



EGAT | Office of Women in Development

Gender Scopes of Work

Technical assistance (TA) to support gender integration in USAID programming comes in various forms, from gender analyses, gender assessments, gender audits and a wide range of training on gender issues. Each year, numerous such activities are implemented throughout the Agency, in Washington and in the field.

Below are links to examples of illustrative Scopes of Work (SOWs) related to gender-focused TA. These are based on actual SOWs used by USAID Operating Units and have been updated to reflect current USAID programming terms, practices and procedures. The SOWs may not contain all the elements in a typical SOW since their purpose is to highlight the key elements relevant to gender-related work. These SOWs are intended to be adapted to meet the wide range of needs Missions and other Operating Units will have as they work toward better gender integration in their programming.

Different Types of SOWs for Gender-related Technical Assistance

[Scope of Work for Gender Analysis at the Strategy Level](#)

[Scope of Work for Gender Assessment/Analysis at the Assistance Objective Level](#)

[Scope of Work for Gender Audit at the Mission Level](#)

[Scope of Work for Gender Analysis at the Activity Level](#)

[Scope of Work for Gender Training](#)

SCOPE OF WORK FOR GENDER ANALYSIS AT THE STRATEGY LEVEL

Background

USAID/Nigeria is currently developing a new strategic plan for 20XX-20XX. The new program will be implemented through four Assistance Objectives:

- Good Governance Through Transparency, Participation and Conflict Management;
- Sustainable Agriculture and Diversified Economic Growth;
- Improved Social Sector Service Delivery; and
- Expanded Response to HIV/AIDS Prevention.

Among the technical analyses and assessments that the Mission is required to conduct during this strategic planning process is a gender analysis. Recognizing that the dynamics of gender relations is both socially and culturally variable, Agency technical guidance states: “Gender issues are central to the achievement of strategic plans and Assistance Objectives (AO)... Accordingly, USAID planning in the development of strategic plans and AOs must take into account gender roles and relationships. Gender analysis can help guide long term planning and ensure desired results are achieved. However, gender is not a separate topic to be analyzed and reported on in isolation. USAID’s gender integration approach requires that gender analysis be applied to the range of technical issues that are considered in the development of strategic plans, AOs, and projects/activities (ADS 201.3.9.3).”

Objectives

Given the Agency requirements and the Mission’s own interest, the proposed Gender Analysis will address the following objectives:

- To identify the gender-based constraints to equitable participation and access of men and women to programs and services in the sectors in which USAID/Nigeria implements its program, including agriculture, private sector development, natural resource management, basic education, population, maternal health and child survival, infectious diseases, HIV/AIDS, democracy and governance, and conflict response;
- To identify strategies and approaches USAID/Nigeria can use to enhance the accessibility and equitability of its programs to both men and women;
- To analyze the potential impacts of the Mission’s proposed strategic approaches on the status of men and women in Nigeria, taking into consideration ethnicity, class and other key variables;
- To assess key Government of Nigeria (GON) policies and programs related to gender and identify opportunities for collaboration and mutual strengthening of

gendered approaches between USAID and GON; and

- To identify those gender issues that have the greatest potential impact on Nigeria's economic development.

Approach

1. Comprehensive literature review of pertinent documents including: studies and assessments conducted by donors, NGOs, GON and the academic community; and USAID documents including but not limited to the existing USAID/Nigeria Transitional Strategy, annual reports, strategic implementation plans, situation analyses, sector assessments, evaluations and proposals;
2. Discussions and interviews with key donors, NGOs active in gender and GON officials. The consultants will be expected to develop a list of key contacts and provide the list to USAID;
3. Meetings with USAID implementing partners (contractors, grantees, PVOs/NGOs) and each AO team; the AO teams will assist with identifying the most important partner contacts; and
4. Site visits to project activities, if feasible and appropriate.

Deliverables

1. Workplan/schedule: Within three working days after the starting date of the consultancy.
2. Draft Gender Analysis: Upon the completion of 21 working days in Nigeria, in hard and electronic versions. An oral debriefing will also be scheduled.
3. Final Gender Analysis, including comprehensive annotated bibliography: Within five working days after receipt of written Mission comments.

