



**Terms of Reference (ToR)**  
**Regarding the Engagement of a Gender Specialist Consultant**  
**Between**  
**Indigenous Peoples Foundation for Education and Environment (IPF)**  
**and**  
**[Name of Consultant / Individual]**

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## **1. Background**

The Inclusive Conservation Initiative (ICI), under the Global Environment Facility (GEF-7), is a global initiative promoting participatory conservation among Indigenous peoples and local communities, emphasizing sustainable management of land, water, and forest resources based on local knowledge and traditional practices. Thailand participates through the Indigenous Peoples Foundation for Education and Environment (IPF) and partner organizations (IMPECT, PASD, WISE, and ECHA), covering 86 communities from seven ethnic groups across eight provinces, totaling approximately 115,874 hectares.

The project's main objectives are to: (1) support sustainable resource management according to customary practices; (2) strengthen Indigenous peoples' rights and participation in policy decision-making; (3) reduce impacts and develop community-level climate adaptation plans; (4) enhance community-based economic development and food security; and (5) promote learning and intergenerational transmission of local knowledge. Expected outcomes include land-use and biodiversity plans in 21 sub-watersheds, local regulations and special cultural zones, climate adaptation plans in 10 pilot sub-watersheds, expansion of forest and biodiversity areas by approximately 115,874 hectares, and improved community income and food security.

The project places strong emphasis on **women's empowerment and gender integration**. Women are supported to participate in decision-making, resource management, knowledge preservation, and community economic activities, ensuring equal roles with men in driving initiatives. A **Gender Action Plan** is implemented with gender experts supporting all stages—activity design, monitoring, evaluation, and technical guidance—ensuring gender perspectives are fully integrated to achieve sustainable and equitable conservation and community development outcomes.

## **2. Overall Objective**

To ensure the effective application of the Gender Action Plan in all aspects of project implementation.



### **3. Objective**

- 3.1. To provide tailored technical support for the implementation of the gender action plan.
- 3.2. To develop and implement a capacity building process on gender for the implementing partner's staff.
- 3.3. To develop tools and training materials to be used during training sessions with staff and community event.
- 3.4. To provide technical support in the monitoring and reporting of the gender action plan.

### **4. Duration**

The consultancy period shall commence on **1 October 2025** and end on **31 December 2026**, totaling **15 months**, with the possibility of extension subject to mutual agreement between both parties.

### **5. Consultant Qualifications**

- 5.1. Possession of a degree in social sciences or a related discipline, together with proven knowledge and comprehensive understanding of Gender Equality, Gender Mainstreaming, Intersectionality, and Human Rights.
- 5.2. Have at least 3 years of professional experience in gender or gender equity-related work.
- 5.3. Have knowledge and understanding of Indigenous peoples, particularly in resource management and biodiversity conservation based on Indigenous knowledge.
- 5.4. Possess skills in communication, training, monitoring and evaluation, and report writing.
- 5.5. Communicate primarily in Thai, and have good proficiency in English (speaking, reading, and writing).
- 5.6. Be able to travel to the IPF office and to project communities in the provinces of Chiang Mai, Chiang Rai, Mae Hong Son, Trang, Satun, and Phatthalung, as well as participate in meetings as required.

### **6. Office Location**

- 6.1 The main office is located at Indigenous Peoples Foundation for Education and Environment (IPF), San Na Meng Subdistrict, San Sai District, Chiang Mai Province, Thailand.
- 6.2 The consultant is expected to attend the office once per quarter on dates specified by IPF.

### **7. Scope of work and roles and responsibilities**

#### **7.1. IPF**

- Prepare and organize project documents including the 3-year and annual Gender Action Plans, activity plans, and reporting forms (e.g., quarterly reports, monitoring forms).
- Coordinate with the Gender Specialist to ensure project activities are implemented according to the plan and timeline.



- Provide necessary information and support, including community and contextual data, logistical arrangements, and resources for activities and trainings.
- Support project budgeting and resource allocation, including activities and consultant engagement, to achieve project objectives.
- Review and contribute to monitoring and evaluation, ensuring accuracy of reports, facilitating reporting mechanisms, and enhancing future gender integration processes.

