

DRAFT TERMS OF REFERENCE

CONSULTANCY SERVICES FOR DEVELOPMENT, IMPLEMENTATION, MONITORING AND COMMUNICATIONS OF GENDER POLICIES AND ACTION PLANS

1. BACKGROUND

1.01 Operational Strategy (GEPOS 2019) and Gender Equality Action Plan (GEAP (2020-2024) include an externally focused objective for “Enhancing gender equality in Borrowing Member Countries (BMCs).” The principles for implementation include a dual-track approach of gender mainstreaming and gender-targeted support; institutional strengthening in BMCs; and enhancing leadership for and increasing compliance with gender equality. In 2018, 17 BMCs¹ participated in a survey to assess programming priorities and gaps of National Gender Machineries and potential synergies with the Bank. Opportunities for collaboration with CDB were suggested as follows: financial support for gender equality programmes including gender responsive data collection systems; capacity building through the provision of technical assistance in gender mainstreaming; training of BMC staff in gender analysis; and gender policy development and implementation. GEPOS 2019 highlights one of the main threats to advancing gender equality in the BMCs is how the data unavailability constrains measuring and tracking change. The lack of data restricts the evidence-based analyses to support gender equality and social inclusion issues CDB’s GEAP 2020-2024 includes actions for capacity development to strengthen gender responsiveness of the BMCs statistical agencies and for several evidence-based national gender responsive policies in BMCs to be approved by 2024.

1.02 St. Vincent and the Grenadines and Antigua and Barbuda have not yet developed a national gender policy and action plan (NGPAP). St. Kitts and Nevis has developed a National Gender Policy, which was submitted to Cabinet for approval in 2021 and approved in June 2022. Nevertheless, assistance is required for an outreach and communications strategy to facilitate the dissemination, implementation as well as monitoring and evaluation. A national gender policy, action plan and outreach and communications strategy are needed, as they are fundamental tools for the achievement of the SDGs and other global summit goals and outcomes.² Without a national gender policy and action plan there are challenges to integrate and incorporate gender issues in macro-level programmes and policy frameworks, particularly within the sectors or ministries charged with the responsibility for economic and social development and core national development strategies, CDB’s CGAs found that gender mainstreaming is often absent from national plans. There is also a lack of analysis of gender-based implications, and subsequent integration of gender-responsive policy decisions with gender-responsive targets and indicators.

1.03 The technical assistance (TA) is aimed at supporting the countries’ enabling environment for achieving gender equality with support for more gender responsive governance and data management systems. The beneficiaries of the project include selected staff from CDB, CARICOM, IGDS, Ministries within the three BMCs, the National Statistics Offices, from the Gender Machineries, Parliamentarians and Cabinet Members from Antigua and Barbuda, St. Vincent and the Grenadines and St. Kitts and Nevis.

¹ Countries completing the survey were: Anguilla, Antigua & Barbuda, The Bahamas, Barbados, Belize, British Virgin Islands (BVI), Cayman Islands, Dominica, Grenada, Guyana, Haiti, Jamaica, St Kitts & Nevis, Saint Lucia, Suriname, St. Vincent & the Grenadines and Trinidad & Tobago.

² CEDAW (1979), the Beijing Declaration and Platform for Action, 1995 and the Beijing +20 Review, 2015, the Caribbean Joint Statement on Gender Equality and the Post 2015 and SIDS Agenda, the SIDS Accelerated Modalities of Action (S.A.O.M.A) Pathways, the International Conference on Population and Development (ICPD) and the Cairo Programme of Action (PoA) and the Montevideo Consensus for Population and Development and Strategy and the Convention on Belem do

1.04 The Gender Machineries, NSOs in the three Member States, CARICOM's Gender and Development Programme (G&DP), the Regional Statistics Programme (RSP) stated the need for: more gender responsive data; the implementation of more gender data capture to generate and disseminate sex disaggregated data; and information for evidence-based gender responsive policy making, planning, and programming. Supporting the collection and analysis of gender responsive data will effectively inform the national gender policies, action plans and programming.

1.05 There are linkages between gender responsive data and the development of a national gender policy and action plans for Antigua and Barbuda, St. Vincent and the Grenadines and St. Kitts and Nevis: (i) capacity development on how to conduct gender responsive quantitative and qualitative data collection, analysis and interpretation, and on using the findings to enhance the sector planning process; (ii) using data to analyse challenges to achieving gender equality in key sectors; (iii) data sources and indicators needed for gender analysis and to identify gender disparities in sectors and understanding the factors contributing to gender inequalities in the country; (iv) applying the gender responsive data to the development and implementation of the National Gender Policy and Action Plan and a targeted framework for its programmes and activities. A National Gender Policy and Action Plan establishes clear measures, targets, and indicators for advancing gender equality in the Region, which is needed for the countries' sustainable development.

