

**TERMS OF REFERENCE**  
**CONSULTANCY SERVICES TO CONDUCT COUNTRY GENDER ASSESSMENT**

**1. BACKGROUND**

1.01 In December 2019, the Caribbean Development Bank (CDB) adopted its revised Gender Equality Policy and Operational Strategy (GEPOS). The recommitment recognises gender equality (GE) as a necessary condition for realising its mission of achieving social and economic development in the Region in keeping with the global Sustainable Development Goals (SDGs).

1.02 The GEPOS 2019 reaffirms CDB's commitment to incorporate values that uphold diversity and inclusion. It reflects on regional gender issues, highlighting patterns of inequalities and opportunities for equality across sectors (labour, education, health, justice, and economic). It is set against the reality that the benefits of achieving GE are tied to economic growth while the costs of gender inequality pose risks to productivity and threaten sectoral investment opportunities. The specific gender policy objectives outlined in GEPOS 2019 are to achieve GE in (i) its Borrowing Member Countries; and (ii) within CDB itself.

1.03 The five action pillars of the outward-looking components of the Bank's strategy are: equitable access to infrastructure services; economic empowerment; education and training; combatting gender-based violence; and resilience, for all. The other four action pillars of the inward-looking components of the GE strategy are: work-life balance; CDB's core values; equitable treatment and empowerment; and safety and security, for all.

1.04 The companion Gender Equality Action Plan 2020-2024 outlines how the Bank will implement GEPOS 2019 as it seeks to become more gender responsive and deepen the GE work in BMCs and within the institution. As part of its operating procedures, the Bank is committed to mainstreaming GE issues in all its projects and programmes. The Bank will also support the enabling environment of continuous learning and ensure sustainable development impact both in BMCs and internally. Defined projects within the GEAP include technical assistance interventions, capital projects, sub-components of capital projects, training, country gender-based assessments, and research. Defined internal organisational procedures include policy guidelines, training, and development and dissemination of gender tools and knowledge products.

1.05 Under the strategic pillar 'Equitable Access to Infrastructure Services For All', CDB has committed to completing national Country Gender Assessments that are aligned to CDB's respective Country Engagement Strategy (CES) process by 2024.

1.06 The gender dimension of key socio-economic issues facing BMCs reveal persistent, systemic structures of unequal power and access, namely:

- (a) differential impacts of economic adjustment trends on women and men;
- (b) discrepancies in rates of unemployment for women and men, youth violence, and crime;
- (c) widespread gender-based violence which affects women and girls disproportionately;
- (d) differential access, performance and participation of girls and boys in schools;
- (e) under-representation of women in decision-making positions, particularly in politics and at the highest levels;
- (f) high incidence of poor, single-headed households;
- (g) increasing levels of poverty and incidence of other social challenges faced by the elderly; and
- (h) a scarcity of the collection and analysis of sex-disaggregated data in key economic and

social development sectors which is often on account of limited capacity to collect and analyse such data.

1.07 These socio-economic gender differentials have been compounded by the COVID-19 pandemic and would require sustained probing and innovative solutions towards ameliorating.

1.08 All BMCs have committed to promoting GE within the framework of sustainable development of the United Nations SDGs, and normative frameworks to include the 1995 Beijing Declaration and Platform for Action, and the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW). The Bank's efforts to advance gender mainstreaming have focused on:

- (a) addressing GE in the formulation of CES;
- (b) the integration of gender in the appraisals and supervision of projects;
- (c) adoption of a Gender Marker as an accountability mechanism for all projects and technical assistance interventions;
- (d) drafting of Technical Guidance Notes for integrating GE at the level of sector operations; and
- (e) staff sensitisation and training.

## **2. GENDER ASSESSMENTS**

2.01 A country gender assessment adopts gender analytical frameworks to examine national policies, programmes, projects, activities, conditions, needs, access to and control over resources, access to development benefits, and the gender distribution of decision-making power. It studies the intersection of gender with other factors in the social, economic, political and environmental context. A country gender assessment contributes to the development of a critical database to promote gender-responsive planning and programming. It comprises:

- (a) a country gender profile identifying: gender issues/gaps, gender related barriers to and priority interventions for poverty reduction and economic growth, and national gender discourse;
- (b) a review of the country's legislative and policy context;
- (c) an assessment of the institutional framework and implementation capacity of key national institutions for gender mainstreaming initiatives, including the service delivery capacity of key stakeholders with the remit for gender and women's issues, as well as the quality of gender and development interventions and programmes to address the different experiences and needs of women, men, boys, and girls, in diverse social, economic, geographic and political contexts;
- (d) stakeholder consultations to identify ideological and material barriers affecting individuals; and
- (e) a set of recommended policy and operational interventions, developed on the basis of analysis, stakeholder consultations, and review of best practice.

