

STATEMENT OF WORK (SOW)
Consultancy for Mainstreaming Gender in USAID/El Salvador

I. Background

USAID/El Salvador is responsible for managing a development assistance program under a Bilateral and a Regional Central America and Mexico Assistance Strategy. Recently, USAID/El Salvador extended the implementation period of its current bilateral and regional strategies to cover the period FY 2004-FY 2012. The bilateral strategy focuses on promoting democracy and good governance, expanding and diversifying the economy and contributing to healthier and better educated people through the following programmatic areas: 1) Governing Justly and Democratically, 2) Economic Growth, and 3) Investing in People: Healthier, Better-Educated People. The regional framework promotes more democratic, prosperous and secure nations, funded in part by the Merida Initiative and the Central America Regional Security Initiative (CARSI), and spreading the benefits on trade-led growth broadly among their citizens through the implementation of the CAFTA-DR Free Trade Agreement. In addition, the Regional Program will focus on two new initiatives: The Feed the Future Initiative and The Global Climate Change Initiative. Currently, USAID/El Salvador is in the process of designing new activities under the bilateral and regional portfolios.

A Gender Assessment was carried out for USAID/El Salvador from October 2009 to March 2010 (It will be available upon request). The purpose of this assessment was to identify key gender issues and constraints in USAID programs and to provide guidance on how to achieve effective gender integration. The final report presents the finding, conclusions, and recommendations emerging from the gender assessment.

The Gender Assessment examined gender relations in project activities and the ways in which project implementers are or are not addressing gender issues. It further provided recommendations for actions to ensure that development programs contribute to gender equality.

According to USAID Automated Directives System (ADS) 201.3.11.6 activities designed following approval of the Strategic Plan must address gender issues in a manner consistent with the findings of the analytical work performed during Strategic Plan development ([201.3.8.4](#)). Findings from the last Gender Assessment completed at USAID/El Salvador identified actions to determine how gender should be addressed in an activity under a Strategic Objective (SO). The integration of gender into policies, programs, activities and monitoring and evaluation is both a policy imperative and an Agency mandate as indicated in the ADS 200 and 300 chapters.

Therefore, before approving an activity, USAID/El Salvador should ensure that those who implement that activity are capable of addressing the gender concerns identified during strategic and activity planning. For contracts and grants/cooperative agreements that are issued following a competitive process this should be accomplished by: outlining USAID's expectations regarding gender integration; proposing meaningful approaches to

address identified gender issues; and placing appropriate emphasis on gender-related elements of technical evaluation criteria.

I. Purpose

The purpose of this consultancy is to assist USAID/El Salvador in implementing the recommendations of the gender assessment to achieve greater gender integration in its program development, implementation and reporting. The consultant will also help the Mission to implement the first steps to institutionalize gender mainstreaming in order that the gender considerations be an integral part throughout the project cycle.

The gender specialist will be contracted to help USAID to develop a Gender Action plan and provide gender training to Mission staff and to implementing partners. The consultant will be responsible for providing technical assistance to Contracting Officer Technical Representative(s) (COTRs)/Agreement Officer Technical Representative(s) (AOTRs) on how to conduct a gender analysis to inform the design of activities and projects; integrate gender analysis findings into scope of works/program description; integrate gender issues into the technical evaluation/selection criteria for any solicitation financed under a project or activity; and outline the gender issues that need to be considered during activity implementation, how they should be addressed, and describe the expected outcomes.

The consultant will also provide training to mission staff on logic and methods for gender integration in project design, procurement solicitations, implementation, and the development of indicators. Furthermore, the consultant will provide technical assistance on gender integration for USAID's new or recently started interventions.

According to the ADS (http://www.usaid.gov/our_work/cross-cutting_programs/wid/ads_gender.html), it is necessary that USAID consider the following two questions in conducting gender analyses for projects or activities to have the most optimal contribution to gender equality:

- a. How will the different roles and status of women and men within the community, political sphere, workplace, and household (for example, roles in decision-making and different access to and control over resources and services) affect the work to be undertaken?
- b. How will the anticipated results of the work affect women and men differently?

Addressing these questions involves taking into account not only the different roles of men and women, but also the relationship between and among men and women as well as the broader institutional and social structures that support them.