Level of Effort and Timing

The gender analysis will require approximately four weeks of effort, based on a six-day work week, and will require a team of four individuals. Each consultant will have two days for collection of materials and preparation before commencement of the field work. Twenty-one working days are available in Nigeria for the production of the draft report. The team leader will have an additional six working days for completion of the bibliography and revision of the draft report, based on Mission input. (These days may be allocated to other team members by the team leader, if desired.) In addition, each consultant traveling from outside Nigeria will be allocated up to four days for travel. The team will begin work in Abuja on January 15, 20XX, and leave Nigeria o/a February 7, 20XX.

Expertise Required

The gender analysis will require a team of four experts on the principal areas of emphasis in the strategy:

1. Social scientist/team leader with PhD in sociology, anthropology, political science, economics or rural development. Minimum of five years post-degree experience analyzing gender issues in West Africa. Previous experience in Nigeria highly desirable. Excellent English-language writing skills mandatory. Must possess computer skills in word processing and spreadsheets. Must be knowledgeable about USAID programming policy and gender analysis requirements. The team leader will be responsible for the agriculture, economic growth and environment portions of the analysis. The team leader also will manage the preparation and presentation of the team workplan, and finalize the division of responsibilities among team members.
2. HIV/AIDS specialist with advanced degree in health related field. Minimum of five years post-degree experience in international development. English-language speaking and writing skills required. The HIV/AIDS specialist will be responsible for the Mission HIV/AIDS strategy.
3. Two Nigerian social scientists. Both must possess at least a master's degree in a social science or development field. At minimum three years of post-degree experience in gender analysis in Nigeria. Knowledge of PVOs/NGOs in Nigeria that address gender issues. Knowledge of GON and state-level gender policies. Complementary expertise on different geographical areas of the country. One of these individuals will be responsible for democracy and governance and the other for health (non-HIV/AIDS) and education.

SCOPE OF WORK FOR GENDER ASSESSMENT/ANALYSIS AT THE ASSISTANCE OBJECTIVE LEVEL

Background

USAID/Cambodia is working through the stages of developing a Performance Management Plan (PMP) and Results Frameworks for implementation of the newly approved strategic plan. In support of this new strategic plan, the Mission will conduct a gender analysis for the sectors that are covered by the plan. A gender assessment of ongoing activities will be accomplished at the same time. Gender Analysis is among the technical analyses and assessments that the Mission is required to conduct. The gender analysis will contribute to the design of appropriate and sustainable activities.

The analysis is intended to support establishment of appropriate gender equality goals for the Mission in all sectors. Through the gender analysis and a gender-focused evaluation of ongoing activities, this gender assessment will document strengths and promising practices that have been identified during the Interim Strategic Plan period. The combination of a sector-focused gender analysis with a gender assessment of selected activities will provide initial guidance for the Mission's gender action plan. In this way, the assessment will provide preliminary guidance or language on integrating gender into USAID/Cambodia's program. It is expected that future gender studies will be able to build on this assessment.

This Scope of Work describes five interrelated tasks:

- 1) Review key gender issues and gender-based constraints for men and women in Cambodia;
- 2) Assess gender integration in ongoing activities and look for opportunities to further integrate gender;
- 3) Analyze strengths and promising practices related to gender issues in ongoing activities of expanded Assistance Objectives;
- 4) Identify key opportunities for addressing critical gender issues that are common to all AOs (cross-cutting), with a focused look at the new Assistance Objective; and
- 5) Assess the institutional context for supporting gender integration in Cambodia.

Purpose

The purpose of the gender analysis is to collect and analyze gender information on USAID/Cambodia's focus areas for future program development and activity design. The purpose of the gender assessment is to document USAID/Cambodia's successful efforts to address gender issues and to identify opportunities to strengthen those efforts. The assessment will ensure continuity in learning and it will also support a holistic approach to integrating gender into USAID/Cambodia's program. The assessment will highlight successful approaches and activities, identify new entry points for addressing gender issues and suggest how the Mission might take full advantage of connections among the

AOs by using gender as a cross-cutting theme. Using a gender focus to identify and analyze common issues across AOs will support USAID/Cambodia's cross-cutting themes (transparency and access to information, linkages and gender). Some common issues to focus on include economic development, decentralization and governance. Another cross-cutting issue is gender-based violence (GBV).