2.02 It is recognised that the country gender assessments should be conducted as part of an integrated programming cycle as opposed to being a stand-alone activity. The lessons learnt from previous assessments and the current findings should be used to inform other analyses across the programme management cycle. The findings of these assessments will inform the preparation of BMCs' Poverty Reduction Strategies and Action Plans; evidence-based social policy, planning, and decision-making; indicators in the design, monitoring and evaluation in project management; policy dialogue within BMCs; and the preparation of the Bank's CESs and Sector Policies. In selecting the target territories for the country gender assessments, priority will be given to BMCs with completed or planned Enhanced Country Poverty Assessments (CPAs) and or recent national censuses as part of as part of the Bank's strategy for development effectiveness and managing for results.

### **3. OBJECTIVE**

3.01 The objective of this consultancy is to conduct comprehensive gender assessments of the social, economic and governance sectors in BMCs. Specifically, the assessment will:

- (a) collect sex disaggregated social and economic data;
- (b) identify constraints to effective gender mainstreaming in BMCs, and pinpoint opportunities for enhancing capacities by governments and CDB to assist in addressing these limitations;
- (c) support more focused, broad-based poverty reduction, planning and programming in BMCs; and
- (d) enhance the effectiveness of CDB's development programmes to respond to development needs.

### **4. SCOPE OF SERVICES**

4.01 The scope of work for the assignment includes all activities necessary to accomplish the stated objectives of the project. For each of the BMCs, the firm will be required to:

- (a) Develop a Country Gender Profile on the situation of women, men, girls, boys (highlighting macro-level human development indicators, and meso- and micro-level access to and control over productive resources, and participation in decision-making).
- (b) Conduct a review of the BMC's legislative and policy context. Key issues to be examined are whether:
  - (i) relevant national laws are in line with the provisions of International Agreements/ Conventions signed by BMCs;
  - (ii) formal or customary laws and judicial processes treat males and females differently;
  - (iii) there are gender inequalities in rights and protections under the law and how effective is the enforcement of equal rights, laws, and policies;
  - (iv) universities, faculties of law and justice training institutions incorporate relevant international agreements/conventions (e.g. CEDAW) into their curricula;

- (v) GE commitments have been made in the context of international processes such as the Beijing process, the SDG process and CEDAW; and how these commitments are reflected and effected in relevant national and sectoral policies;
  - (vi) the institutional effectiveness of Ministries responsible for National Gender Machineries in providing oversight and promoting gender equality and women's empowerment and identifying ways in which it might be more effective;
  - (vii) the government has explicit policies, (eg. A national gender policy or sectoral policies) and goals to promote gender equality and the empowerment of women; and
  - (viii) mechanisms exist or have been put in place to implement the national policy, or for achieving the goals of gender equality.
- (c) Examine the organisational structures of the BMC's Ministry/Division/Unit/ Women's or Gender Bureau, and key ministries such as finance, planning and other line ministries and private sector entities that are important to CDB's work and gather information on the organisations' capacities for gender analysis and/or mainstreaming. This includes determining whether there are:
- (i) clear systems for integrating gender in sector programmes, such as relevant quantitative and qualitative disaggregated data; partnership with civil society organisations; and assessment methods that are gender responsive;
  - (ii) balanced representation of women and men at all levels of staffing at the highest decision-making level;
  - (iii) systems and processes for gender budget analyses;
  - (iv) clear procedures for gender monitoring and evaluation; and
  - (v) programme/sector services are operationalised to reach both males and females.
- (d) Assess for the routine and periodic collection and compilation of sex-disaggregated data and qualitative information for sector programmes, the labour market, and gender mainstreaming activities and capacity for the development of gender indicators.
- (e) Examine the level of involvement of BMC's Ministry/Division/Unit/ Women's or Gender Bureau with respect to macro-level processes such as CPAs, CSPs, PRAPs and related gender mainstreaming initiatives.
- (f) Assess BMCs' processes and systems for reporting on International Agreements and instruments on gender equality through the national Women's/Gender Bureaux institutional coordination/collaboration and work in complementarity with other sectors; and with a focus on whether any procedural, capacity and legislative support are given to preparing national and regional gender related periodic reports and for participation in the international reporting process (such as Beijing, Convention on the Elimination of all forms of Discrimination Against Women, CEDAW, Belem Do Para, SDGs). Particular attention should be given to progress on Goal 5 of the SDGs in promoting gender equality and empowering women and the integration of gender equality into the other goals.

