

## Women in Environmental Economics for Development (WinEED) Coordinator

### Consultancy

Reference: **08WINEED0425**

Division:	Research for Inclusive Green Development
Unit:	Environmental Economics and Sustainable Agribusiness (UEAAS/EfD)
Immediate supervisor:	Project Coordinator
Type of position:	Consultancy
Duration:	10 months and 27 days with possibility of renewal
Workplace:	CATIE

### I. BACKGROUND

EfD is positioned to take the lead in advancing impactful, policy-relevant research that addresses pressing environmental and developmental challenges in the Global South, particularly in sub-Saharan Africa (SSA). EfD addresses a critical gap in the Global South by establishing institutionalized, sustainable and vibrant platforms that connect local experts with policymakers and international resources.

This connection is essential for effectively tackling poverty and environmental issues, promoting sustainable transformations, and reversing the "brain drain" by enabling skilled economists to pursue impactful careers in their home countries. EfD's approach focuses on creating conditions for local experts to thrive and contribute to better natural resource management within a global network.



This tender aims to appoint a dedicated coordinator to lead and manage EfD's Women in Environmental Economics for Development (WinEED) network. WinEED plays a critical role in strengthening the pipeline of women researchers from the Global South by equipping them with the skills, opportunities, and support needed to take on leadership roles in environmental economics for poverty alleviation. Through capacity-building, professional networking, and mentorship, the program fosters gender equity in academia, contributing to more inclusive and impactful environmental solutions.

The WinEED Coordinator will be responsible for leading the Gender Task Force, implementing a Gender Action Plan, and further developing and maintaining the network to ensure its long-term growth and effectiveness.



## II. OBJECTIVE

This tender seeks to appoint a dedicated coordinator to lead and manage EfD's Women in Environmental Economics for Development (WinEED) network, ensuring its continued growth and impact. The coordinator will support efforts to strengthen the pipeline of women researchers from the Global South by facilitating access to skills development, opportunities, and support systems that enable their advancement into leadership positions in environmental economics for poverty alleviation.

By driving capacity-building initiatives, fostering professional networks, and developing mentorship programs, the coordinator will support the long-term development of women in research and academia. This role will also involve strategic planning, stakeholder engagement, and securing resources to enhance WinEED's activities and visibility within the EfD network and beyond. Ultimately, the coordinator's efforts will contribute to a more inclusive and equitable research environment, strengthening gender diversity in environmental economics and thereby shaping more effective, globally relevant solutions to environmental and development challenges.

## III. SPECIFIC OBJECTIVES

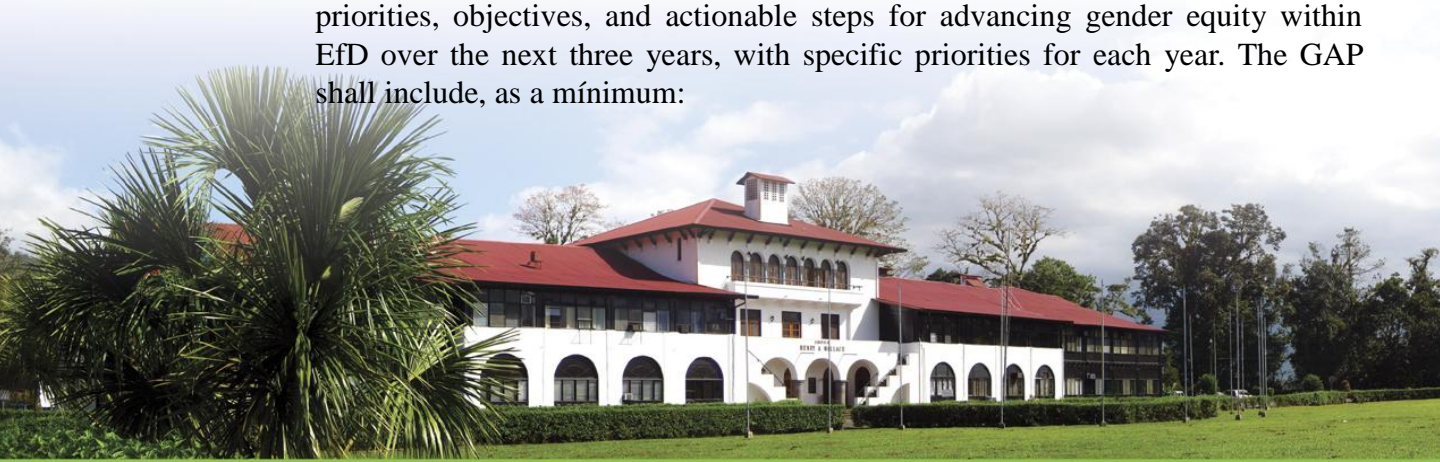


- I. Develop an EfD Gender Action Plan 2025 - 2027 with clear priorities and plan for delivery during year 1.
- II. Lead and manage the work of the advisory Gender Task Force.
- III. Promote the inclusion of gender perspectives and narratives in EfD's institutional work.
- IV. Manage WinEED membership, maintaining communication and outreach, and fostering community engagement through joint platforms and newsletters.
- V. Identify funding opportunities, develop proposals, and coordinate with donors, partners, and EfD Global Hub staff to align efforts and support network growth.
- VI. Act as liaison between relevant people in the Global Hub team and WinEED to promote the inclusion of gender perspectives and narratives throughout EfD's activities, in particular its institutional work.

