

# Online Resources for Integrating Gender into Energy Operations

## TERMS OF REFERENCE - TEMPLATE

Available on [www.ESMAP.org](http://www.ESMAP.org)

[Project Name, Country]

### Design and Organization of a Gender and Energy Training Program for the [Agency]

#### 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]

[PREVIOUS WORK ON GENDER 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]

##### Objective

The objective of this consultancy will be to support [AGENCY] in building capacity to sustainably mainstream gender in their policies, analysis.

Specifically, this consultancy aims at DESIGNING, ORGANIZING and DELIVERING XX days of training activities – effectively, training [AGENCY] staff in the use of the materials that were developed based on the needs identified. Additionally, and as part of this training process, a gender orientation session will also be provided to [Rural Energy Board members/DEPARTMENT XX/NEW STAFF/OTHER].

##### Scope of work

This consultancy will be for the organization, development, and delivery of **two sets of training**, one three day training for [AGENCY] staff, and a second ½ to 1 day training for the [Rural Energy Board members/OTHER].

1. **[AGENCY] staff training.** Consultant responsibilities will include:

- ***Design Content of training:***

- Review project reports and other documents to identify and document good gender practices in various projects financed by [AGENCY]
- Summarize and organize findings in 'a' in a form of case study for sharing with various stakeholders including [AGENCY] management, staff, board members and partners. The summaries are also expected to form part of the gender content for the [AGENCY] website.
- i) Support Gender Focal Unit identification of training needs for different [AGENCY] staff and particularly project developers and based on these findings develop an appropriate gender training plan. This gender training plan must include a monitoring and

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evaluation framework, to track the impact of training on the types of projects proposed and developed by [AGENCY].

- ii) Support the Gender Focal Unit in conducting the gender training based on gender training above as well as based on experience from other national, regional and international best practices

- Prepare a comprehensive report summarizing the accomplishment of activities a, b and c above and offer relevant recommendations for follow up activities

- **Expected Outcomes:**

- Increase [AGENCY] staff awareness on gender issues particularly the rationale for gender mainstreaming in energy projects and the approaches for doing this.
- Enrich the gender database for [AGENCY]
- Enhance project developers/champions awareness and inspire them to mainstream gender in their project proposal and plans;
- Produce gender best practice report on [AGENCY] activities and projects financed by [AGENCY].

- **Organization of training:** The consultant will identify a venue, and manage the logistical organization of the training event. The venue should be near the [ Agency]. The consultant will work with the World Bank country office and TTL to identify a suitable vendor, and to work with the WB on the required contracts and purchase orders.

- **Deliverables:**

- Proposal including costs for venue and catering for 3 day training, within 1 week of signing contract
- Contracting of venue, with catering for training activity

- **Development of training:** Working with the Senior Gender and Energy Advisor, the consultant will develop a three-day training module for [AGENCY] staff. One day should be for the full [AGENCY] staff, and the second two days should include a variety of modules for different groups of [AGENCY] staff, as deemed necessary based on the gender needs assessment and tools that have been developed.

- **Deliverables:**

- Outline training proposal, identifying the modules and intended audience for training activities, within 1 week of contract signing, to be discussed, and modified based on [AGENCY] feedback
- Development of 3 days of training activities – draft training materials to be submitted to [AGENCY] gender team for their feedback at least one week prior to training event; submit training materials following event.
- Development of a monitoring and evaluation plan to determine the impact of the training activity (may use the gender assessment as a baseline)

- **Delivery of training:** The consultant, working with the Senior Gender and Energy Advisor, will deliver the 3 days of gender and energy training, including monitoring and evaluation

- **Deliverable:**

- Report on training activities, within one week of completion of trainings

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2. **[Rural Energy Board Training/OTHER DEPARTMENT/NEW STAFF/OTHER]:** Consultant responsibilities will include:
- **Organization of training:** The consultant will identify a venue, and manage the logistical organization of the training event; [AGENCY] may be able to help identify a venue, potentially at [AGENCY] or another venue.
  - **Development of training:** Working with the Senior Gender and Energy Advisor, the consultant will develop a one day (or half day, as [AGENCY] advises) event for the [Rural Energy Board members/DEPARTMENT XX/NEW STAFF/OTHER], once it has been seated in [MONTH]. This training can be drawn from the REA training event.
    - o **Deliverables:**
      - Outline training proposal, identifying the modules and intended audience for training activities, within 1 week after [AGENCY] training event.
      - Development of 1 day (or ½ day) training activities – draft training materials to be submitted to [AGENCY] gender team for their feedback at least one week prior to training event; submit training materials following event.
      - Development of a monitoring and evaluation plan to determine the impact of the training activity.
    - **Delivery of training:** The consultant, working with the Senior Gender and Energy Advisor, will deliver the 1 day (or ½ day) of gender and energy training, including monitoring and evaluation
      - o **Deliverable:**
        - Report on training activities, within one week of completion of trainings

### Duration and timeline

The contract will be for XX person-days, and training activities will be conducted between {MONTH] and [MONTH] [YEAR]

### Reporting

The consultant will be expected to work closely with [NAME], on these activities.

The consultant will be a consultant to the World Bank, and will work with the activity leader, [NAME, UNIT], and the World Bank Task Team Leader, [NAME, UNIT], as well as with [NAME]. The consultant will also work in close collaboration with [AGENCY]'s Gender Focal 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].