- (g) Examine the degree of harmonisation among approaches to service delivery of the Women's/Gender Bureaux non-governmental agencies (NGOs) and other state and non-state actors concerned with gender and women's issues with respect to addressing the concerns of the international agreements.
- (h) Assess the degree of coordination and harmonisation among development partner institutions, including CDB, in the planning and execution of gender mainstreaming initiatives in BMCs and identify opportunities to enhance the synergies from these interventions.
- (i) Conduct gender needs assessment (quantitative and qualitative assessment) of women and men in the project target countries.
- (j) Assess the capacity and practices of key partners, Gender Bureaux, to deliver gender-responsive services and identify training needs of staff members and/or stakeholders on identified gaps.
- (k) Facilitate focus group discussions and/or other participatory methodologies to assess the national discourse on gender.
- (l) Facilitate a national workshop to obtain feedback on the initial findings of the assessments. The workshop will act as a forum for dissemination of information on CDB's GEPOS 2019, Gender Equality Action Plan 2020-2024; and best practice on governance and gender justice.
- (m) Regional Consultation.
- (n) Final workshop on the Synthesis Report with CDB staff to discuss the recommendations.

4.02 Recommendations arising from the workshop and the findings of the assessments will be utilised by CDB and BMCs for improving the effectiveness of development initiatives and for identifying opportunities for collaboration between CDB and BMCs in furthering gender mainstreaming in the Region.

4.03 For each requirement the assessments should identify gender gaps (including the labour market); challenges and/or constraints to equal participation; duplication and/or overlaps in the governance structures; priority national mitigating policies and interventions. The assessment should recommend strategic entry points for CDB to promote, support and integrate gender mainstreaming initiatives in BMCs' existing social, economic and governance processes.

4.04 The format of the reports shall include:

- (a) Executive Summary.
- (b) Introduction.
- (c) Methodology.
- (d) Country Statistical Gender Profile.
- (e) Country Gender Gaps (in line with CDB's priorities).
- (f) International, legal and policy framework for advancing gender equality.
- (g) Institutional Framework and Capacity for Gender Mainstreaming.
- (h) Existing Gender and Development Cooperation in the BMC.
- (i) Mainstreaming Gender in Project Operations.

- (j) Entry Points for Gender Mainstreaming.

## **5. DESIGN AND LAYOUT OF REPORTS**

- (a) Design and layout of reports.
- (b) Conceptualising and developing compelling visuals and infographics for diverse platforms to produce the report.
- (c) Conceptualising and designing data sheets and graphics for the report.
- (d) Designing a variety of creative visuals for use on social media and other online platforms.

## **6. METHODOLOGY**

6.01 The consultants will be required to:

- (a) Conduct a review of relevant CDB strategic and operational documents and interview relevant CDB staff to develop an understanding of the Bank's mission, strategic objectives, corporate priorities, expected outcomes, and the policy and operating framework within which they are implemented, particularly as these relate to CDB's gender mainstreaming thrust.
- (b) Review ECPAs, Population and Housing Censuses, Labour force Surveys (where available), and other publications/reports on gender and development issues in BMCs to collect quantitative data within the context of CDB's strategic focus in keeping with the scope of work as outlined at 4. above.
- (c) Facilitate informal focus group discussions and formal discussions/interviews with key internal and external stakeholders to obtain baseline perspectives on gender and development issues and approaches to addressing gender mainstreaming constraints and challenges where these exist. Key stakeholders should include: national Ministry/Division/Units/Women's or Gender Bureaux and key sector staff in ministries and institutions important to CDB's work and in the institutions where gender focal points (if any) have been established, women's and men's NGOs, other donors and development partners, and gender experts.
- (d) Consult with and obtain feedback from a national stakeholders' workshop and regional forum on the findings and recommendations of the gender assessment for the respective BMC.

