

---

**[Project Name, Country]**  
**GENDER ACTION PLAN DEVELOPMENT**  
**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]

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

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

[DESCRIBE INITIAL FINDINGS OF GENDER/SOCIAL ASSESSMENT. Note: *Since the consultancy is now at the stage of "Gender Action Plan" – this presumes that a gender/social assessment has already been conducted and findings are now ready to be fully discussed with the government/project and a full action plan can now be developed.*]

### OBJECTIVES

The objectives of the proposed assignment are: (i) To conduct a consultative workshop based on the findings of a gender assessment; and (ii) To develop a Gender Action Plan for [LOCAL AGENCY].

Specifically, the proposed assignment aims to:

- Engage with government stakeholders to discuss findings of the gender assessment; and
- Draft a time bound GENDER AND ENERGY ACTION PLAN with detailed activities, timeframe, estimated costs, and potential partners for implementation, as well as support implementation of short-term actions.

The action plan should be i) customized to [LOCAL AGENCY] 's role and responsibilities; ii) based on the information gathered; iii) focused on activities that [LOCAL AGENCY] can conduct to improve the impact of [LOCAL AGENCY] -supported projects within the village; iv) responsive to identified needs; v) assist with the removal of barriers; and vi) produce impact on the ground.

### SCOPE OF WORK:

The scope of the proposed assignment will be to: Conduct a consultative workshop and prepare a **time bound gender and energy action plan** for [LOCAL AGENCY], including, organizationally, how to improve the way gender issues are addressed within [LOCAL AGENCY] (improved training, M&E, etc), as well as how gender could be better addressed within [LOCAL AGENCY] projects based on the needs of the people in line with the private operators and the energy sector stakeholders. The work is expected to be developed with the findings and recommendations from a previous Gender and Energy Needs Assessment of the [LOCAL AGENCY].

### DRAFTING A GENDER & ENERGY ACTION PLAN FOR [LOCAL AGENCY] (XX days)

# Online Resources for Integrating Gender into Energy Operations

## TERMS OF REFERENCE - TEMPLATE

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

The completed gender/social assessment should provide the basis to share the findings with the government through a consultative workshop and develop a time bound gender and energy action plan for [LOCAL AGENCY].

The action plan could be developed around the following areas:

- 1) STRENGTHENING gender mainstreaming within [LOCAL AGENCY]:** The action plan should outline actions to improve how gender is considered within [LOCAL AGENCY], including strengthening accountability and incentives, identifying capacity building needs, identifying needs and opportunities within monitoring and evaluation, and identify projects in which gender-components could be designed. Identify how a gender focal point might be organized and staffed, and what support would be needed for such a position. This should provide specific guidance and examples to strengthen the capacity of [LOCAL AGENCY]'s to monitor gender interventions. The action plan may include creation of a Gender Mainstreaming Committee and focal point (You can find an example of this kind of committee in the KPLC model, Kenya Power Lighting Company).
- 2) CAPACITY BUILDING and TRAINING FOR OTHER RELEVANT ORGANIZATIONS:** Stage I can identify other relevant organizations or National agencies. Most of them can be well equipped and have capacity for their given sector. For the women-related organization, they are well versed in gender issues and for the energy-related organizations they are well versed in energy issues. The aim of capacity building will be to share information, examples and build the capacity on gender for energy-related organizations; and the energy capacity of gender organizations (such as the Ministry of Women).
- 3) MAINSTREAM GENDER into [LOCAL AGENCY] projects:** Building on the section above, look at [LOCAL AGENCY]'s relationship with project developers, to identify ways to increase incentives for developers to include gender into projects, through training opportunities, for instance, and/or by building it into project evaluation criteria
- 4) TRAINING for Project Developers, Regional authorities, and Communities:** Identify opportunities for training for project developers, communities, and women's organizations. At the community level, training can be focused on identifying opportunities to use energy (both on and off-grid) for income generating activities, based on the information gathered in Stage I/2. For example, this may include training in marketing, production of goods, diverse ways to energy for income-generating activities, skills training (accounting, etc.)
- 5) IDENTIFICATION AND DOCUMENTATION of New Technologies, Best Practices and Sustainable Focal Points:** The action plan would include identification of best practices within the communities and identification of focal points and champions who are leading or interested in leading these activities. This will serve as an ongoing needs assessment and identification exercise that will take place during the action plan. As activities are implemented, lessons will be learned, new information may surface and it is critical to document this during the implementation period for future interventions.
- 6) STOCKTAKING of Gender and Energy Resources within [COUNTRY]:** This activity should also include stocktaking of the resource persons, trainers, and training centres with knowledge of gender and energy, and/or experience in conducting gender and energy trainings in [COUNTRY]. For example, the Ministry of Women or local NGOs may have skilled expertise in delivering field based training on agriculture, water or transport and the team may need to reach out to explore how this training can be replicated for the energy sector.
- 7) SOLUTIONS to the Removal of Barriers:** Solutions to remove barriers such as access to credit, training or identifying partners to pilot and monitor the investment in technology to remove barriers should be considered. For off-grid projects, these may include improved stoves, water pumps, multifunctional platforms connected to electricity and other findings surfaced in previous needs assessments. It may also include providing seed funding to invest

# Online Resources for Integrating Gender into Energy Operations

## TERMS OF REFERENCE - TEMPLATE

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

in this equipment or materials to help start small business. The financing mechanism should be clearly outlined in this activity and should be linked to existing frameworks (e.g. working with microfinance banks or NGOs already linked to [LOCAL AGENCY]).

- 8) Communication and Information Sharing:** The action plan should have an integrated communication plan for [LOCAL AGENCY] to facilitate partnerships with associations and individual women, men and youth from the communities. This will help remove the barriers of lack of information and also provide information to the consultant and the task team.

### IMPLEMENTING THE GENDER ACTION PLAN (XX days)

The implementation of the Gender Action Plan includes the dissemination, discussions, agreements and implementation of the action plan activities with [LOCAL AGENCY], the World Bank and partners. The discussions will draw agreements of some fast-start activities to be piloted by [MONTH, YEAR] and other actions for discussion and integration into future planning with budgeting and timing included.

This stage includes consistent dialogue with [LOCAL AGENCY] and local partners, and serving as a liaison for the World Bank to exchange information with the project team and provide guidance based on experience gained during the assessment and review period.

Outputs can include photos, reports, summaries and briefings on the activities: dissemination activities, minutes of the discussions, agreements signed, etc.

### SUPERVISION:

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

### DELIVERABLES:

It is expected that the consultant produces:

1. Design and Facilitation of Consultative Workshop and Workshop Proceedings;
2. Gender and Energy Action Plan for [LOCAL AGENCY] (within X months from the beginning of the contract)
3. Site visits reports, and data collection reports including findings and recommendations. During the visits into the field, photos to capture the ongoing gender activities taking place (trainings, workshops, meetings, etc). (XX months after contract signature)
4. Plan for the dissemination of the Gender and Energy Action Plan.
5. Minutes of the meetings held
6. Agreements signed with partners/World Bank

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

### TIMELINE:

The level of effort for the proposed assignment is expected to be of XX person days

### CRITERIA & QUALIFICATIONS:

- Knowledge and professional experience in the energy sector or other infrastructure sectors.
- Knowledge of gender dimensions of the energy sector, including gender and energy policies

# Online Resources for Integrating Gender into Energy Operations

## TERMS OF REFERENCE - TEMPLATE

---

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

and initiatives in [COUNTRY].

- Experience in conducting gender analysis and consultation
- Experience in developing gender action plans or program of activities
- 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]