## IV. ACTIVITIES

The appointed consultant shall carry out the following activities:

- a) **Develop a Gender Action Plan (GAP)** that outlines a strategic approach for the period 2025 - 2027, based on input from the Gender Task Force, the WinEED network, and key stakeholders at the EfD Global Hub. The plan will define priorities, objectives, and actionable steps for advancing gender equity within EfD over the next three years, with specific priorities for each year. The GAP shall include, as a minimum:



- i. Conducting in-depth institutional barriers analysis through interviews to identify structural and cultural challenges at EfD centers.
- ii. Developing a gender equality vision to guide network-wide gender initiatives.
- iii. Supporting the creation and implementation of gender indicators to track progress.
- iv. Designing a mentorship model for early-career women within EfD.
- v. Establishing a WinEED support framework to strengthen local and regional activities.
- vi. Enhancing network-wide engagement with WinEED members and resource people.
- vii. Planning and organizing WinEED activities at the EfD Annual Meeting.
- viii. Developing a strategy to raise awareness about sexual corruption and abuse of power in academia.

**b) Lead and manage the Gender Task Force, including:**

- i. Scheduling and organizing meetings.
- ii. Preparing agendas and meeting notes.
- iii. Ensuring follow-up on key priorities and deliverables.



**c) Maintain and enhance the WinEED network by:**

- i. Developing and maintaining a structured membership process to ensure active engagement and inclusivity.
- ii. Keeping the EfD website updated with relevant WinEED activities and information.
- iii. Establishing and managing joint platforms for collaboration, knowledge sharing, and networking.
- iv. Developing and distributing regular newsletters to keep members informed about key developments and opportunities.

**d) Strengthen resource mobilization and stakeholder engagement by:**

- i. Identifying and applying for funding opportunities to support meetings, coordination efforts, and institutional development.
- ii. Coordinating with donors, partners, Global Hub staff, and other key stakeholders to align efforts, share insights, and provide necessary plans and reports.

e) Collaborate with the Gender Specialist to identify mentoring and professional development opportunities for women within EfD, and to develop activities for EfD's annual meetings.





