancy will help MET and its partner institutions maintain a safe, inclusive, and trustworthy environment for advancing gender-responsive policies and practices.
7. Conduct a one-day training session on Gender policy and manual for MET and other key stakeholders.

6. Develop a Gender Policy toolkit including:

Section	Content
Policy Framework Tools	• Gender Policy manual (aligned to Belize law, CARICOM, GCF/IFI standards) • Guiding principles and definitions • Compliance checklist for institutional alignment
Risk & Safeguards Tools	• Gender risk assessment matrix • Confidentiality and retaliation safeguards • Monitoring and reporting templates for risk mitigation
Stakeholder Engagement Tools	• Consultation guidelines for civil society and vulnerable groups • Workshop facilitation templates (inception, validation) • Stakeholder mapping and feedback forms
Program & Project Design Tools	• Gender-responsive project design template • Employment guidelines
Institutional Capacity Tools	• Training modules • Gender Capacity-building manuals³

³ “Gender Capacity-Building Manuals” is for the development of a Gender Policy checklist. It signals that the consultant must deliver a **formal manual** that includes:

- Documents training content and methodologies.

	• Phased implementation support plan
Community & Cultural Integration Tools	• Cultural sensitivity gender guidelines • Community gender validation templates
Monitoring & Evaluation Tools	• Gender indicators and M&E framework • Reporting templates on gender related issues (quarterly/annual)
Knowledge Transfer Tools	• Toolkits and manuals for staff • Templates for institutional reporting • Long-term sustainability guidelines

Recommend mechanisms for continuous facilitation of supporting processes:

- Integrate mechanisms into the Gender Policy manual that guarantee due process, transparency, and clearly defined escalation procedures for addressing gender-related impacts and actions.

6. CONTRACT REPORTS AND TIMELINE

The consultancy shall be conducted over a period of **Six (6)** calendar months. The consultant is required to explicitly allocate and document the necessary level of effort (**at minimum eighty-five (85) working days**) to fulfil all deliverables within this specified timeframe, thereby ensuring that the expectations regarding scope and workload are distinctly articulated.

1. Inception Report to be handed in in the 2nd Week

Inception Report outlining the detailed scope of work, methodology, Gantt chart timeline, key milestones, and stakeholder engagement plan (further detail in deliverables and payment mechanisms). Conduct a stakeholder sensitization workshop within the first month to introduce the assignment and collect preliminary input.

Derive information to develop a **Gender Policy**

2. Stakeholder inception workshop to be held 1 month after signing
- a. Conduct a stakeholder inception workshop within the first month to introduce the assignment and collect preliminary input.

3. **Draft Gender Policy Manual and Develop Gender Toolkit at 3 Months after signing**
- a. Prepare first Draft Gender Policy Manual aligned with national Gender Policy.
 - b. Develop a comprehensive gender risk assessment matrix tailored to the implementation of the Gender Policy. The matrix should provide multiple entry points for reporting gender-related concerns, including standardized written forms and digital submissions, and must guarantee impartial review processes and timely resolutions.

4. Perform a validation workshop **4 months after signing**

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- Provides standardized tools for institutional learning.
 - Ensures sustainability of gender mainstreaming beyond any consultation and consultancy.

Stakeholder Review and Feedback

- a. Request that participants provide structured feedback on the draft Gender Policy, ensuring that civil society organizations, vulnerable groups, and institutional representatives validate the proposed gender pathways for MET accreditation and reporting mechanisms.

Consensus Building and Endorsement

- a. Request that stakeholders collectively assess the practicality, viability, and cultural appropriateness of the Gender Policy, leading to consensus on its adoption and endorsement for implementation across MET and partner institutions.

5. Handing in of Final *draft* Gender Policy Manual at 5 Months after signing

- a. Revise draft documents based on feedback and delivery from validation workshop.
- b. Final Gender Policy – once included the recommendations of the Validation workshop. The final document will be presented to the Project Manager and Director for review and approval.

6. Training Package and Training Delivery at 5.5 months after signing

The consultant after final review and approval will:

- a. Organize a one-day training workshop for up to 50 participants, ensuring gender balance among MET frontline staff, gender investigators, and other key stakeholders. The session shall be inclusive and designed to strengthen participants' understanding of the importance and necessity of a Gender Policy, highlighting its role in improving institutional effectiveness, workplace equity, and human relationships.

