

Suggestions for Integrating Gender into a Scope of Work (SOW) for a Sector Assessment

In addition to carrying out a gender assessment, the inclusion of a gender analysis as part of a sector assessment is another opportunity to integrate gender into the design of a country strategy (see “Scope of Work (SOW) for the Mandatory Gender Assessment Associated with the Preparation of a Country Strategy”). Agency technical guidance (ADS 201.3.9.3) states:

In planning AOs and IRs, Operating Units **must** consider at least two questions: (a) how will gender relations affect the achievement of sustainable results; and (b) how will proposed results affect the relative status of men and women? Addressing these questions involves taking into account not only the different roles of men and women, but also the relationship and balance between them and the institutional structures that support them.

These questions can be addressed in a sector assessment by:

1. including a gender expert on the assessment team,
2. identifying the appropriate issues for the gender expert and team members to Address; and
3. ensuring that the results of other gender assessments carried out for the mission are included in the sector assessment team’s report.

I. Skills and qualifications of the Gender Expert

- Knowledge of and experience with gender analysis
- Knowledge of the sector
- Knowledge of and experience with USAID

Ideally the assessment team will find a consultant who has a background in both the specific sector being assessed, who also exhibits skills at gender analysis, and who has already worked with USAID. This combination of skills is not always easily identifiable, and trade-offs often need to be made. For the purpose of the assessment, it is most important that the consultant know how to carry out a gender analysis and have at least five years experience working on gender integration issues. Knowledge of USAID’s approach to gender issues also is useful. The consultant needs to have knowledge of and exposure to the sector to contribute as a member of the team for the overall assessment. Because gender is a social category and a product of the cultural context, regional and/or country experience is also desirable. In some cases, language skills may also be an important consideration.

The LOE for an expatriate gender expert would be 15-20 days, similar to that of other sector experts. At times, a local gender consultant may fill this role, with the appropriate time afforded for preparation and for writing up his/her input to the final report.

II. Writing or Amending the SOW

Answering the questions identified by the ADS as integral to achieving development outcomes that are beneficial to women as well as men involves:

- collecting appropriate information
- analyzing that information
- incorporating the results of the gender analysis into the country program
- ensuring that the mission has a gender-sensitive process for monitoring results.

Data Collection

The first step is to collect appropriate information about the basic conditions of both men and women in the target country, their customary roles, and their relative access to resources and power. An important component of the SOW might therefore involve an assessment of the type of information on gender available to and used by the mission and the assessment team, followed by compilation of relevant material for the mission. This might include:

- Identifying any previous gender assessments or studies that have been done for the mission or for other donors or NGOs working on the same sector in the country/region.
- Identifying resources and sources of sex-disaggregated data (and possibly other variables as appropriate e.g., age, income, and ethnicity) and offering suggestions for use of these data for analysis of gender-specific program impacts, and proposing how to use sex disaggregated data in the design of indicators .
- Identifying gaps in available data and ways to fill them.
- Identifying local expertise on gender (e.g., consultants, training programs, NGOs, academics, research institutions, government ministries) that can be called on to provide in-depth technical assistance.
- Meeting with NGOs or other groups that are working on gender issues in the relevant sector.

Gender Analysis

The gender analysis links the available information to the proposed programs.

- Review current and proposed program and strategy documents for attention to gender issues. Answer the questions, “What has been done to address gender issues in these programs? What efforts are planned to address gender issues more effectively in the future? How have gender issues been identified in recent RFAs and RFPs?”
- Identify the key gender based-constraints relevant to the sector and its Assistance Objective(s).

- Help to establish a baseline against which impact on gender concerns can be measured.
- Identify where current programs are exacerbating or not addressing gender-based constraints.
- Identify opportunities to remove gender-based constraints within existing or proposed programs.

Incorporating the Gender Analysis into the Report

The preferred way to incorporate the results of the gender analysis into the assessment report is to address relevant gender issues in each section of the report. Reference should be made to other gender assessments that may have been carried out for the mission, with points of agreement and/or disagreement mentioned and explained. The text also should point out where additional analyses might be needed, explain where gender issues are being adequately addressed, and where it is not necessary to address gender concerns. The report should also make recommendations to assist the mission in developing a gender-sensitive process for monitoring results.