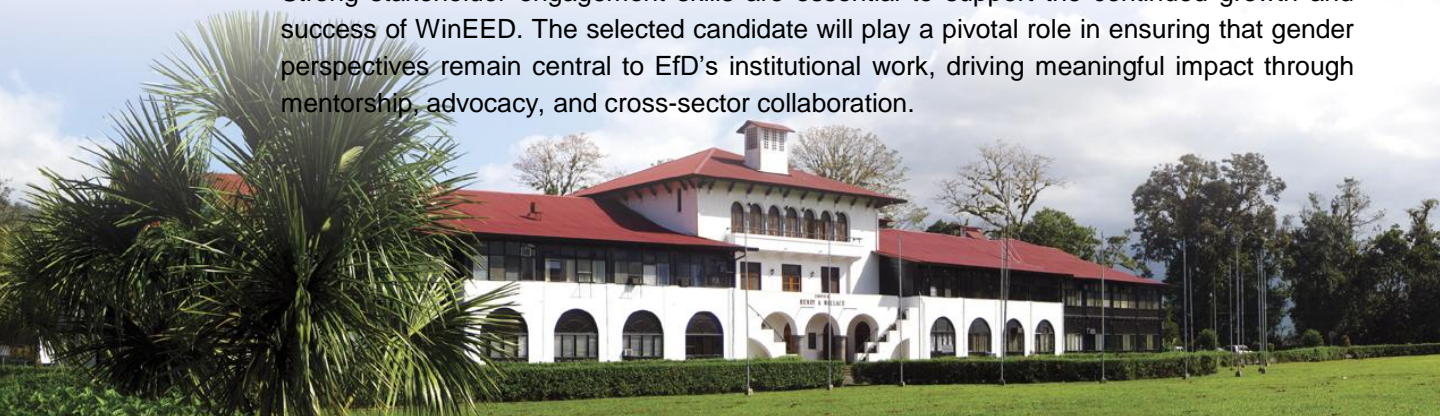
## V. PRODUCTS

- Draft of Gender Action Plan outlining the consultant's strategy for the period 2025 - 2027
- Approval of Gender Action Plan (GAP): June 1st, 2025.
- Report of virtual meetings with the Gender Task Force. One week after each monthly meeting, final delivery and payment December 31st, 2025
- Report of WinEED activities for the year, which is used for reporting to Sida (and potentially other donors), which covers all activities in the Gender Action Plan, and any additional activities and impacts. Deliveries in GAP for 2025 will be divided into three work packages and delivered at regular intervals throughout the year: July 1st, October 1st, December 1st
- Organization and implementation of activity during EfD's Annual Meeting in Tanzania. EfD Annual Meeting gender event: October 15th, 2025
- A very brief summary of recurring tasks completed during each three-month period. Gender Task Force management for the year: summary of the year on January 15th, 2026
- Due to the nature of the consultancy, additional products may be required, which would be formalized through an addendum in joint negotiation with the consultant and CATIE.



## VI. CONSULTANT PROFILE

- A Master degree (M.A. or M.Sc.) in relevant discipline.
- A highly experienced research network coordinator and program manager, a gender equity advocate, with extensive experience managing international academic programs and a deep interest in and knowledge of gender equality challenges and solutions.
- Proven track record in managing large-scale initiatives with multiple stakeholders, coordinating diverse academic collaborations, and promoting impactful cross-regional partnerships globally.
- Solid background in academic environments, with experience working alongside academics at different stages of their careers to build capacity, promote policy engagement, and strengthen institutional development.
- Securing funding and mobilizing resources will be a key responsibility, requiring expertise in aligning donor priorities with research initiatives to ensure long-term program sustainability.
- We are looking for someone deeply committed to gender equity and diversity in academia, with a thorough understanding of the barriers faced by women researchers, particularly in the Global South.
- Ideal candidates should be skilled in developing and implementing gender action plans, mentorship programs, and institutional policies that promote a more inclusive and supportive research environment.
- This role requires strategic leadership, project management expertise, and the ability to work collaboratively with colleagues, fostering motivation and shared commitment.
- Strong stakeholder engagement skills are essential to support the continued growth and success of WinEED. The selected candidate will play a pivotal role in ensuring that gender perspectives remain central to EfD's institutional work, driving meaningful impact through mentorship, advocacy, and cross-sector collaboration.



## VII. QUALIFICATIONS

### **Project management experience (10+ years)**

- Demonstrated expertise in managing complex, large-scale international programs, ensuring effective coordination and impactful outcomes.
- Skilled in developing administrative and project management systems to streamline operations across multi-stakeholder initiatives.
- Expertise in outcome-driven program design and monitoring.
- Experience in impact-focused communication on complex topics such as gender equality, crafting messages that are clear, engaging, and accessible to an informed but non-expert audience.

### **Extensive experience in academic and research environments**

- Strong background in working with both early-career and senior academics across Africa and globally.
- Deep understanding of academic networks, institutional structures, and academic collaboration dynamics.



### **Expertise in coordinating large international programs**

- Extensive experience working with research institutions and partners across Africa, Latin America, and Europe.
- Skilled in facilitating cross-regional collaboration, fostering strong partnerships and knowledge exchange.
- Proven ability to lead the planning, execution, and evaluation of international academic initiatives.
- Strong understanding of ethical governance in multi-country programs, ensuring compliance and strategic alignment.
- Proven ability to collaborate effectively with colleagues, fostering a supportive and results-driven work environment. Demonstrated experience in motivating and coordinating teams, ensuring timely delivery of tasks and strategic objectives within a multi-stakeholder setting.

### **Successful fundraising and resource mobilization**

- Demonstrated success in securing funding for research networks by developing strong proposals, building strategic partnerships, and effectively engaging donors to align funding priorities with program objectives.
- Extensive experience managing donor relationships, including financial planning, reporting, grant compliance, operational strategy, and impact reporting.



### **Knowledge of gender-focused initiatives**

- Strong understanding of gender equity challenges in academia, particularly in environmental economics.
- Insights into barriers to career progression for women in academia, especially in the Global South.

## **VIII.- MERITS**

### **Formal project management qualifications**

- Certified in an internationally recognized project management methodology, demonstrating expertise in structured planning, execution, and evaluation of complex initiatives.
- Expertise in gender and diversity in academia.
- Experience integrating gender perspectives into research, institutional policies, and academic frameworks.
- Proven ability to design and implement capacity-building programs and professional development initiatives that promote gender equity and career advancement.
- Relevant institutional experience.
- Experience developing and implementing mentorship programs, institutional policies or other initiatives to foster inclusivity and equitable opportunities.
- Proven track record in designing and executing gender equity policies for research institutions, enhancing the long-term participation of underrepresented groups and reinforcing institutional dedication to diversity.



