

Online Resources for Integrating Gender into Energy Operations

TERMS OF REFERENCE - TEMPLATE

Available on www.ESMAP.org

[Project Name, Country]
GENDER NEEDS ASSESSMENT

TORs for Energy and Gender International Consultant

** This TOR is to hire the international consultant. A separate TOR will be prepared to hire the local consultant to assist him/her in the assignment. The International consultant will lead the work, distribute the tasks and help guide the local consultant's work.*

CONTEXT

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

[SCOPING MISSION details, previous experiences in gender and energy within the projects/agencies and WB/other donors]

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

OBJECTIVES

The objective of the proposed assignment is to provide [LOCAL AGENCY/PROJECT/ENERGY TASK TEAM]¹ with a thorough understanding of OPPORTUNITIES AND OBSTACLES to mainstreaming gender within [LOCAL AGENCY] programs and operations, as well as to OUTLINE OPPORTUNITIES AND CONSTRAINTS for improving how gender is addressed in [RURAL/URBAN] energy projects, by doing a thorough gender and energy assessment of [LOCAL AGENCY/MINISTRY] itself, as well as KEY COMMUNITIES, STAKEHOLDERS AND PROJECT BENEFICIARIES.

SCOPE OF WORK:

The scope of the proposed assignment will be to:

- (i) Carry out a **gender assessment of [LOCAL AGENCY] as an organization, including a needs assessment for capacity building and training**
- (ii) **Conduct a gender and energy NEEDS assessment** within selected villages/cities and [LOCAL AGENCY] -supported projects
- (iii) Prepare a **written assessment of findings**, including:
 - a. Where are there opportunities for better mainstreaming gender within [LOCAL AGENCY] and requirements and recommendations for how to improve gender mainstreaming within [LOCAL AGENCY] (not in terms of staffing, but rather, in terms of how gender issues are addressed in rural energy work)
 - b. What are the key gender and energy issues in the communities and projects that [LOCAL AGENCY] supports, and how could gender issues be better integrated into these activities
 - c. What are the key recommendations for the Agency/Project that can contribute towards a future gender action plan. This assessment and recommendations will contribute towards a country level workshop to share findings and engage with various stakeholders to develop a gender action plan for the Agency and project teams. (Note a template for TORs for this workshop/GAP development can be found on ESMAP's website under the online resources for gender and energy).

¹ The "counterpart" should be tailored according to the needs of the consultancy. For example, this gender assessment may be for an energy agency, utility, ministry, organization, or for other government units.

Online Resources for Integrating Gender into Energy Operations

TERMS OF REFERENCE - TEMPLATE

Available on www.ESMAP.org

METHODOLOGY

The work is expected to take a total of XX days. This will include an internal gender review of [LOCAL AGENCY], followed by a field-based assessment of the gender dimensions of energy needs and use in COMMUNITIES OR PROVINCES in which [LOCAL AGENCY] operates, and writing up findings and gender and energy strategy for [LOCAL AGENCY].

- **NEEDS ASSESMENT - Internal gender review (XX days):**
- Gender & Energy experiences review: The consultant will review gender & energy experiences (i.e: in xx countries). The review will not be based solely on a literature review but will include discussions with key stakeholders of the projects reviewed. The consultant will identify best practices and success factors that led to greater women involvement in project activities and in decision making processes. The consultants will analyze how these practices can be adapted and applied to the [COUNTRY] context.
- Review [LOCAL AGENCY]'s organizational structure, monitoring and evaluation mechanisms, incorporation of gender into projects and funding, examine accountability or incentives for incorporating gender into activities, etc to identify opportunities and constraints for mainstreaming gender into [LOCAL AGENCY]'s work.²
- Project documents review: The consultant will review the [AGENCY] projects' relevant documents including the project appraisal document, implementation reports, annual work program of the [AGENCY], rural electrification plans from the [AGENCY]), and other documents suggested by the PCU. The consultant will identify and recommend potential activities whose implementation would benefit from a gender-sensitive approach.
- Include both looking at the way that [LOCAL AGENCY] is structured and operates, as well as examining specific project activities to see how/if gender is incorporated.
- Identify needs for capacity building and training within [LOCAL AGENCY]
- Inception report: The consultant will prepare and submit an inception report. The report will include good practices in gender & energy from the experiences review, potential project activities in which women can be strongly involved, and a preliminary implementation plan of the study. The report should not exceed 30 pages and will be submitted to the PCU, [AGENCY], and the World Bank for comments. The report will:
- Develop a site visit plan for meeting with VILLAGES or CITIES and PROJECTS. This should include the villages/cities to visit, criteria for selection, and identified contacts to meet within the village/city (private operators, heads of organizations, community leaders, and others)
- Develop the methodology for field visits and community consultation. The methodology may include focus groups discussions, questionnaires, workshops and one-on-one discussions. Include data from focus groups and key informant interviews for the gender assessment and action plan development, identify potential villages where field surveys can be conducted, and provide the planning of remaining activities.
- Kick-off meeting: The consultant will meet with the project implementing agencies-PCU (project coordination unit), [AGENCY/AGENCIES], and representatives of other appropriate institutions (government, bilateral donors) to kick off the gender assessment and action plan development. The consultant will present the results of the review of gender & energy experiences, and local experiences. Participants will comment on the study's scope and assist the consultant to finalize the execution planning. In particular, participants will confirm project activities where the application of a gender approach is desired and select villages to be surveyed. Project activities will not be limited to beekeeping practices, but will