II. Tasks

The primary tasks of the contractor/consultant are to:

A) Conduct Gender trainings:

(1) The consultant is responsible for developing three training sessions as well as conducting them for three technical offices. The sessions will be at least eight hours. Each session will be divided into two parts for each technical office. This can also include support offices such as Strategic Development Office (SDO), Regional Office for Acquisition and Assistance (ROAA) and Executive Office (EXO). The trainings will include, but are not limited to: explaining the gender mainstreaming concept in order to have a common understanding about concept behind gender and how to integrate gender issues at different stages of the project cycle; provide sector-specific training on the logic and methods for gender integration in project design, procurement solicitation, implementation, and indicators; provide training on methods to analyze information at various stages of the project cycle, and provide tools on how to use gender analysis as a basis for planning and for development of gender-sensitive indicators to better monitor, analyze gender trends and impact. The trainings should also familiarize participants with the USAID Gender Requirements.

(2) The consultant will provide one three-hour gender workshop for implementing partners. The workshop could be developed as an interactive forum so that partners can share knowledge, lessons learned, and best practices in implementation among themselves.

(3) Provide one three-hour gender session to the Gender Committee to enhance the technical skills of this team in order to build capacity within the Mission. The session might include but is not limited to: providing tools for gender mainstreaming and development of gender-sensitive indicators at USAID/El Salvador; identifying and addressing gender in program sectors; identifying and developing cross-cutting synergies as they relate to gender; and monitoring and reporting on performance in achieving gender results.

B) Develop a Gender Action Plan:

(1) Develop a Gender Action Plan for USAID/El Salvador that lays out the necessary steps for addressing gender constraints and inequalities in programmatic activities. This Gender Action Plan is intended to build on the recommendations from the Gender Assessment and should set priorities, a timetable, accountability, and define specific actions and expected results in an annual work plan. The plan should also include recommendations on immediate and concrete steps to mainstream a gender perspective within USAID/El Salvador, develop gender sensitive indicators, data collection and analysis disaggregated by sex, instruments and mechanisms for monitoring and evaluation, and creation of accountability mechanisms for gender mainstreaming.

Moreover, the Gender Action Plan will include procedures within the Mission to comply with the gender requirements included in the Automated Directives System (ADS).

C) Provide Technical Assistance:

(1) To USAID staff to better integrate gender issues into the new activities under the USAID/El Salvador Strategy (FY 2004-FY 2012) and the USAID/Central America Regional Strategy (FY 2005-2012). In order to do this, the consultant should consider the two questions mentioned under Section I (Purpose) and will provide tools to identify points of entry for gender roles, how the use of gender will affect projects, and benefits from integrating gender considerations into activities. In addition, the consultant will provide recommendations for developing appropriate interventions to offset existing gender-based differences and/or disparities.

(2) Carry out an analysis of existing information and data in each technical area. Provide tools on how to use the analysis as a basis for measuring and documenting the effect of the program interventions on gender inequality, and monitor this impact during the implementation period of the program. In addition, determine if other information and/or data are needed to conduct a more complete and on-going gender monitoring process within each technical area.

III. Methodology

1. Review and analyze pertinent literature and documents including, but not limited to, materials suggested by the Mission personnel, partners, contractors and grantees.
2. Review and analyze the USAID/El Salvador Gender Assessment completed in March 2010 and USAID Gender Requirements in the ADS. Review all other relevant documentation referred to in the report and suggested by USAID/El Salvador staff, partners, contractors and grantees that will assist the Mission in its efforts to integrate gender into ongoing and proposed programs.
3. Prepare the methodology for the gender trainings which will be agreed with USAID staff upon prior to conducting the training sessions.

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

4. Conduct meetings, interviews and discussions with USAID Technical Office teams and other relevant staff, partners, contractors and grantees and other donors. These shall include:
 - entry and exit briefings with Mission Management, the Gender Committee and the Strategic Development Office;
 - meetings with Technical Office teams on specific sectors and areas of interest to identify possible gender entry points and specific interventions for the incorporation of gender considerations into new, ongoing and future activities.

This also includes meetings to develop indicators and evaluation criteria as appropriate to their programs;

- meetings with the Gender Committee to discuss the development of a Gender Action Plan.

IV. Deliverables

The following written deliverables are expected from this SOW (one electronic copy and three hard copies of each document):

1. Develop a Gender Action Plan incorporating Mission input shall be submitted to the Mission, no later than June 30, 2011. The Mission shall provide any additional written comments electronically within seven working days of receipt of the draft report.

The Gender Action Plan should focus on:

- a. Clear procedures to insure sustainable gender awareness in the Mission and counterparts.
- b. Include mechanisms to consistently monitor gender interventions across the Mission.
- c. Include a process within the Mission to incorporate the new ADS Gender requirements.
- d. Incorporate actions for Gender integration.