The Assessment Team has two goals: to collect and analyze information for the gender analysis and to investigate ongoing activities for promising practices that have a distinctive gender aspect. The assessment can highlight strengths in ongoing activities and then focus on analyzing how the planned expansion of activities might affect or be affected by gender relations. Based on that analysis, the assessment will recommend critical entry points with illustrative indicators.

For the new AO, the Assessment Team will primarily collect and analyze information for a gender analysis, and address the two questions articulated in ADS 201.3.9.3.

Scope of Activities

The primary tasks of the Contractor are to:

- A. Carry out a gender analysis on targeted topic areas as well as an assessment of the Mission's current efforts to integrate gender into its ongoing AOs. This effort will:
 - Review the Mission's new strategic plan, preliminary performance management plans (PMPs), and key documents from the program portfolio for integration of gender to identify key gender-based constraints and assess potential gender issues for the new strategic plan.
 - Analyze strengths and opportunities (e.g., promising practices) for integrating gender into extended AOs.
 - Produce recommendations for possible entry-points for incorporation of gender in carryover AOs as well as the new AO.
 - Identify weaknesses and threats related to gender-based constraints and proposed entry points.
 - Provide statements of the key gender based-constraints relevant to each AO as well as for the humanitarian assistance program. Statements should incorporate critical Cambodian issues such as trafficking, gender-based violence, adoption, disabilities and economic development.
 - Identify sources and documentation of sex-disaggregated data. The Assessment Team might offer suggestions regarding how to analyze the potential impacts of USAID/Cambodia's proposed strategic approaches on the status of men and women in the country/region.
 - Identify local expertise on gender (e.g., NGOs, academics, research institutions, government ministries) that can be called on to provide in-depth technical assistance.
 - The assessment is to be organized and shaped by:
 - USAID/Cambodia's strategic plan.

- Agency and Mission's approach to gender integration.
- ADS and other policy documents released before the end of this assessment and analysis.
- Draft AO Results Frameworks (including the preliminary PMPs) and humanitarian assistance work plans.

B. Based on this assessment, draft recommendations for a gender action plan.

The draft action plan is not a deliverable from the Consultants, but a document that is developed by the Mission based upon the Consultants' gender assessment and recommendations. As finally formulated by the Mission, the detailed USAID/Cambodia gender action plan shall address fully the requirements of Agency Directives.

C. Review developing drafts of PMPs.

This task does not call for a full analysis and support of the PMPs since several of the PMPs are not yet complete. The gender analysis will provide the backdrop for the Consultant to contribute comments and recommendations for the draft PMPs. This will be in harmony with the Mission's approach to gender integration.

Illustrative Methodology

While the purpose of the assessment is to strengthen USAID/Cambodia's program, it can also be a resource for partners and stakeholders who are working in these areas in Cambodia. The assessment will not only point to opportunities for integrating gender into relevant programs/projects/activities, but will also put a spotlight on strengths in the ongoing activities through identification and analysis of both lessons learned and promising practices. For example, a Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis with a gender focus will help the Consultant focus on the positive areas where USAID/Cambodia has been building experience during the last five years. Whatever tools are selected, the methodology should emphasize positive opportunity without ignoring potential threats that would result from weak interventions. Assumptions should be clearly stated in the recommendations.

Essentially, the assessment will:

- Spotlight where and how gender has been successfully integrated (from the Interim Strategic Plan period) and analyze promising practices.
- Identify and recommend new opportunities for addressing gender issues where the program is expanding.
- Demonstrate how gender is a cross-cutting theme that can strengthen common activities across AOs (e.g., economic development, decentralization, governance).

Tasks

1. Conduct a comprehensive review and assessment of pertinent literature and documents, including, but not limited to such materials as:
 - USAID/Cambodia strategic plan, Annual Reports, and/or sectoral assessments and reports, and the preliminary results framework for the strategic plan.
 - Preliminary technical analyses for the USAID/Cambodia strategic plan.
 - Recent literature that addresses gender issues in Cambodia including “A Fair Share,” a cross sector gender assessment done for the Cambodia Ministry of Veterans and Women’s Affairs (now Ministry of Women’s Affairs). Attention will be on specific sectors and areas of strategic interest to USAID/Cambodia (e.g., HIV/AIDS and other infectious diseases, MCH, child health and nutrition, water resources, democracy and governance, anti-corruption, conflict, human rights).
 - Studies and assessments conducted by donors, NGOs, national governments, regional organizations and the academic community.

