

**TERMS OF REFERENCE**  
**FOR CONSULTANCY SERVICES TO ENHANCE GENDER EQUALITY CONSIDERATIONS**  
**IN THE BASIC NEEDS TRUST FUND**

**1. BACKGROUND**

1.01 The Basic Needs Trust Fund (BNTF) is the main grant-funded programme of the Caribbean Development Bank (CDB) with nine participating borrowing member countries. Its mission is “*To be a community development Programme that supports education, water & sanitation, community access & drainage, and economic activities; through skills training, organisational development, infrastructure, and services*”. The BNTF Programme seeks to provide resources to poor and vulnerable communities to improve access to basic infrastructure services, provide temporary employment, enhance economic activity through skills enhancement; and reduce beneficiaries’ economic and social vulnerability to risks that impact on income and well-being.

1.02 Gender Equality is a cross-cutting theme of BNTF. Building on previous activities, BNTF continues to mainstream gender considerations in all interventions and at every stage of the project cycle. BNTF wishes to enhance the integration of gender equality into its operations by developing a toolkit on gender analysis, gender action planning and reporting in community development to include prevention and response to gender-based violence (GBV), by deepening its training activities with Community Liaison Officers (CLOs)<sup>1</sup> in the Implementing Agencies of BNTF and extending these training activities to National Gender Machineries (NGMs) in client countries and by designing online training modules on gender analysis and GBV prevention and response.

1.03 With this in mind, CDB wishes to procure consultancy services.

**2. OBJECTIVE**

2.01 The objective of the consultancy is to develop a toolkit on gender analysis and gender planning in community development (incl. remote and indigenous communities and prevention and response to Gender-based violence (GBV)), and three online training modules ((a) on gender analysis, (b) on GBV prevention and response in community development projects, (c) GBV prevention and response sensitisation for contractors), as well as training activities with National Gender Machineries in Client Countries and Community Liaison Officers of BNTF to prepare for the BNTF 11 appraisal activities.

**3. SCOPE OF CONSULTANCY SERVICES**

3.01 The Consultancy firm will be responsible for:

- (a) Development of a toolkit for gender analysis, gender action planning and reporting in community development. The toolkit shall include but not be limited to:
  - (i) step by step guide for NGMs in client countries and CLOs of BNTF to conduct gender analysis and preparation of community development projects, including gender-responsive BNTF sub-projects and particular guidance in the context of rural, indigenous and tribal communities and
  - (ii) particular guidance referring to GBV prevention and response in community sub-projects highlighting useful tools for appraisal, implementation (including the construction phase) to evaluation.

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<sup>1</sup> CLOs are responsible for gender mainstreaming of sub-projects while facilitating the active involvement of communities in the identification, formulation and implementation of all sub-projects and are expected to take the lead for the IA team in project cycle activities related to skills training sub-projects.

- (b) Recommendation of a stakeholder list with track record in community development for external review of the toolkit.
- (c) Review and revision of BNTF tools such as the gender checklist and gender action plans template in line with the toolkit.
- (d) Design and implementation of virtual training activities with CLOs and NGMs on the toolkit.
- (e) Development, provision and testing (CDB to review content and experience during testing, potentially also some CLOs) of three online training modules on:
  - (i) Gender analysis, gender action planning and reporting in community development in general and with particular guidance for contexts of rural, indigenous and tribal communities – Target group: NGMs, CLOs, gender focal points in client countries
  - (ii) GBV prevention and response (incl. Grievance Redress Mechanisms) in community projects – Target group: NGMs, CLOs, gender focal points in client countries, and
  - (iii) Awareness raising, prevention and response to GBV on construction sites, incl. procurement requirements of CDB projects related to GBV (e.g. Code of Conduct, Expertise required, Training) – Target group: contractors of infrastructure projects.

#### **4. METHODOLOGY AND IMPLEMENTATION**

4.01 The assignment will be over a period of 6 months (60 person-days) and will include desk review, development of the toolkit, stakeholder feedback on toolkit (internal – CDB and external – CLOs and other Stakeholders with a track record in community development).