1.06 The TA is aimed at closing gender knowledge and evidence gaps, gender responsive policy and reporting gaps with gender responsive data collection, analysis and dissemination and the development of a national gender policy, and action plan. The project will start with Antigua and Barbuda, St. Kitts and Nevis and St. Vincent and the Grenadines. The project will be an impetus for national policy development, to harmonise gender policies and action plans and a standard approach concerning gender responsive data collection, production, and dissemination across the Region.

2. OBJECTIVE

2.01 The overall objective of this TA is to strengthen gender-responsive planning with: (i) the development, implementation and monitoring of the gender equality policies and action plans; (ii) capacity development for Gender Focal Points, Parliamentarians, Cabinet Members for gender mainstreaming on the content, implementation and monitoring of the NGAPs, gender analysis for policy implementation; gender data analysis for MDAs, (iii) development and guidance for implementation of communications, outreach and awareness strategies for the NGAPs within Ministries and communities; (iv) support the delivery of a regional workshop to disseminate lessons learned; (v) guidance for initial six months of implementation of the NGPAPs.

3. SCOPE OF SERVICE

3.01 The Individual Consultant will be required to undertake the following tasks to satisfy the objectives of the assignment:

- (a) Carry out a literature review and situational analysis of Antigua and Barbuda's, St. Kitts and Nevis' and St. Vincent and the Grenadines' gender strategy documents and national strategic documents on gender amongst others.
- (b) Liaise with gender focal points in the Directorates/Divisions of Gender Affairs to hold consultations with various government and civil society actors and Implementing Partners (IPs) in Ministries.
- (c) Draft National Gender Equality Policies and Action Plans with Monitoring and Evaluation Framework using the CARICOM Gender Equality indicators and the costing for presentation in a validation meeting.

- (d) Organise and deliver a National Stakeholders Validation Meetings, one per country.
- (e) Develop a final draft of the reviewed National Gender Equality Policies and Action Plans.
- (f) Design and develop capacity building workshops targeting Gender Focal Points, staff from Gender Machineries, Parliamentarians and Cabinet members for gender mainstreaming on the content, implementation, and monitoring of the NGAPs, gender analysis for policy implementation; gender mainstreaming training for Parliamentarians on gender policy formulation, and oversight, and accountability.
- (g) Development of communications, outreach and awareness raising strategies.
- (h) Provide guidance for implementation of communications, outreach and awareness strategies within Ministries and communities.
- (i) Regional Stakeholders Workshop to Disseminate Lessons Learned.

4. REPORT REQUIREMENTS

4.01 The Individual Consultant will be required to provide the following:

- (a) Inception Report detailing the approach to be adopted to successfully deliver the expected outputs, ten days after commencement of the assignment as outlined in three above.
- (b) Draft National Gender Equality Policies and Action Plans with Monitoring and Evaluation Framework and costing for presentation in a validation meeting.
- (c) Develop a final draft of the reviewed National Gender Equality Policies and Action Plans.
- (d) Develop final draft on outreach and communication strategies.

4.02 All reports must be produced and submitted to the CARICOM Secretariat, in both print and electronic (Microsoft Office) format. Officials in the Gender Machineries, National Statistics Offices and CDB shall provide feedback to the Consultant within two weeks of receipt of the reports. All reports shall be copied to the Gender Specialist and Statistician at CDB.

5. IMPLEMENTATION ARRANGEMENTS

5.01 The expected time for this consultancy is 104 working days, over a period of 22 months.

6. QUALIFICATIONS AND EXPERIENCE

6.01 The Individual Consultant should possess the following:

- (a) Academic qualification of at least a master's degree in Social Policy; Social Sciences; Gender and Development Studies, or a related field of study.
- (b) Seven (7) years of progressively responsible and relevant experience in gender and development at either national, regional, or international levels.
- (c) Proven record and experience in policy formulation.
- (d) Experienced gender and development trainer and facilitator.
- (e) Experience with development of outreach and communications strategies.
- (f) Strong conceptual and analytical skills, on gender equality.
- (g) Excellent facilitation, communication and presentation and report skills.