2. Hold meetings and discussions with USAID/Cambodia AO Teams and other USAID/Cambodia staff involved in developing the strategic plan. Where possible these shall include:
 - Entry briefings with the Monitoring, Evaluation and Gender Specialist, Program Office, and the Front Office;
 - A preliminary briefing session for USAID/Cambodia AO Teams on any revised ADS requirements for gender in procurement and the Activity Approval process, and possibilities for integrating gender into M&E.
 - Meetings with AO Teams/COTRs on specific sectors and areas of interest to identify: a) strengths; b) how gender can be a link across sectors for similar interventions (e.g., economic-based activities, life skills training, community participation); c) possible entry points for the incorporation of gender issues into ongoing (as appropriate) and future activities; and d) whether gender considerations are adequately treated in the USAID/Cambodia strategy and results framework;
 - A presentation of the gender assessment and recommendations to AO Teams to obtain feedback from USAID/Cambodia staff; and
 - Exit briefings with AO Teams, the Program Office and the Front Office.

3. Interview selected key stakeholders and implementing partners involved in current and proposed programs, including local gender expert resource groups about problems, successes and potential for improving attention to gender in the new strategy.

Estimated Level of Effort

The Contractor shall provide a Team Leader, and possibly another U.S. Gender Expert, as well as a local Gender Expert. The Team Leader will lead a three or four-person team in conducting a gender analysis and a gender assessment. The team will consist of the Team Leader, another U.S. Gender expert (if needed), the local Gender Expert, and the Mission's Monitoring, Evaluation & Gender Specialist. During the two weeks in Cambodia, the Consultant(s) will draw on his/her previous experience and knowledge of cross-sector gender assessment as well as from his/her understanding of USAID regulations and policies (such as the ADS) to produce draft documents (table of contents, list of findings with recommendations). The Consultant(s) will also provide a debriefing presentation to the Mission. The Team Leader is responsible for the final production of the documents and the presentation with recommendations.

The Program Office will compile materials for the assessment/analysis and set up appointments with partners and other stakeholders. The M, E & G Specialist and the local Consultant will participate as team members for two weeks. The local Consultant will draw on his/her technical and Cambodia-specific knowledge to contribute to the analysis and assessment.

Performance Period

The overall performance period is starting on or about October 3, 20XX through December 1, 20XX. The assessment will be conducted in Cambodia for approximately two weeks from October 10-25. Based on a six-day work week, the basic schedule for the assessment is:

- Week 1: Interviews with staff (AO Teams/COTRs), partners and stakeholders; site visits.
- Week 2: Site visits; follow up with AO Teams/partners; produce preliminary outline with findings and recommendations; present debrief of assessment and recommendations to staff.

The Consultant will submit the drafts within ten working days of completing the fieldwork in Cambodia.

Assessment Team Qualifications

The Assessment Team will be made up of three to four members with complementary skills in gender assessment and the required technical areas. The Assessment Team Leader and (if necessary) additional U.S. Gender Expert will have strengths in democracy and governance and either education or health. The Team Leader is expected to have previous experience in conducting a cross-sectoral gender analysis. The other team members will include one local gender Consultant with strengths in extension/outreach and democracy and governance, and the Mission's Monitoring, Evaluation & Gender

Specialist (an IWID Fellow). The IWID Fellow has technical strengths in civil society, integrated rural development and community-based sustainable management of natural resources (including micro-enterprises in this sector).

Deliverables

There are two main written deliverables expected: a gender analysis and the gender assessment identifying strengths and lessons learned (including best practices) with recommendations for a gender action plan that will strengthen appropriate gender integration in USAID/Cambodia's program. Recommendations for the draft PMPs will be incorporated into the assessment.

The production of these documents will follow the timeline below:

- A preliminary table of contents, list of findings and recommendations shall be submitted to the Mission upon completion of fieldwork (one electronic copy and three hardcopies). (End of Week 2)
- A draft Gender Analysis and a Gender Assessment with recommendations for an action plan. Will be submitted to the Mission no later than November 14, 20XX.
- The final Gender Assessment and recommendations for an action plan will be submitted to the Mission within three working days after receiving comments on the draft report.