6.02 Lessons learnt, constraints and challenges should be assessed within the context of several initiatives as outlined above including the SDGs, recent CEDAW Concluding Comments and CEDAW Reports and BMCs' National Gender Policies, and relevant gender mainstreaming initiatives.

## **7. DURATION**

7.01 It is expected that the total assignment will require a cumulative total of approximately five hundred and seventy-seven (577) person days of effort and will be implemented over a period of forty-eight (48) weeks.

## **8. DELIVERABLES AND REPORTING REQUIREMENTS**

8.01 The Lead Consultant/Team Leader will be required to provide to CDB, electronic copies of the

following reports and deliverables:

- (a) An Inception Report within two weeks of commencing the consultancy, detailing any initial findings as they relate to the selection of the countries and Consultants' understanding of CDB's strategic focus and operational framework; a work plan/ schedule for completing the consultancy ensuring that the time frame is complementary to the conduct of any national censuses and avoiding possible competition for enumerators; key sources of data including national statistical offices; and annotated outline/template for the national reports (to ensure consistency and comparability across BMCs).
- (b) Progress Reports on the process, including any considerable problems/constraints/difficulties experienced or anticipated (e.g. meeting objectives, problems with resources, management, or timing) that will affect deliverables and reporting requirements, and recommendations with respect to resolutions.
- (c) Design layout of a sample section to inform full design/layout of the final report.
- (d) Four Interim Country Gender Assessment Reports for the selected BMCs.
- (e) Four Reports on stakeholders' recommendations and comments arising from the national workshops and how these may be used to inform the regional workshop and to finalise the Gender Assessment Reports, within seven days of the completion of each of the national stakeholders' workshop which will be scheduled and coordinated by the CDB in collaboration with the Ministry/Division/Women's/ Gender Bureaux.
- (f) Four Final designed Country Gender Assessment Reports (which includes creative and compelling visuals) based on CDB's comments on the Final Interim Country Gender Assessment Reports and the Reports on the stakeholders' recommendations and comments, within 16 weeks of commencing the Consultancy.
- (g) A Consolidated Synthesis Report (which includes creative and compelling visuals) based on the Final Country Gender Assessments within 48 weeks of commencing the Consultancy with a presentation to CDB staff.
- (h) A Dissemination package for each report which includes a four (4) page Gender Data Profile Summary Publication for each BMC highlighting key statistical gender findings based on international and regional indicators across sectors.

## **9. QUALIFICATIONS AND EXPERIENCE**

9.01 The team of experts shall include:

- (a) A Lead Gender Expert and four (4) other Key Gender Experts having:
  - (i) postgraduate qualifications in gender and development theory and/or gender studies;
  - (ii) five (5) years' experience working on the Caribbean Region with issues related to gender equality, poverty and development;
  - (iii) familiarity with recent national, international, and regional reports on the CEDAW, SDGs, Beijing Platform for Action, Human Rights, and other relevant United Nations reports/documents;

- (iv) five (5) years' hands-on experience working for/with donor organisations and multi-lateral development banks; and
  - (v) ten years' experience in conducting quantitative and qualitative research including gender assessments, participatory methodologies, programme development, monitoring and evaluation, as well as project management.
- (b) A Statistician having:
- (i) Post-graduate Degree in statistics, economics, development studies, or related field; and
  - (ii) eight (8) years' experience in analysing quantitative data from surveys, censuses and other data sets.
- (c) A Graphic Artist having:
- (i) minimum of a diploma in Graphic Design, Multi-Media Design Animation, or related field;
  - (ii) a degree in Graphic Design, Multi-Media Design, Animation, or related field;
  - (iii) at least five (5) years' experience in graphic design, developing infographics and graphic production with knowledge of printing processes and colour management;
  - (iv) evidence of good knowledge and experience in new and evolving technologies, digital platforms and graphic design software;
  - (v) five (5) years' experience working in international development; and
  - (vi) five (5) years' experience working on issues related to gender equality.