7. Standard Policy and Manual Requirements:

- a. The Gender Policy and Manual shall include a practical, adaptable risk register template tailored to gender-related activities. This template must capture risks across policy implementation, institutional processes, and program delivery; categorize them by likelihood and impact; and outline mitigation and contingency measures.
- b. The Consultant shall define and document gender risk reasoning strategies that comply with Belize national gender policy legal requirements and institutional policies. These strategies must identify potential risks across policy implementation and institutional processes, aligned with Belize's statutory framework, and ensure consistency with international gender safeguard standards.
- c. The Gender Policy and Manual shall include a complaint handling and escalation protocol that guarantees due process and transparency. This protocol must define procedures for intake, registration, investigation, resolution, and appeals, with clear timelines and responsibilities at each stage.

7. Deliverables and Payment mechanisms

No	Deliverables	Delivery Date	Indicative Payment %	Acceptance Criteria
1	Inception Report - Detailed scope of work - Methodology - Milestones for training, awareness, and system activation - Milestones including stakeholder engagement - Outline of approach for Gender Policy - Timelines (Gantt Chart)	2 weeks after signing contract	20% payment	Inception report is complete as per No. 1 , reviewed and endorsed by Project Manager of GCF Readiness 14, and approved by the Director of the CFU within one (1) week of submission by the consultant.
2	D 1.1.1.5: Inception Workshop for the development of MED⁴ Gender Policy. Activity 1.1.1.5 Conduct Inception Workshop for the development of MED Gender Policy.	1 month after signing Contract		Consultant Inception Workshop. The consultant shall deliver the following acceptance criteria: Stakeholder Engagement - A minimum of 15 individuals representing civil society organizations, vulnerable groups, and institutional stakeholders must be present. - Attendance list and signed participation records must be documented.

⁴ Please note that MET and MED refer to the same Ministry. As the proposal was developed prior to the name change of the Ministry, the term MED cannot be altered in the deliverable.

				2. Presentation of Objectives ○ Consultant must clearly present the scope, objectives, and expected outcomes of the MET Gender Policy and Manual. ○ Workshop materials (agenda, slides, handouts) must be prepared and shared in advance. 3. Structured Dialogue ○ Facilitated discussions must capture stakeholder perspectives on gender priorities, risks, and institutional needs. ○ Input must be documented in a workshop report. 4. Validation of Approach ○ Stakeholders must review and provide feedback on the proposed methodology for developing the Gender Policy and Manual. ○ Feedback must be consolidated into a validation summary. 5. Documentation of Inputs ○ Consultant must produce a comprehensive workshop report including attendance, agenda, stakeholder inputs, and agreed next steps. ○ Report must be submitted within 5 working days of the workshop. 6. Compliance and Inclusivity ○ Workshop must ensure gender balance among participants.
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				○ Accessibility measures (venue, language, materials) must be in place to allow full participation. 7. Outputs and Deliverables ○ Inception Workshop Report (including validated methodology and stakeholder feedback) submitted to Project Manager and Director for approval ○ If any, update work plan reflecting stakeholder input.
3	D 1.1.1.6: MED Gender Policy report Activity 1.1.1.6: Develop a draft toolkit and MED Gender Policy	3 months after signing contract	30% payment	Gender Policy & Toolkit Development. The consultant shall deliver the following acceptance criteria: 1. Policy Alignment ○ The Gender Policy must be consistent with Belize’s legal framework, CARICOM standards, and international gender safeguard requirements (e.g., GCF/IFI). 2. Stakeholder Validation ○ Draft policy and toolkit must incorporate inputs from civil society organizations, vulnerable groups, and institutional stakeholders, documented through consultation reports. 3. Toolkit Completeness ○ Toolkit must include practical instruments such as risk assessment matrices, reporting templates, training modules, and cultural integration guidelines. 4. Institutional Usability

				- Policy and toolkit must be adaptable for use across MET departments and partner institutions, with clear procedures, responsibilities, and monitoring mechanisms. 5. Deliverables Submission 1st draft Gender Policy and Toolkit must be delivered in both digital and print-ready formats, accompanied by an implementation roadmap.
4	D 1.1.1.7: Validation Workshop report for Gender Policy Activity 1.1.1.7 Conduct Validation workshop for MED Gender Policy for final approval of the document and report.	4 months after signing contract		Validation Workshop. The consultant shall deliver the following acceptance criteria: 1. Stakeholder Participation - Key stakeholders including civil society organizations, vulnerable groups, and institutional representatives must be present. - Attendance records and signed participation sheets must be documented. 2. Presentation of Draft Policy - Consultant must present the draft MED Gender Policy in full, including toolkit components, for stakeholder review. - Workshop materials (agenda, slides, handouts) must be shared in advance. 3. Structured Validation Process