SCOPE OF WORK FOR GENDER AUDIT USAID/TANZANIA

Introduction

USAID/Tanzania is seeking technical assistance to carry out a Mission gender audit, beginning in February 2006. The consultant will work with the Mission Gender Advisor and Gender Working Group to conduct the audit process and develop a Gender Action Plan and a Capacity Building Plan for the Mission.

Background

A gender audit is a self-assessment methodology, which focuses on improving the performance of an organization with regards to the promotion of gender equality and women's empowerment. It is a skill enhancement tool of self-reflection in people's daily lives and working environment in relation to the promotion of gender equality. A gender audit is a participatory process aimed at measuring the level of gender input/incorporation, language, sensitivity and awareness in an organization. It is also a learning process through sharing of experiences, information, knowledge and best practices.

USAID/Tanzania has just completed a new strategy for 2006-2010. In the strategy gender has been identified as an important cross-cutting theme that needs to be integrated throughout the Mission's plans and activities. USAID/Tanzania believes in the potential of gender integration to make programs and projects sustainable, and to ensure both women and men benefit from the programs by participating equitably in program/project development, implementation, monitoring and evaluation.

Since the Mission is in the early stages of implementing its strategy, the undertaking of a gender audit is most appropriate as such an analysis can help to guide the Assistance Objective (AO) Teams to integrate gender into their program activities. Additionally, the gender concerns and priorities of the Mission can be identified so that an integrated sustainable gender vision and plan can be developed to build on the on-going activities and inform new programs.

In 2003 USAID/Tanzania conducted a Gender Assessment¹ and several recommendations were given to facilitate gender integration. However, only some of the issues that were identified have been addressed. Now is the time to take gender integration more seriously, by looking at what the Mission has achieved, what capacity exists within the Mission, and what gaps and challenges remain.

¹ Gender assessment involves carrying out a review, from a gender perspective, of an organization's programs and its ability to monitor and respond to gender issues in both technical programming and institutional policies and practices. USAID Missions often carry out a gender assessment of their portfolio to determine whether gender issues are being effectively addressed in Mission-supported programs and projects. A gender assessment is a very flexible tool, based on the needs of the Mission, and may also include a gender analysis at the country level. If a gender analysis is included in a gender assessment, this meets the ADS requirements. Findings from a gender assessment have been used, for example, to inform a country strategic plan or an Assistance Objective and/or develop a Mission Gender Plan of Action or a Mission Order on gender.

USAID recognizes that equal opportunity for women and men is necessary not only for the well-being of their families but also because women's equitable participation is key to advancing economic and social development and promoting democracy. Women's empowerment is also very crucial because women play an integral role in promoting democracy and raising the standards of living in their countries. The Mission is committed and seeks to address gender inequalities at all levels of Program and Front Office structures.

Purpose

The overall objective is: To develop a practical Gender Integration Action Plan and Capacity Building Plan for all Mission staff for achieving gender equality.

This will be achieved by:

1. Analyzing and assessing the level to which gender issues have been addressed in the AOs and current projects;
2. Assessing and analyzing the gender knowledge, attitudes and awareness of Mission staff, as well as that of Mission partners; and
3. Examining the documents, systems, procedures and processes of the Mission's Program and Front Office with respect to gender sensitivity and gender balance in staff recruitment, promotion, training and retention.

Methodology

The gender audit will be participatory and involve analysis at two levels, the Mission as an organization, and the Mission Program Office and Front Office activities (including the relationship with the Government of Tanzania (GOT) and Civil Society Organizations).

The components of the gender audit are:

- Comprehensive literature review of pertinent documents, including: (a) studies and assessments conducted by donors, NGOs, GOT; (b) USAID/Tanzania documents including but not limited to the Gender Assessment, the strategic plan, annual reports, strategic implementation plans, situation analyses, sector assessments, Performance Monitoring Plans (PMPs), evaluations and proposals.
- Background meetings with selected USAID implementing partners, GOT officials, and/or donors, identified in collaboration with the SO teams. The purpose of the meetings is to discuss the interviewees' current approach to gender integration.
- Meeting with the Gender Working Group and the Front Office to establish a communication plan for the gender audit period. Initial interactive presentation on gender equality concepts.
- Development of a questionnaire to gauge the perceptions and ideas of Mission staff about gender equality in the Mission and its programs. Administration of the survey with Mission personnel.
- Analysis and reporting of the data collected from the survey and interviews. Dissemination of the results throughout the Mission.
- Development of a format for focus group discussions (FGDs), using survey and interview results. The purpose of the focus groups is to react to these findings and discuss the content of a Gender Action Plan for the Mission.
- Facilitation of a Mission-wide forum where participants will be presented with the overall findings and together use the findings to develop a Gender Action Plan for the