## **XI. OTHER CONDITIONS OF THE CONSULTANCY**

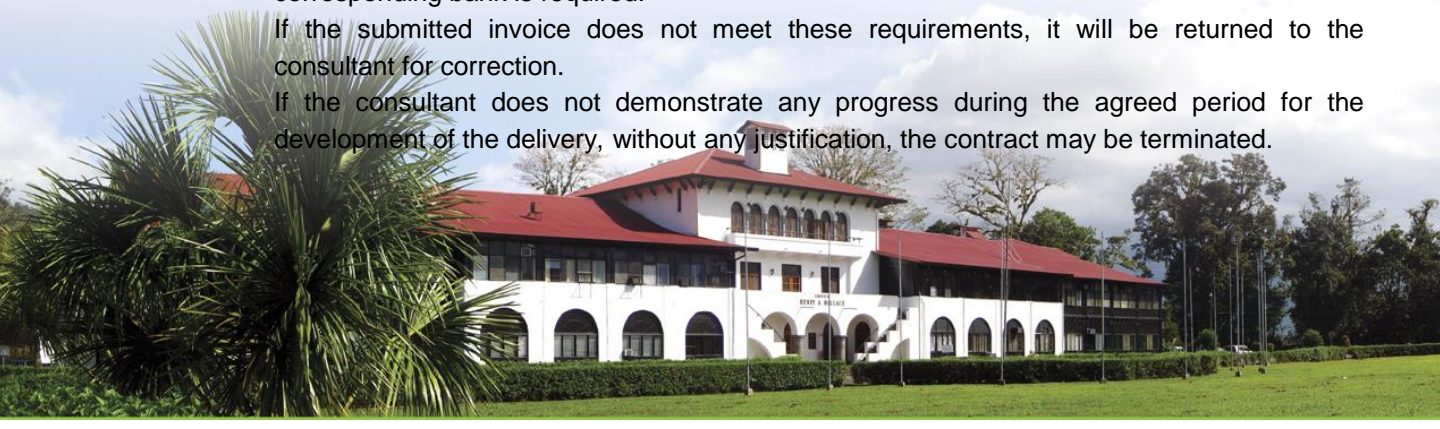
The consultant will be personally responsible for complying with the social and tax requirements of the country where they provide their professional services, as well as those of their own country.

As supporting documentation for each payment, the consultant must submit invoices for each payment received, issued in the name of CATIE. The invoice must include the title of the consultancy, the consultant's name, a detailed description of each delivery or activity related to the payment amount, the consultant's identification number, and their signature.

For payment processing, the consultant must provide banking details for international transfers, including the individual account number under the consultant's name, bank name, bank address, bank routing or SWIFT code, and the name of the correspondent bank, if applicable. For national payments, a certified client account statement issued by the corresponding bank is required.

If the submitted invoice does not meet these requirements, it will be returned to the consultant for correction.

If the consultant does not demonstrate any progress during the agreed period for the development of the delivery, without any justification, the contract may be terminated.







## X. TERMINATION

The Contracting Party “CATIE” reserves the right to terminate this Agreement at any time by giving advance notice in writing to the Consultant if, at its discretion, it considers that the Consultant has not complied with the obligations set forth herein. Contract, including the provisions of Clause 10 of this Contract. In this case, the Employer shall pay the Consultant the services (products and activities) provided if they satisfactorily comply in full until the contract's termination date.

Likewise, the contract may be terminated for the following reasons as well: i) if, for causes not related to CATIE, the funds destined for the project are no longer available; ii) for unjustified delays in the execution of the project about the approved work plan; iii) by mutual agreement between the parties; iv) due to force majeure or fortuitous events that prevent the continuation of this agreement, in which case the parties will not incur any breach or liability.

## XI. EVALUATION OF QUOTATIONS:

The supplier will be selected based on:

- Relevant experiences as described in their resume
- A brief (maximum three page) proposal of delivery of specified products/services listed above
- An interview to evaluate their capacity to deliver the expected products and work collaboratively with other members of the team.

*Located in Costa Rica, CATIE combines science, postgraduate education and technical cooperation. Its campus is in a natural area rich in biodiversity, where tranquility and security allow a high quality of life. Innovation, excellence, service, integration and appreciation for diversity are within the institution's own values, where professional growth, international projection and multicultural exchange are favored.*

For more information go to: [www.catie.ac.cr](http://www.catie.ac.cr). Interested persons should send an application letter (at their personal discretion), curriculum summary, Proposal for the delivery of products/services, Technical offer and Economic offer (indispensable), all documents in PDF format.

Please send the documents in separate files. (Applications that are not submitted separately will not be considered) Email: [vacante@catie.ac.cr](mailto:vacante@catie.ac.cr)

Deadline: May 7<sup>th</sup>, 2025