The final Gender Action Plan will be submitted to the Mission within five working days after receiving comments on the revised draft.

2. Gender training sessions:
 - a. Written material for three tailored gender training sessions of at least eight hours each divided in two sessions for each technical office.
 - b. Written material for one gender session to the Gender Committee of at least four hours.
 - c. Written material for one three-hour gender training session for implementing partners.
3. A comprehensive Final Report (in English and Spanish) on the findings and interventions of the consultant as they pertain to the successful integration of gender considerations into USAID/El Salvador programs and activities.

The Mission shall provide written comments electronically within 10 working days of receipt of the draft of the final report. The final report will be submitted to the Mission within 7 working days after receiving comments on the revised draft from the Mission.

V. Estimated Level of Effort (LOE) and Cost

The estimated Level of Effort is 40 working days distributed as needed during the period March 2011 thru June 2011.

At the beginning of consultancy a separate work plan should be developed by the gender consultant through discussion with USAID/El Salvador.

The cost of this statement of work will be financed by Program Design and Learning funds from the different Assistance Objectives of the bilateral and regional programs.

VI. Estimated Performance Period

It is estimated that this work will begin on or about March 14, 2011 and shall be completed on or about June 30, 2011. The overall performance period is 40 days for consultancy on an intermittent basis over a period of 3 to 4 months. It is estimated that the final report incorporating Mission comments will be completed and submitted to USAID/El Salvador no later than June 30, 2011.

VII. Selection Criteria

The scope of work described above requires the following qualifications and professional experience:

Technical Competencies:

- Candidates should have university degree and at least 10 years of substantive experience in development studies, sociology, anthropology, political science, economics or related field. S/he should also have experience working as a gender consultant/trainer for at least 5 years.
- Prior training/capacity building skills experience.
- S/he should have an understanding of the context of gender within El Salvador and also have significant recent experience in country or regional with gender analysis in the development context and/or in other sector areas such as Economic Growth, Health and Education, and/or Democracy and Governance.
- Experience in developing gender-sensitive indicators as well as in monitoring and evaluation methods.

Core Competencies:

- Bilingual: Level IV (Fluency) for English and Spanish is required.
- Ability to work with others. Also, He/She is able to train local and American USAID staff.
- Organizational skills such as planning and materials development skills.

Availability

- The incumbent must be available to work in San Salvador for 8 weeks distribute as needed during the period March 14, 2011 to June 30, 2011.

VIII. Evaluation Criteria

The technical criteria below are presented by major category in relative order of importance, so that contractors will be aware of areas of relative emphasis in their preparation of proposals. All proposals will be evaluated pursuant to the standards below.

IX. Technical Criteria

Interested consultants should include curriculum vitae, a proposal as well as an illustrative budget for the expected level of effort to complete the deliverables for this statement of work.

The offers will be evaluated by a committee using the factors shown below:

1. Education (someone with a Master degree on Gender will get additional points), professional experience and skills, language proficiency (will be tested) (25 points)
2. Technical approach of the proposal (35 points)
3. Prior related work experience and past performance (20 points)
4. Interview (contractors that meet the requirements will be interviewed) (20 points)

X. Information required in the proposals

Proposals shall not exceed 8 pages (ANY PAGES OVER 8 PAGES WILL NOT BE EVALUATED), single-spaced, using Times Roman 12-point font, must be organized as indicated below. Any charts and tables must be numbered as part of the 8-page limit.

- 1) Executive Summary (recommended 1 page)
- 2) Technical approach (recommended 5 pages): Describe the technical approach to facilitate fulfillment of the requirements of the Scope of Work (SOW). Describe how you will accomplish all assigned tasks. Describe how you will carry out the teaching methodology.
- 3) Prior related work experience and past performance (recommended 2 pages)

Recommended Attachments (not part of the 8 page limit):

- Curriculum vitae
- Illustrative budget

XI. Progress Payments

Payments will be made in four installments. The first three payments will be processed at the end of each month during the consultancy period. The payments will be subject to

the progress of the consultancy and approval of work performed, and a final payment will be processed once the gender consultancy is completed. The Gender Consultancy will be considered completed when the written Final Report described above is submitted (IV-Deliverables, numeral 3).

Payment will be made in accordance with the Fast Payment Procedure, FAR Clause 52.213-1. Payment will be processed after receipt by the Controller's Office of invoice in original and three copies, Voucher Standard Form 1034.