Mission. Such a process is also aimed at increasing staff capacity to integrate gender issues into their work, but could also serve as a first step for developing a gender strategy.

- Presentation of the findings to Mission Management.
- Preparation of reports on the Gender Action and Capacity Training Plans, and on the gender audit process.

Consultant Tasks

- 1. Review of background materials and completion of background interviews**
 - Review of Mission documents and other recent literature on gender and development in Tanzania.
 - Meet with and interview Mission AO teams and representatives of selected partners, NGOs and the GOT.
 - Identify issues to cover in the staff survey and focus group discussions.
- 2. Development of a work plan and schedule for the gender audit process, including a communication plan for dissemination of survey and focus group results**
 - Meet with Mission Management and the Gender Working Group to establish commitment to the gender audit process and to agree to a communication plan for disseminating findings during the process.
 - Meet with the Gender Advisor and the Gender Working Group to develop a work plan and calendar for the gender audit, including designation of responsibilities.
 - Reach agreement on the purpose and scope of the Gender Action Plan and the Capacity Building Plan.
 - Conduct an interactive presentation on gender equality concepts.
- 3. Survey of Mission personnel**
 - Prepare survey questionnaire.
 - Disseminate questionnaire to Mission personnel.
 - Compile and analyze survey results.
- 4. Preparation and dissemination of survey findings**
 - Prepare report on survey results to be disseminated in accordance with communication plan.
- 5. Facilitation of focus group discussions**
 - Prepare focus group protocols.
 - Facilitate focus group discussions.
 - Summarize results of discussions and implications for the Gender Action Plan.
- 6. Facilitation of Mission-wide Forum for presentation of results and discussion of Gender Action Plan**
 - Prepare materials for communication of results to the forum.
 - Facilitate discussion of Gender Action Plan.
- 7. Finalization of Gender Action Plan and Capacity Building Plan**
 - Prepare report of Gender Action Plan and Capacity Building Plan.
 - Disseminate plans, in accordance with the communication plan for the gender audit.

8. Debriefing with Mission management

9. Preparation of report documenting the gender audit process

- Draft report to be sent to Mission within 10 days after completion of the audit.
- Finalize report on the gender audit, and the Gender Action Plan and Capacity Building Plan upon receipt of Mission comments.

The consultant will serve as team leader for the gender audit process, but the Gender Advisor and the members of the Gender Working Group will participate actively in these tasks, as specified in the work plan agreed to at the initiation of the process. The guiding principles of gender self-assessment, learning organization and adult learning will be applied.

Timing and Level of Effort

The consultant activities will be divided between two TDYs to the Tanzania Mission, and additional tasks prior to and after the TDYs. The gender audit is expected to commence in February. The completion date is expected to be in April. A specific schedule for activities, deliverables and completion will be detailed as part of the work plan for the gender audit to be developed during the first TDY.

The first TDY will include Tasks 1 through 4. Prior to the first TDY, the consultant will review available background materials. It is expected that a significant part of the consultant's input to the analysis, reporting, and dissemination of the survey results will be done outside the Mission on a virtual basis in the period between the two TDYs.

The second TDY will include Tasks 5 through 8. Task 9, preparation of the Audit report, will be completed after the termination of the second TDY.

The total estimated level of effort is 57days (based on a six-day workweek), distributed as follows:

Number of Days for TDY 1 (28)

- Pre-travel preparation: 3 days
- Travel: 3 days
- Field work: 12 days
- Survey analysis and report (including virtual work with Mission): 10 days

Number of Days for TDY 2 (29)

- Travel: 3 days
- Field work: 18 days
- Report preparation: 8 days

Deliverables

At the conclusion of TDY 1:

- List of key issues for the gender audit and the Gender Action Plan identified through the review of background materials and the interviews and meetings with Mission management, AO teams, partners, NGOs, donors and the GOT.

