



Annex 2 – Terms of Reference

For the Consultancy Contract of: International consultant to conduct gender-sensitization training on improved inclusion of vulnerable populations, including women in local-level climate change adaptation planning, implementation, and monitoring.

1. **Project Title:** “Improving Adaptive Capacity of Local Communities to Water Shortages and Land Degradation in Two Climatic Hazard Affected Regions of Turkmenistan”.
2. **Duty location of Consultancy:** Akhal and Dashoguz regions, Turkmenistan
3. **Contract Duration:** 2 months (July 2025 - September 2025)

4. Nature of Consultancy Services:

Under the guidance of the IOM project manager, the international consultant will develop and conduct two two-day capacity building training for decision-makers, planners, and technical experts from local administrations and self-governance bodies on improved inclusion of vulnerable populations, including women in local-level climate change adaptation planning, implementation, and monitoring. The international consultant will develop training modules and informational materials for the training and conduct pre- and post-seminar surveys for participants and prepare gender-sensitive knowledge products. (Contract for the provision of consultancy services, category B).

5. Context and Scope of Work:

The International Organization for Migration (IOM) in Turkmenistan is implementing a project to support national efforts in effective water resource management and climate change adaptation, focusing on vulnerable groups such as families of migrants staying behind and women-led households. The project aims to enhance the adaptive capacity of this target group by improving their knowledge and practical skills, as well as through a series of training for decision-makers, planners, and technical experts from local administrations and communities in the Akhal and Dashoguz regions to include vulnerable groups in local climate change planning and adaptation processes, including gender-sensitization training.

The international consultant will work closely with the IOM project team, national consultant, and other stakeholders for the successful implementation of this assignment.

6. **Organization:** IOM Turkmenistan

7. Main responsibilities:

The international consultant will be responsible for, but not limited to the following tasks:

- Prepare training modules and informational materials on improved inclusion of

vulnerable populations, including women in local-level climate change adaptation planning, implementation, and monitoring.

- Prepare and conduct pre- and post-tests for training participants.
- Conduct two two-day training on improved inclusion of vulnerable populations, including women in local-level climate change adaptation planning, implementation, and monitoring for decision-makers, planners, and technical experts from local administrations and self-governing bodies in the aforementioned regions of Turkmenistan (25 participants in each region).
- Develop knowledge products on the topic of the training for publication and further distribution.
- Prepare a final report on the work done.

8. Deliverables and Timeframe:

Deliverables	Description	Timeframe
Deliverable 1	Prepare training modules, presentations and information handouts for workshop participants	10 working days
Deliverable 2	Conduct two-day seminars in two regions of Turkmenistan.	6 working days
Deliverable 3	Develop knowledge products for publication	4 working days
Deliverable 4	Prepare a final narrative report.	10 working days

9. Payment Terms:

The international consultant will be contracted under an Individual Consultancy Contract for a total of 30 working days, with a lumpsum payment upon completion of deliverables and approval of the final narrative report by the Project Manager.

10. Performance Indicators for Evaluating Results:

- Training modules, materials, presentations and programs are prepared and submitted.
- 70 percent of training participants demonstrated improved knowledge on the topics covered by the training.
- Knowledge products are developed.
- A final descriptive report, including description of the training outcomes, surveys, participant feedback, and consultant's observations are prepared and submitted.

11. Education, Experience, and Skills:

Education:

- Bachelor's degree in social sciences, gender studies, sociology, or a related field. Additional degrees in environmental science or sustainability can be beneficial.

Work Experience:

- At least five years of relevant work experience in gender-related projects, preferably focused on climate change adaptation, community development, or social inclusion.
- Proven experience in developing and conducting training sessions, workshops, or seminars on gender sensitization and inclusion.
- Good understanding of international and regional climate change processes and sustainable development, environmental policies, gender equality issues, including gender-sensitive legislation, and combating gender stereotypes, gender sensitive planning.
- Advanced understanding of the impact of climate change on the environment and

human mobility, and issues related to climate change adaptation of vulnerable populations.

- Experience of working with government organizations and NGOs.
- Experience of working with international organizations/agencies is desirable.

Skills:

- Excellent proven analytical skills
- Strong verbal and written communication skills.
- Excellent organizational and creative thinking skills.
- Understanding and respecting diverse cultural contexts and practices.
- Ability to clearly articulate thoughts, express ideas and information, and engage the audience in discussions.
- Skills and knowledge in data security and data protection principles.
- Ability to complete tasks within the established timeframe while maintaining quality results.
- Excellent skills in Microsoft Office applications, including Word, Excel, and PowerPoint.

Languages:

Fluency in English and Russian (knowledge of Turkmen is an asset).

12. Competencies and values:

Values:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioural indicators

- **Teamwork:** Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** Continuously seeks to learn, share knowledge and innovate.
- **Accountability:** Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.
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Please submit your application via the [link](#) by June 22, 2025. If you have any questions, do not hesitate to reach out to at kbeshimova@iom.int