

# Online Resources for Integrating Gender into Energy Operations

## TERMS OF REFERENCE - TEMPLATE

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**[Project Name, Country]**  
**National Gender Expert and Research Assistant for Energy Projects**  
**TERMS OF REFERENCE**

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### 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]

[BACKGROUND of the Gender and Needs Assessment and Gender Action Plan] of [PROJECT NAME]

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

### OBJECTIVES

The objective of the proposed assignment is to support the lead consultant in data collection and management in the field, as well as providing research and writing support for the finalization of the final gender assessment report.

### SCOPE OF THE WORK

Field work will take place over the course of approximately XX days of field work, assessing the gender dimensions of [LOCAL AGENCY]'s field-based operations and opportunities. Specific tasks will include:

- (i) Support the lead researcher with the implementation of field research, including conducting and recording data from questionnaires during field visits
- (ii) Take necessary additional notes that complement respondents' responses in the field
- (iii) Ensure data quality and accuracy during and after entries
- (iv) Take photographs of participants and relevant projects/initiatives/events in the field
- (v) Assist with other field logistics and tasks as necessary including handling of field equipments
- (vi) Support the lead consultant with data analysis, and writing up of field work, and finalizing gender assessment reports.
- (vii) Other research, writing, and data collection related to this assignment as determined with the lead consultant.
- (viii) Assist with other field logistics and tasks as necessary including handling of field equipment
- (ix) Photographs for various stakeholders and events

### Implementation arrangement

Enumerator will work closely with the lead consultant throughout the duration of the

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assignment, but will report to the Task Team Leader (XXXX) and XXXXX [PROGRAM NAME], both in Washington, DC for payment and authorization of expenses, etc.

### Timeline

The above tasks will be undertaken over a total period of no more than XX man-days between XXXX and XXXX, YEAR XXXX.

### Deliverables

- Completed survey questionnaires
- Accurate and quality data tables, matrices and reports (electronic formats)
- Detailed notes providing details, clarification and observations from respondents
- Photographs for various stakeholders and events
- Supporting finalization of the gender assessment.
- Participation in management briefings as required during the visit of the World Bank Program team to [COUNTRY].
- [OTHERS]

### Criteria & Qualifications:

- Computer literacy especially on Ms excel and Ms access.
- Experience in data collections, data entry, and processing
- Experience in conducting surveys
- Ability to communicate with different social groups in the local villages
- Basic knowledge on gender and dimensions of the energy sector is an added advantage
- Knowledge of [LOCAL LANGUAGE] is a must