- Detailed work plan and schedule for the gender audit process, including a communication plan.

Before TDY 2:

- Report of key findings from the survey of Mission personnel and discussion of their importance for the Gender Action Plan.
- Presentation on findings appropriate for broad dissemination within the Mission (as defined by the communication plan).

At the conclusion of TDY 2:

- Draft Gender Action Plan and Capacity Building Plan

Final deliverables

- Final Gender Action Plan and Capacity Building Plan
- Draft and final gender audit report
- PowerPoint Presentation on gender equality concepts
- PowerPoint Presentation on the audit report, Gender Action Plan, and Capacity Building Plan

Expertise Required

The gender audit will require one consultant with expertise in gender analysis and planning:

- Social scientist with Master's or above in sociology, gender studies, anthropology, political science, economics or rural development.
- Minimum of five years post degree experience analyzing gender issues in East Africa
- Previous experience in Tanzania highly desirable.
- Excellent English-language writing skills mandatory.
- Must possess computer skills in word processing and spreadsheets.
- Must be knowledgeable about USAID programming policy and gender analysis requirements.

SCOPE OF WORK FOR GENDER ANALYSIS AT THE ACTIVITY LEVEL

Purpose

The purpose of this Gender Analysis is to assist USAID/Bangladesh as follows:

1. To identify key gender-related rural energy needs, interests, issues and constraints;
2. To determine end-user/consumer knowledge of sustainable energy; and
3. To provide recommendations for developing appropriate interventions to offset existing gender-based differences and/or disparities.

The focus of the analysis will be on male and female consumer access to, and use of, rural energy as well as on men and women's involvement in rural energy policy development and the affect of existing policies on men and women end-users. This scope of work calls for detailed program design interventions, with a focus on recommending gender-sensitive indicators to monitor performance and inform activities.

Tasks

The primary tasks of the Consultants are to:

1. Drawing from and building on past rural energy gender analysis, conduct an analysis of the key gender-related rural energy needs, uses, issues, and constraints and provide program design interventions that address these issues. Analysis should focus on:
 - a. Male and female consumer usage of, and access to, rural energy.
 - b. Collecting data related to the externalities of various energy forms – those direct and indirect impacts that are generally overlooked, such as desertification, deforestation, indoor air quality problems, injuries, and time loss.
 - c. Assessing the role and position of men and women in the policy and planning process and its connection to female and male consumers of energy.
2. Develop a gender action plan of activities that lays out the necessary steps for addressing gender constraints/inequalities in programmatic activities as well as integrating gender into the policy environment and energy sector. The Consultants will identify technical areas where gender is likely to be a factor in the forthcoming energy program strategy and activity design, and will present recommended methods and actions for integrating gender throughout the program and in compliance with ADS requirements. The report should include recommendations on indicator development, data collection, analysis disaggregated by sex and other relevant information. As this activity precedes program development, Consultants should work in conjunction with agency personnel contracted to develop and implement the USAID/Bangladesh energy program.

Deliverables

The final report will include the gender analysis and provide specific recommendations for the program activity design and PMP development, which can be incorporated into the on-going Mission TA for the grid-based rural energy program as well as any renewable energy program the Mission supports.

The Gender Analysis will use the data from interviews and secondary sources to assess the appropriate technical areas for gender emphasis and make recommendations for future actions for gender integration in USAID/Bangladesh's energy program. The document may also be the basis for further technical assistance provided by USAID/Washington.

The deliverables will be developed using the following timeline:

- A preliminary list of key findings and recommendations will be presented at a debriefing with the Mission upon completion of fieldwork, in both oral and written form (one electronic copy and three hardcopies). The recipient(s), through the office of Strategy and Program Support (SPS) will provide written comments to the Consultants electronically within five working days of receipt.
- A draft Gender Analysis, incorporating Mission input shall be submitted to the Mission, no later than April 22, 20XX. The Mission shall provide any additional written comments electronically within five working days of receipt of the draft report.
- The final Gender Analysis will be submitted to the Mission within three working days after receiving comments on the revised draft.

