

Online Resources for Integrating Gender into Energy Operations

TERMS OF REFERENCE - TEMPLATE

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[Project Name, Country]
Gender Mainstreaming Support for [AGENCY]
STC Level C2 TORs for Energy and Gender Consultant

CONTEXT

[BACKGROUND of the Project: objectives, initial\previous assessment, partnerships with other agencies, work program if any, and relationship with this consultancy]

[COUNTRY CONTEXT ON i) ENERGY ISSUES; ii) GENDER ISSUES; iii) LINKAGES ON GENDER AND ENERGY]

[BACKGROUND of the Gender and Energy work carried out before this assignment: Field work, Gender Needs Assessment, Gender Action Plan elements, etc)

THE GENDER ASSESSMENT identified Key Challenges and Opportunities AND Proposed an Action Plan for [AGENCY] funded activities:

- a. *Strengthening the Capacity of the [UNIT] to accommodate gender mainstreaming responsibilities:* [PROGRAM] will fund a consultant to work with [AGENCY] to determine how [NAME] can be strengthened for supporting gender mainstreaming throughout [AGENCY]. The output of this activity would be a terms of reference for this team, outlining who is involved, and the roles and responsibilities of this team within [AGENCY].
- b. *Creation of tools and materials to support sustainable gender mainstreaming:* [PROGRAM] will hire a consultant to develop the required materials as identified during the gender assessment, including mainstreaming gender into [AGENCY]'s strategic documents, reviewing and mainstreaming gender into business templates, application forms, performance grant criteria; developing a checklist of key gender issues to be considered during project preparation and review; developing gender sensitive indicators for the M&E team, developing guidance notes on how to evaluate gender across [AGENCY] activities.
- c. *Training of [AGENCY] staff:* After the development of the gender mainstreaming material, [PROGRAM] would contract a trainer to train [AGENCY] staff in how to use these tools effectively. This would include a Training of Trainers for the gender Focal Unit, as well as team specific trainings for other teams and their respective tools.
- d. *Communications:* [PROGRAM] would fund a consultant to develop web content around gender mainstreaming, including making tools and checklists available to developers, and highlighting REA's work on gender mainstreaming.

1. Objectives

The objective of this consultancy will be to implement the first two items on the [AGENCY] Gender Mainstreaming Action Plan, strengthening the capacity of the [UNIT] to accommodate gender mainstreaming responsibilities; and creation of tools and materials to support sustainable gender mainstreaming, to provide strategic support to [AGENCY] to mainstream gender in their organization and operations.

2. Scope of Work

- a. *Strengthening the Capacity of the [UNIT] unit to accommodate gender mainstreaming responsibilities:* Based on findings of the gender assessment, the consultant will work in close cooperation with [AGENCY] 's [UNIT] to outline a concrete guidance note/workplan for this team as the 'gender mainstreaming focal unit' of [AGENCY] .
 - i. The note should outline what the responsibilities of this team are, in relation to gender mainstreaming, and how they will interact with the rest of [AGENCY], as far as providing gender mainstreaming support to [AGENCY] .

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- ii. This note should clarify how this team will function, who will be involved, and how their work will be monitored and evaluated, as far as gender mainstreaming.
- iii. This note should also map out how the [UNIT]'s role will be communicated to the rest of [AGENCY].
- iv. While this note should map out how [UNIT] can go forward with the team it currently has, this note will also make a list of specific needs of the [UNIT] team in order to be an operational gender mainstreaming support team – i.e. what types of training, and for who? What types of materials and guidance? It should also identify any budgetary needs for communications materials, printing, etc to communicate the [UNIT]'s new role to the rest of [AGENCY]

v. *Timeline and Deliverables:*

- 1. 5 person-days, to be completed by [DAY, MONTH, YEAR]
- 2. A guidance note that provides a clear roadmap for [AGENCY] to operationalize a functional, accountable gender mainstreaming unit that has a clear means of operating within [AGENCY]

- b. ***Creation of tools and materials to support sustainable gender mainstreaming:*** Based on the findings of the gender assessment, the consultant will revise and develop documents to give [AGENCY] the tools for gender mainstreaming going forward. This will include:

- i. Review and make suggestions for gender mainstreaming – in language and in terms of operations and concepts – in the [AGENCY] strategic plan (2012/13-2016/17)
- ii. Reviewing and mainstreaming gender into business templates, application forms, performance grant criteria
- iii. Developing a checklist of key gender issues to be considered during project preparation and review
- iv. Developing gender sensitive indicators for the M&E team, developing guidance notes on how to evaluate gender across [AGENCY] activities

v. *Timeline and Deliverables:*

- 1. 30 person-days, to be completed by [DAY, MONTH, YEAR].
- 2. Gender-mainstreamed [AGENCY] strategic plan
- 3. Gender-mainstreamed business templates, application forms, and performance grant criteria
- 4. Project preparation and review gender checklist
- 5. Gender-sensitive indicators and guidance note for evaluation

3. Reporting

The consultant will be expected to work closely with the [PROGRAM] senior consultant, [NAME], on these activities, and to ensure that these are in keeping with the [PROGRAM] approach in other countries.

The consultant will be a consultant to the World Bank, and will work with the activity leader, [NAME, UNIT, WORLD BANK] and the World Bank Task Team Leader, [NAME, UNIT]), as well as with the [PROGRAM] Senior Consultant, [NAME]. The consultant will also work in close collaboration with [AGENCY]'s Gender Focal Unit (i.e. UNIT) especially [NAME] (AGENCY Training and Capacity Building Manager), under the guidance of the [AGENCY] Director General [NAME] and [AGENCY] Director of Technical Services [NAME].

4. Requirements (STC C2)

This position requires a senior professional with comprehensive and in-depth expertise in gender and energy. This consultant will be required to serve as an advisory resource, and to develop and

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apply best practices for [AGENCY] . The consultant will work directly with senior level [AGENCY] management, and will contribute to strategy, analysis and policy formulation. Required qualifications include:

- Knowledge of gender dimensions of the energy sector, including gender and energy policies and initiatives in [COUNTRY].
- Experience in conducting gender analysis and consultation, and developing and leading gender action plans and activities
- Capacity to work across all levels – from working at the community level, to working directly with the most senior levels of client management
- Research capacity and good writing skills; fluent in written and spoken English and [LOCAL LANGUAGE]