				○ Stakeholders must provide feedback on the practicality, cultural appropriateness, and viability of the Gender Policy. ○ Inputs must be consolidated into a validation summary report. 4. Consensus and Endorsement ○ Workshop must achieve consensus among stakeholders on the adoption of the Gender Policy. ○ Endorsement must be formally documented as part of the workshop outputs.
	Activity 1.1.1.7 Validation of MED Gender Policy for final approval of the document (approval will be granted by the validation from key stakeholders and submission to the CEO).	5 months after signing contract	30% payment	1. Deliverables Submission ○ Final manual on Gender Policy and Toolkit must be delivered in both digital and print-ready formats, accompanied by an implementation roadmap. 2. Final Approval and Submission ○ Consultant must prepare and submit the validated Gender Policy and toolkit, along with the workshop report, to Project Manager and Director, which shall proceed to share with relevant parties ○ The CEO by recommendation of the PSC will proceed with final approval. ○ Submission must include evidence of stakeholder validation and endorsement.
5	D 1.1.1.8: Training workshop report for Gender Policy	5.5 months after signing contract	20% Payment	Training Workshop. The consultant shall deliver the following acceptance criteria:

	Activity 1.1.1.8 Conduct training workshop for MED and stakeholders on Gender Policy			1. Inclusive Participation ○ At least 40–50 participants representing MET staff, gender investigators, and key stakeholders must attend, with documented gender balance and signed attendance records. 2. Training Content Delivery ○ Consultant must deliver structured training modules covering the Gender Policy framework, toolkit application, and institutional responsibilities. Materials (agenda, slides, handouts) must be prepared and shared in advance. 3. Capacity Building Outcomes ○ Participants must demonstrate improved understanding of gender-responsive practices through interactive exercises, or post-training evaluations. 4. Documentation and Reporting ○ A comprehensive training report must be submitted to Project Manager and Director within 10 working days, including attendance, agenda, training materials, participant feedback, and recommendations for follow-up actions.
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8. PROFESSIONAL ATTRIBUTES, QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

Requirements for the Consultant, this is a local consultancy, and consultant should possess the following academic and expertise requirements:

Consultant Requirements – Gender Policy Development

1. Academic Qualifications

- The Consultant is expected to hold an advanced degree (Master's or higher) in Gender Studies, Social Policy, Social Specialist, Sociology, Social Work, Law, Development Studies, or a closely related discipline. Applicants with a Bachelor's degree with 5 years minimum experience in any of these fields, will also be considered.

2. Professional Experience

- Minimum of 5 years of demonstrated experience in gender policy development, institutional strengthening, or social inclusion frameworks, preferably within the Caribbean or similar contexts.
- Successfully completed at least one (1) assignments within the last five (5) years involving the design, development, review/strengthening or implementing of Gender Policy

3. Knowledge of Frameworks

- Proven understanding of Belize's statutory framework and ability to align Gender Policy with national Policy, regional (CARICOM) standards, and international financial institution (IFI) requirements (e.g., World Bank, IDB) (would be considered an asset).
- CARICOM gender commitments, and international safeguard standards (e.g., CEDAW, SDG 5, GCF gender policy).

4. Technical Skills

- Expertise in developing toolkits, risk assessment matrices, and monitoring & evaluation frameworks for gender mainstreaming.
- Strong facilitation skills in capacity building, workshops, consultations, and stakeholder engagement.
- The ability to design and implement accessible, transparent, gender-responsive, aligned with national and international best practices.
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5. Deliverables Capacity

- Ability to produce high-quality policy documents, manuals, and training materials in both digital and print formats.
- Commitment to timelines and compliance with institutional governance and accountability standards.

9. DURATION AND LOCATION

- a. Duration: six (6) months commencing from the date of engagement.
- b. Location: Remote, with frequent visit to the Ministry of Economic Transformation in Belmopan

10.COORDINATION:

- a. Reporting Responsibility: The consultant will report to MET GCF-RS 14 Project Manager and the Director of the Climate Finance Unit.
- b. MET focal points will support coordination and document access.

11.DELIVERY FORMAT AND CONFIDENTIALITY:

- a. All deliverables must be submitted in English in editable format (MS Word, Excel, etc.)
- b. The Consultant shall perform all duties and responsibilities with the highest standards of professionalism, integrity, discretion, and confidentiality, and shall safeguard all information obtained during the course of the engagement.