## 7.2. Gender Specialist Consultant

<b>3.1 To provide tailored technical support for the implementation of the gender action plan.</b>				
Activity no.	Job description	Deliverables	Unit	Total
3.1.1	Provide consultation, guidance, and support for the effective implementation of the project to ensure alignment with the 2025 Gender Action Plan, including assisting the project team in designing and implementing activities that integrate gender equality considerations.	Technical Recommendations, Summary Report on Gender Mainstreaming Implementation	4 meetings and 6 online meetings	7,000
3.1.2	Attend meetings with donors and project meetings, as necessary, to communicate project progress and exchange technical inputs on gender issues	Meeting Summary / Minutes and Progress Update / Brief	12 online meetings	6,000
3.1.3	Join field visits with the project management team in Chiang Mai and Chiang Rai to support gender activities by observing, analyzing, and giving technical advice to strengthen gender perspectives in the field	Report with recommendation on gender action plan.	3 trips	6,000



3.1.4	Join field visits with the project management team in Mae Hong Son, Trang, Satun and Phatthalung to support gender activities by observing, analyzing, and giving technical advice to strengthen gender perspectives in the field	Report with recommendation on gender action plan.	6 trips	24,000
3.1.5	Develop the Annual Gender Action Plan for 2026	Gender Action Plan (GAP) for Fiscal Year 2026	1 GAP	20,000
<b>3.2 To develop and implement a capacity building process on gender for the implementing partner's staff.</b>				
3.2.1	Review and update the gender training curriculum for ICI staff and team	Training Course	1 course	7,000
<b>3.3 To develop tools and training materials to be used during training sessions with staff and community event.</b>				
3.3.1	ToT for partner staff to implement the training module at community level. (M&E)	Training Record	1 training	6,000
3.3.2	Monitor the training process at the field level	Report on Training Follow-up and Recommendations.	1 report	6,000
<b>3.4 To provide technical support in the monitoring and reporting of the gender action plan.</b>				
3.4.1	Conduct a review of the project activity plan, offering recommendations to mainstream gender into implementation and proposing a data collection and evaluation framework in collaboration with M&E staff.	Recommendations Report for the Project Activity Plan	1 plan	8,000



3.4.2	Prepare a quarterly report according to the project's reporting framework and indicators, following the IUCN reporting format, in collaboration with M&E staff, covering gender-related activities and providing recommendations for improvement.	IUCN Report on Gender	6 reports	30,000
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## 8. Remuneration and Payment Schedule

Activity	Deliverable	Payment (THB)	Payment Trigger
3.1.1	Technical recommendations & Summary report	1,000 per online session (6 sessions) + 1,000 per in-person session (4 sessions)	After each meeting/session
3.1.2	Meeting summaries & Progress updates	500 per meeting (12 meetings)	After each meeting
3.3.3	Field visit report (Chiang Mai & Chiang Rai)	2,000 per visit (3 visits)	After each field visit
3.3.4	Field visit report (Trang & Mae Hong Son)	4,000 per visit (6 visits)	After each field visit
3.3.5	Annual Gender Action Plan (GAP 2026)	20,000	Upon submission & approval
3.2.1	Revised training curriculum	7,000	Upon submission & approval
3.3.1	ToT training record	6,000	After completion of ToT
3.3.2	Training follow-up report	6,000	After monitoring training process
3.4.1	Recommendations report for project plan	8,000	After reviewing & proposing M&E framework
3.4.2	IUCN Gender Reports (6 quarterly)	30,000	5,000 per report

**Total:** 120,000 THB



**Notes:**

- For 3.1.1, payment is **per meeting/session** immediately after completion.
- Other deliverables are paid upon submission/approval.
- Travel & accommodation costs **not included**.

**9. Ownership and Publication Rights**

All works produced under this Term of Reference shall be the intellectual property of the Indigenous Peoples Foundation for Education and Environment (IPF). These works may be used, published, or further developed in accordance with the objectives of the project. The expert may reference their experience in the works, provided that doing so does not violate the project’s rights or disclose confidential information.

**10. Termination and Cancellation of the Agreement**

Both parties may terminate this Term of Reference by giving at least 30 days’ prior notice, provided there is a reasonable cause and mutual agreement. Compensation may be agreed upon as appropriate, based on the work already performed.

**Signed by**

Signed: .....

(Mr. Kittisak Rattanachangri)

Director of the Foundation

Date: 04/09/2025

Signed: .....

(Expert Name)

Date: .....