#### **5. REPORTING REQUIREMENTS**

5.01 Reports shall be submitted to CDB in pdf as complete documents, as well as in their original editable formats (e.g. word). Electronic copies of all data used in the preparation of the reports, in their original editable formats, shall also be submitted to the same entities. The consultant will be required to submit the following reports, respectively:

- (a) Inception Report, including Methodology, Workplan and outline of the Toolkit/Guidance Note (2 weeks after commencement of services).
- (b) Draft Toolkit/Guidance Note and Stakeholder List for review (7 weeks after commencement of services).
- (c) Final Toolkit (11 weeks after commencement of services).
- (d) Review and revision of BNTF tools in line with the Toolkit (13 weeks after commencement of services).
- (e) Training materials for virtual training (14 weeks after commencement of services).
- (f) Draft of three online training modules (20 weeks after commencement of services)

- (i) *Delivery of One Module (Alpha)*: One module content is mapped out in template form. Module content will be prepared in Word template script for CDB review. Once the basic content templates are approved by CDB the online module is built. The Alpha build will be reviewed by CDB, and priority amends agreed upon before further online content is created. This stage will also allow for testing of the Module on CDB's e-Learning platform to ensure performance of any built-in functionality.
- (ii) *Beta Delivery*: Module content of remaining modules is mapped out in template form incorporating the suggested changes provided by CDB.
- (iii) *Draft Course for Testing*: This will include amendments based on CDB feedback and contain a complete version of all modules. It will be reviewed by CDB and priority amendments agreed upon before piloting.
- (g) Pilot - testing of online training modules with CDB, potentially some CLOs (virtually) (22 weeks after commencement of services).
- (h) Final online training modules (24 weeks after commencement of services).

## **6. SKILLS & KNOWLEDGE OF CONSULTANCY FIRM**

6.01 The consultancy firm should have appropriate professional and academic qualifications and comprise at least one (1) Gender Specialist and one (1) E-learning specialist.

### **6.02 Qualification/Education Gender Specialist:**

- (a) Advanced University Degree (minimum bachelor's degree in Gender Studies, Development Studies, Social Sciences, or other related fields).

### **6.03 Experience and Skills in the area of gender:**

- (a) At least five years of experience in management of Gender Equality programmes, Gender Mainstreaming or women & men empowerment projects; knowledge of gender equality at the institutional level.
- (b) At least three years of experience in planning, design, preparation, and delivery of gender equality projects in a community context.
- (c) Experience in implementation of Gender Equality and Mainstreaming Trainings for Programme/Project delivery.
- (d) At least three years' experience in GBV prevention and response in community development projects and related mechanisms (e.g. Grievance Redress Mechanisms).
- (e) Experience and/or understanding of systems, frameworks, and structures particularly those related to Gender Equality and empowerment of men and women in rural and indigenous communities.
- (f) Knowledge of Gender related issues affecting men and women specifically to the Caribbean.

### **6.04 Qualification/Education E-learning specialist:**

- (a) Bachelor's degree or equivalent experience in training, adult education, and/or multimedia training materials development.

**6.05 Experience and Skills in the area of online learning:**

- (a) Five years or more experience in developing and evaluating e-learning course content and design with experience working on the development of SCORM content.
- (b) Experience with a Learning Management System as a developer or administrator.
- (c) Excellent online development skills and fluency, oral and written, in English.
- (d) Proven experience working and designing packages using open-source software for e-learning.
- (e) Must ensure that all learning needs, requirements and established standards are met regarding the Moodle platform on which the course will be deployed.
- (f) Experience with HTML and audio and video editing software is preferred.
- (g) Ability to collaborate with the subject matter expert(s) providing the knowledge transfer to ensure appropriate course content and learner application for this course.

**Personal skills:**

6.06 Managerial and administrative skills coupled with comprehensive field knowledge, documentation, and presentation skills. Excellent oral and written communication skills.