

# Online Resources for Integrating Gender into Energy Operations

## TERMS OF REFERENCE - TEMPLATE

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**[Project Name, Country]**  
**Gender Action Plan IMPLEMENTATION**  
**TORs for Energy and Gender Consultant**

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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 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 and GENDER ACTION PLAN. Note: *Since the consultancy is now at the stage of "Implementation of the Gender Action Plan" – this presumes that a gender/social assessment has already been conducted and a Gender Action Plan has been drafted and agreed with government stakeholders/project team upon the findings of the gender/social assessment. The Gender Action Plan and Gender/Social Assessment can be attached to these ToR*

### OBJECTIVES

The objective of the proposed assignment is to implement a Gender Action Plan for [LOCAL AGENCY/PROJECT].

Specifically, the proposed assignment aims to:

- Engage women in the activities agreed in the Action Plan;
- Find and overcome barriers of women's exclusion in the project;
- Increase capacity of project implementing agencies in integrating gender dimensions
- Assist the [LOCAL AGENCY] in integrating gender dimensions in the revision of the national energy policy
- Nominate and assess the relevance of a gender focal point within the [LOCAL AGENCY] or enhancing the capacity of the gender focal point in [LOCAL AGENCY].

### SCOPE OF WORK:

This assignment focus on piloting the implementation of fast-start activities and other actions discussed and agreed in the previous stage, when the Gender Action Plan was drafted.

The scope of the proposed assignment will be to:

#### **Activity 1**

Task 1: Conduct consultations/information/sensibilisation campaigns (through focus group discussions and selected interviews) within [VILLAGES/COMMUNITIES/ OTHERS] where the Gender Action Plan is to be implemented upon the agreement with government officials/project team. The campaigns aim to enable women to be involved/interested in the PROJECT and to identify barriers for women's participation.

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### Output 1

- Guidance note on gender-sensitive consultation/sensibilisation
- list of people practicing/working [PROJECT] prior to the formation of new associations/integration of gender equality activities (baseline)
- list of women interested in joining the [PROJECT or ASSOCIATIONS]
- list of women officially in the ASSOCIATIONS/WORKING in the project, with indications of the positions/functions held par women

### Expected Outcome 1

- Inclusion of women in the new village associations/working in the PROJECT/ACTIVITY to be set up;
- Inclusion of women in the decision making bodies

Level of effort for Task 1: 12 staff-days

Timeframe for Task 1: XXXX

### Activity 2

Task 2: Conduct information/sensibilisation campaigns on [PRODUCTION TECHNIQUE] in XX villages/communities/area (in xx phases). The campaigns aim to enable women involved/interested in [PRODUCTION TECHNIQUE] to benefit from training on energy-efficient [PRODUCTION TECHNIQUE]. An information/sensibilisation guidance note will be prepared to guide the PCU in similar undertakings in the future.

### Output 2

- Gender-sensitive, information/sensibilisation guidance note.
- Original list of people that were supposed to be trained prior to the gender sensibilisation
- List of women interested in the training on [PRODUCTION TECHNIQUE]
- List of women who were trained after the gender sensibilisation

Expected Outcome 2: Inclusion of women in [PRODUCTION TECHNIQUE] training and their ability to [PRODUCE/WORK] in a more efficient manner.

Level of effort for Task 2: 12 staff-days

Timeframe for Task 2: XXX

### Activity 3

Task 3: Develop a comprehensive guidance note on how to integrate gender dimensions at different steps of the project cycle. The guidance note will go beyond gender-sensitive consultation/sensibilisation techniques to include approaches/methods to include gender dimensions during project design, preparation, implementation and monitoring, with an emphasis on the two latter steps. It will be developed based on daily activities of, and targeted to, the project implementing agencies including the Project Coordination Unit hosted within the [AGENCY], [OTHER AGENCIES] in collaboration with the Ministry in charge of women promotion.

Output 3: Comprehensive guidance note on how to integrate gender dimensions in project cycle steps

Expected Outcome for task 3: Increased capacity of project implementing agencies in integrating gender dimensions in their operations

Level of effort for Task 3: 10 staff-days

Timeframe: XXXX

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### Activity 4

Task 4: Deliver a series of training on gender integration in a number of specific areas including :

- ✓ Forest management systems: to be delivered to [FORESTRY AGENCY] staff and to the household energy unit within the PCU
- ✓ Environmental aspects: to be delivered to [ENVIRONMENTAL AGENCY] staff and the Environmental Specialist within the PCU
- ✓ Monitoring & Evaluation: to be delivered to the M&E Specialist within the PCU, the M&E focal points at other project implementing agencies, and to the gender focal point
- ✓ Energy Efficiency: to be delivered to the Energy Efficiency teams within the PCU and [AGENCY].
- ✓ Rural Electrification: to be delivered to [RURAL ELECTRIFICATION ENERGY]
- ✓ OTHER AGENCIES INVOLVED IN THE PROJECT

The training on (i) forest management systems, (ii) environmental aspects, (iii) OTHER RELEVANT ASPECTS TO THE PROJECT and (iv) monitoring and evaluation are expected to be combined to enable cross-learning. The consultant will also investigate the appropriateness of adding to that training the one on energy efficiency.

The training materials would be prepared and submitted to both the World Bank and the Project Coordination Unit for comments before the training dates. After validation of the training materials, the training will then be delivered. The gender focal point should attend the trainings.

Output 4:

- Training content
- Training delivered
- Lists of attendees
- Completed evaluation forms

Expected Outcome for task 4: Increased capacity of project implementing agencies in integrating gender dimensions

Level of effort for Task 4: 12 staff-days

Timeframe: XXXX

### Activity 5

Task 5: Assist the [AGENCY] in integrating gender dimensions in the revision of the national energy policy. The assistance may include (i) analyzing the former energy policy to determine gaps in considering gender dimensions, (ii) identifying entry points/aspects that could benefit from a gender prospective, and (iii) guiding the [AGENCY] in the inclusion of gender-sensitive aspects in the policy. The guidance will be provided through a meeting/consultation or workshop with relevant stakeholders revising the policy.

Output 5:

- A note summarizing recommendations on gender aspects inclusion in the revised energy policy.
- Consultation meeting with key stakeholders involved in the policy revision, including the [AGENCY]

Expected outcome for task 5: the revised energy policy includes gender aspects.

Level of effort: 6 staff-days

Timeframe: XXXX

### Activity 6

Task 6: Investigate the relevance of nominating a gender focal point within the [AGENCY] or enhancing the capacity of the gender focal point in charge of [AGENCY]. The investigation will be

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followed by recommendations of clear roles and responsibilities for the gender focal point.

Output 6: A note summarizing recommendations on roles/responsibilities of the gender focal point

Expected outcome for task 6: Enhanced capacity of the gender focal point

Level of effort: 3 staff-days

Timeframe: XXX

Outputs can include photos, reports, summaries and briefings on the activities: dissemination activities, minutes of the discussions, data from the campaigns, 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 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]