SCOPE OF WORK FOR GENDER TRAINING

Background

The Office of Agriculture in the Economic Growth, Agriculture and Trade (EGAT) Pillar Bureau of USAID is designing ways to better incorporate gender in its program development, implementation and reporting. The integration of gender into policies, programs, activities and monitoring and evaluation is both a policy imperative and mandate as indicated in the ADS 200 and 300 chapters. Gender-related training initiatives stem from the Office of Agriculture's endeavor to improve gender mainstreaming and are built upon the recommendations of the Office of Agriculture's Gender Assessment conducted in April 20XX.

Purpose

The purpose of this request is to develop a half-day agricultural gender training module that can be used to train Agency agriculture officers and Contract Officer Technical Representatives (COTRs), project and program managers, and principal investigators and team members of agricultural programs such as the Collaborative Research Support Programs (CRSP). This module will be piloted in two training sessions; the first session will be held on June 29, 20XX and the second will be held in August 20XX. In October 20XX, the training will be conducted for USAID staff as a part of a broader Agriculture and Agribusiness module of the Economic Growth Officer's overview training course. The June and August training sessions will inform the October training. The audience for the June training session will include USAID program managers and COTRs who oversee agricultural programs implemented by EGAT and the regional bureaus. Members of the Agriculture Sector Council, as well as the Office of Agriculture, the NRM Office, and the ESP Office will be invited, anticipating 25 to 30 participants. The August training will be similar in structure and content, but the emphasis across topics will be adjusted to the participants. The audience for this training will be partners, contractors and grantees who implement Washington-funded programs. The October training session will target USAID staff, and will be part of a broader Agriculture and Agribusiness module of the Economic Growth Officer's overview training course. The timing and location for this training will be defined later.

The half-day training module will address three primary concerns:

- 1. The Relevance of Gender in Improving Program Results**, i.e., How do gender issues impact the Office of Agriculture's Assistance Objective and Results Framework, and more specifically, how does attention to gender issues contribute to increasing income and employment;
- 2. Methods for Incorporating Gender in Activity Planning**, i.e., What are the specific agency requirements for incorporating gender into program planning and

activity development, including but not limited to designing gender-sensitive indicators, and conducting gender specific analyses or assessments; and,

- 3. Tools for Reporting on Gender Specific Results**, i.e., What are techniques for assessing and recording programmatic impact on gender, and what are the specific agency requirements for collecting sex disaggregated data.

The concerns listed above will be presented in the context of USAID gender policies and strategies, particularly those specified in the ADS. Based on recommendations made in the Office of Agriculture's Gender Assessment, the trainings should clarify the difference between gender integration and targeting women. It is anticipated that "Recommended Strategies" outlined in the gender analysis will be incorporated into the training module.

Methodology and Methods of Gender Training

The methodology of the training module will be clearly articulated and agreed upon prior to conducting the training sessions. These sessions will be held in the Washington, DC metropolitan area. The May session will be evaluated and modified as necessary for the October session. Although additional training opportunities have not yet been identified, it is envisioned that the results of the two sessions will be a training module for future EGAT/AG gender training sessions.

Training methods might include case studies, presentations, and group work. It is strongly urged that the training include presentations on good examples of gender integration.

Deliverables

1. Three tailored gender training sessions for USAID staff and implementing partners;
2. Three training session reports (for the June, August, and October training sessions), including outcomes, modifications and potential/perceived effectiveness;
3. Summary of evaluations and proposed changes for each training session; and
4. Training module for EGAT/AG and EGAT/WID offices.

Expected Delivery Schedule

The initial training session will be held in Washington, DC on June 29, 20XX. The second training session will take place in August 20XX (specific date and venue to be determined). The third session will occur in the greater Washington, DC area in October 20XX (specific date and venue to be determined). The training reports and summaries of evaluations as laid out above will be provided within two weeks after each session is held. The final training module will be provided one month after the October session.

Reporting Relationships and Responsibilities

The point of contact for USAID/EGAT/AG is Sandra Stajka. Ms. Stajka will serve as the technical advisor and will assist in scheduling/coordinating the training sessions. Susan Thompson from the EGAT/AG office may also be contacted for the June session. The contractor is responsible for developing the training sessions and the training module, conducting the training sessions, and making appropriate modifications as necessary and in agreement with EGAT/WID and EGAT/AG.