² This is not meant to be an examination of gender breakdown in [LOCAL AGENCY] staffing, but rather a look at how gender mainstreaming in energy is promoted or neglected within the organization.

Online Resources for Integrating Gender into Energy Operations

TERMS OF REFERENCE - TEMPLATE

Available on www.ESMAP.org

cover rural electrification and the development of other types of income-generating activities. The timetable will be submitted to the Bank and the PCU for approval.

NEEDS ASSESSMENT - Site visits and Data Collection (xx days):

Note – International Consultants may need to be teamed up with national consultants/government experts to help conduct the field level work. In accordance with the approved timetable, the consultant will survey project beneficiaries in selected villages; identify the gender dimensions of energy needs, use, and access; assess the level of women involvement in activities funded by the projects and their participation in decision-making, identify barriers to greater involvement, and propose recommendations. The assessment of women involvement will be supported with indicators and their reference values, to prepare a robust monitoring and evaluation framework. Surveys in the [REGION NAME] will be conducted in close participation with [OTHER AGENCIES]. The international consultant will develop the survey questionnaires with support from the local consultant.

Specifically, the consultant will:

- **COLLECT DISAGGREGATED DATA on the access and use of energy in the study villages/cities.** Conduct focus groups and key informant interviews to **IDENTIFY SPECIFIC DIMENSIONS of how men and women differently need, use, and access energy.** Where [LOCAL AGENCY] -supported projects are operational, identify how these projects meet the needs of men and women. If men and women have different levels of satisfaction, identify why.
- **Develop and conduct an INVENTORY** of effective practices and technology that aid in the removal of barriers for men, women and youth. Examples of this are (technology: improved stoves, water pumps, Multi-functional platforms connected to electricity, etc. or practical solutions: information sharing, training, capacity building, financial access/assistance for transport to events, etc)
- **IDENTIFY OPPORTUNITIES for improved gender equitable access to energy.** This can include identifying practical examples of productive uses and opportunities that are taking place within communities for potential scale up, replication, improvement or investment. For example, different ways in which the community is using energy for productive uses (ice making, extending business hours after sundown, expanding shea butter production and market line, small business development due to time saved with electricity or improved energy service, etc).
- **MEET WITH PROJECT DEVELOPERS where possible,** to discuss the extent to which they consider gender and identify any perceived constraints to incorporating gender into their activities.
- **IDENTIFY AND MEET WITH RELEVANT AGENCIES, RELEVANT COMMUNITY GROUPS AND OTHER DONORS:** For instance the Ministry of Women’s affairs, other donors working in Energy and/or Gender Issues.
- **IDENTIFY THE NEEDS FOR CAPACITY AND TRAINING** of men, women study villages/cities, and other relevant agencies (For instance, Ministry of Women’s Affairs).
- **SHARING AND EXCHANGING INFORMATION:** The data collected would be documented and shared it with the project team and, through workshops and focused groups, with interested parties and the village focal points for feedback and any additional recommendations or clarifications.
- **Where feasible, identify LOCAL GENDER FOCAL POINTS** within study villages/cities, in coordination with [LOCAL AGENCY]. These focal points will be critical for the follow up activities that will be carried out under the Gender and Energy Action Plan for [LOCAL AGENCY].

