

Scope of Work (SOW) for Gender Analysis for Activity Design

I. Introduction

USAID/(mission) is beginning the design of a new activity under *Assistance Objective (AO) Statement*. Recognizing that gender issues are likely to affect the achievement of activity result and/or the activity may have an impact on the status of women relative to men, USAID/(mission) is undertaking a sector and activity specific gender analysis to identify points at which gender-based constraints or opportunities may be important to the project and actions to overcome potential obstacles and build on opportunities.

According to the Agency's technical guidance (ADS 201.3.11.6):

All projects and activities **must consider** gender issues in a manner consistent with the findings of any analytical work performed during development of the Mission's long term plan (see 201.3.9.3) or for activity design. Findings from gender considerations, such as any recommendations to overcome potential obstacles to achieving targeted results, may help to determine how gender can be addressed in the project or activity. The conclusion of any gender considerations should be documented in the Activity Approval Document. If the AO Team determines that gender is not a significant issue, this should be stated in the Activity Approval Document (See the Additional Help document 'Guide to Gender Integration and Analysis').

II. Background

(Statement of the AO (previously SO, Strategic Objective) and activity background and findings of any previous gender analysis in the sector.)

III. Purpose

The purpose of this work is to assist USAID/(mission) in identifying and addressing gender concerns in the activity design process for the (*specify AO area*) Sector. The results of this analysis will be reflected in the Activity Approval Document and competitive solicitations such as contracts and grants/cooperative agreements.

IV. Tasks

The consultant will assist the Assistance Objective (AO) team to:

- A. Identify and analyze gender issues and constraints within the AO area;
- B. Assess the AO team's potential type of activities and identify specific gender issues and constraints that may affect potential activity results and how potential activity results may impact the relative status of men and women;
- C. Based on the analysis, make recommendations for how the AO Team can integrate gender into its proposed activities, including recommending possible strategies and entry points;

- D. Identify resources and sources of sex-disaggregated data for developing gender-appropriate indicators. *(The Mission may want to request a list of illustrative indicators, depending on the degree of definition of the activity results at the time of the gender analysis.)*

IV. Methodology

- A. Review and analysis of pertinent literature and documents, including:
- Interim USAID Strategic Plans
 - Mission Strategic Plans, Operational Plans, and Regional/Sectoral Strategies
 - Mission Gender Assessment and Gender Action Plan
 - Other relevant technical analyses related to the activity
 - Studies and assessments in relevant sectors conducted by donors, NGOs, national governments, regional organizations, and the academic community.
 - Recent literature that addresses gender issues in relevant sectors.
- B. Meetings and discussions with the AO Team, and other key mission staff (ie. Gender Focal Point) to identify possible entry points for the incorporation of gender considerations into future activities;
- C. Interviews with key stakeholders and implementing partners working in proposed program intervention areas, including local NGOs and resource groups with gender expertise,
- D. Field visits to potential program sites;
- E. Entry & exit briefings with the Gender Focal Point, the Program and Project Development Office, and the Front Office;
- F. Presentation of the draft gender analysis and recommendations to obtain feedback from mission staff.

V. Estimated Level of Effort

For discussion. *(Usually about two weeks in-country with additional time for travel, pre-fieldwork preparation, and report writing.)*

VI. Performance Period

For discussion

VII. Team Qualifications

For discussion. *(Normally the team will consist of two consultants, at least one of whom will be a local gender consultant, with appropriate sectoral experience. The consultants should therefore have experience in both gender analysis and in the specific AO area to be examined. Familiarity with USAID programming procedures and the country-specific context are also necessary.)*

VII. Deliverables

- A. A preliminary list of findings and recommendations shall be submitted to the Mission upon completion of fieldwork (one electronic copy and three hardcopies).
- B. A draft Gender Analysis including recommended actions for the AO Team will be submitted according to a schedule negotiated with the mission. The Mission shall provide any additional written comments electronically within 5 working days of receipt of the draft.
- C. The Final Gender Analysis will be submitted to the Mission within three working days after receiving comments on the draft.
- D. A one-page statement for the Activity Approval Document, specifying significant gender issues that need to be considered during activity implementation and a description of how these concerns will be addressed in competitive solicitations financed under the activity.