

## **TECHNICAL ASSISTANCE – INTEGRATING GENDER EQUALITY INTO SECTOR OPERATIONS**

### **CONSULTANCY SERVICES FOR TECHNICAL ASSISTANCE FOR INTEGRATING GENDER EQUALITY INTO SECTOR OPERATIONS**

#### **REQUEST FOR EXPRESSIONS OF INTEREST**

The Caribbean Development Bank (CDB) is applying funding from its Special Development Fund towards the cost of Integrating Gender Equality into Sector Operations. The Project includes the development of nine sector specific guidelines guided by fieldwork in six BMCs, the implementation of an in-house training with CDB staff and an online capacity building programme available at CDB's website.

The Caribbean Development Bank, now wishes to procure consultancy services for Technical Assistance for Integrating Gender Equality into Sector Operations.

The objectives of the consultancy are to enhance CDB's internal capacities to address gender inequality in the different sectors of the Bank's operations through the development of gender resource materials/tools and training for mainstreaming gender in Borrowing Member Countries (BMCs); to guide sectoral policy dialogue with development partners in BMCs; and to increase the Bank's visibility in gender operations throughout the Region. The Consultancy Firm will be required to:

- (a) conduct a review of relevant CDB strategic and operational documents as well as to interview relevant CDB staff to develop an understanding of the Bank's experiences with gender in the different sectors of operations;
- (b) assist with the identification of six sample countries;
- (c) coordinate contacts with CDB, multilateral development banks and BMCs, liaise with the Communications Officer responsible for Gender Communications, administer the logistics of the consultancy including bookings;
- (d) undertake field trips to BMCs to gather materials for field/case studies;
- (e) review background materials from other multilateral development banks and other development agencies on gender and its impact in different sectors;
- (f) analyse the key gender entry points in the different sectors;
- (g) develop a questionnaire/checklist for each sector that contains the relevant questions to use during field visits;
- (h) enumerate the key stakeholders in each sector;
- (i) indicate possible sex-disaggregated data sources;
- (j) identify key indicators (output, outcome, impact) to be monitored;
- (k) develop the nine different sectoral guidance notes;

- (l) provide three orientation sessions on each sectoral guidance note (two hours each) including presentations and case studies for the Bank's staff;
- (m) conduct a sensitisation workshop with Senior Management of the Bank;
- (n) develop a Toolkit containing the revised technical sectoral guidance notes, an executive summary and case studies;
- (o) provide on demand guidance to individual staff members *via* Email, Skype or Lync (over a period of one year corresponding to 21 days);
- (p) develop an online training for internal staff, development partners in BMCs as well as development experts worldwide containing the sectoral technical guidance notes, power point presentations, videos of the presentations and case studies for each sectoral guidance note. The online content as well as the sectoral guidance notes provided by the consultancy should be in line with CDB's standards and business guidelines on communications and information disclosure policy and will be owned by CDB;
- (q) provide strategic guidance for packaging and disseminating knowledge products from gender initiatives for policy dialogue and (social) media outreach; and
- (r) recommend communication processes within the Bank, across the Region, and international networks, including multilateral development bank networks, for improved communication and flow of information on gender development.

The duration of the assignment is expected to be for a period of nine months

The Caribbean Development Bank now invites interested eligible consulting firms to submit Expressions of Interest for the provision of these consultancy services.

Consultants shall be eligible to participate if:

- (a) in the case of a body corporate, it is legally incorporated or otherwise organised in an eligible country, has its principal place of business in an eligible country and is more than 50 per cent beneficially owned by citizen(s) and/or *bona fide* resident(s) of eligible country(ies) or by a body(ies) corporate meeting these requirements;
- (b) in the case of unincorporated firms, the persons are citizens or *bona fide* residents of an eligible country; and
- (c) in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or *bona fide* resident of an eligible country.

Eligible countries are member countries of CDB.

In the assessment of submissions, consideration will be given to technical competence, qualifications and experience, local and regional experience on similar assignments, financial capability and existing

commitments. All information must be submitted in English. Further information may be obtained from the Caribbean Development Bank, Operations Officer, Gender and Development see address below between 8.30 and 16.30 hours Monday to Friday.

Two hard copies and one e-copy of the Expressions of Interest must be received at the address below no later than 17.00 hours on Tuesday, August 11, 2015. The hard copy shall be submitted by sealed envelope upon which should be stated the name and address of the applicant and clearly marked “**Expression of Interest – Consultancy Services for Technical Assistance for Integrating Gender Equality into Sector Operations.**” The e-copy shall be submitted electronically by email to [procurement@caribank.org](mailto:procurement@caribank.org) in pdf format. The email subject line should state “**Expression of Interest – Consultancy Services for Technical Assistance for Integrating Gender Equality into Sector Operations**” and the email body must state the name and address of the applicant. The Expression of Interest will be deemed to have been received at the time that it is received by CDB. The burden of proving receipt of the e-mail will be on the applicant and will not be met solely by a read receipt or sent items report generated by the applicant’s computer.

Following the assessment of submissions, a short-list of not less than three and not more than six applicants will be provided with full terms of reference and invited to submit technical and financial proposals to undertake the assignment. CDB reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not short-listing any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

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