WRITING UP FINDINGS and Recommendations for a future Gender and Energy Action Plan (xx

Online Resources for Integrating Gender into Energy Operations

TERMS OF REFERENCE - TEMPLATE

Available on www.ESMAP.org

days)

Draft a final report including the findings from the [LOCAL AGENCY] internal review, the site-visits and data collection, and recommendations to consider in a future Gender Action Plan. Based on the gender assessment's recommendations and best practices drawn from the gender & energy experiences review, the action plan should (i) be consistent with the role and responsibilities of the [AGENCIES INVOLVED] (ii) based on information collected, (iii) be focused on activities at the village and project coordination level, (iv) respond to needs identified during the surveys, (v) contribute to remove barriers to greater women involvement, and (vi) lead to concrete impacts on the ground.

The recommendations will be around the following areas of future action:

- 1) **STRENGTHENING gender mainstreaming within [LOCAL AGENCY];**
- 2) **CAPACITY BUILDING and TRAINING FOR OTHER RELEVANT ORGANIZATIONS;**
- 3) **MAINSTREAM GENDER into [LOCAL AGENCY] projects;**
- 4) **TRAINING for Project Developers, Regional authorities, and Communities;**
- 5) **IDENTIFICATION AND DOCUMENTATION of New Technologies, Best Practices and Sustainable Focal Points;**
- 6) **STOCKAGING of Gender and Energy Resources within [COUNTRY];**
- 7) **SOLUTIONS to the Removal of Barriers;**
- 8) **Communication and Information Sharing of the data gathered.**

Final report: The report will summarize the results of the major tasks of the study. It will cover the review of gender & energy experiences, the gender assessment and the findings and recommendations for the action plan. The main content of the report will not exceed 40 pages. Annexes may be attached.

SUPERVISION:

The consultant will report directly to XXX, Task Team Leader for the World Bank's XXX [PROJECT]. The consultant will liaise with XXX, World Bank XXX Specialist; XXX of [LOCAL AGENCY] will serve as focal point and daily counterpart within [LOCAL AGENCY].

DELIVERABLES:

It is expected that the consultant produces:

1. Inception report that will include: the [LOCAL AGENCY] internal review findings, outline for gender assessment report and methodology for site visits (XX weeks after contract signature), develop a M&E framework for measuring the impacts or results from these activities
2. Site visits reports, and data collection reports including findings and recommendations. During the visits into the field, photos to capture the ongoing gender activities and surveys taking place. (XX months after contract signature)
3. Organize and document focus groups consultations and workshops to present the findings and results of the documentation work.
4. Draft report on gender and energy needs assessment and the recommendations for a future Gender and Energy Action Plan [LOCAL AGENCY] (within xx weeks after site visits)
5. Final Gender assessment report

All reports should be presented both in [LOCAL LANGUAGE] and English.

TIMELINE:

The table below shows the expected deliverables and the associated level of effort

Online Resources for Integrating Gender into Energy Operations

TERMS OF REFERENCE - TEMPLATE

Available on www.ESMAP.org

Deliverable*	Level of effort (en person-days)	
	International consultant	Local consultant
Inception report	10	15
Field visit and Gender assessment	26	35
Final report	6	7
Total	42	57

**All deliverables will be in both English and [LOCAL LANGUAGE]. The international consultant will lead the preparation of the English version, while the local consultant will ensure the issue of the [LOCAL LANGUAGE].*

Tasks and deliverables	Timeline after contract signature
Project documents review	2 weeks
Review of regional gender & energy experiences	3 weeks
Inception report	5 weeks
Kick-off meeting	6 weeks
Gender assessment report	12 weeks
Final report	15weeks

CRITERIA & QUALIFICATIONS:

- Master's or PhD in social sciences (economics, sociology, sustainable development) or energy
- More than 10 years of experience in sustainable development
- Experience and Knowledge of gender dimensions of the energy sector, including gender and energy policies and initiatives in [COUNTRY].
- Experience in developing gender action plans or program of activities
- Leader in gender and energy, both conceptually and in practice
- Experience in leading teams
- Experience in conducting gender analysis and consultation
- Capacity to communicate with women and men in the local villages/cities
- Research capacity and good writing skills
- Fluent in written and spoken English and [LOCAL LANGUAGE]