

**The Government of the Republic of the Union of Myanmar  
National Community Driven Development Project  
IDA Grant H814-MM**

**Technical Assistance for Mainstreaming Gender Aspects**

**Terms of Reference**

January 2015

---

**1. Background**

Myanmar is one of the poorest countries in the East Asia and Pacific Region. Since President Thein Sein came to power since 2011, the country has embarked on a triple transition: from an authoritarian military system to democratic governance, from a centrally-directed economy to market-oriented reforms; and from 60 years of conflict to peace in the border areas. Under the leadership of the President, the “people-centered approach” was launched to emphasize the importance of bottom-up planning and improving relations between state and society.

In support of the transition and the “people-centered” development, the World Bank has provided support to the Government of the Republic of the Union of Myanmar through the National Community Driven Development Project. The project aims to enable poor rural communities to benefit from improved access to and use of basic infrastructure and services through a people-centered approach and to enhance the government’s capacity to respond promptly and effectively to an eligible crisis or emergency. This will both empower communities and allow the government to deliver visible results of reform at the community level. In addition, the project will engender more constructive relations between government and communities, and will support rural poverty alleviation.

The project will operate in 15 townships – one in each of the country’s 14 regions and states as well as the union territory. Implementation started in Kanpetlet of Chin State, Namhsan of Shan State and Kyunsu of Tanintharyi Region in 2013-14. For 2014-15, the project has expanded its operations to cover Ann of Rakhine State, Htantapin of Yangon Region, Laymyathna of Ayeyarwaddy Region, Pinlebu of Sagaing Region, Sidoktaya of Magwe Region and Tatfone of Naypyitaw Union Territory. It is expected that the project will be expanded to six more townships in 2015 in the other regions/states of the country.

**2. Mainstreaming Gender Aspects in the National Community Driven Development Project**

In order to ensure that the project enhances gender equality and empowers women, aspects of gender will be mainstreamed throughout the project structure, processes, capacity building, and knowledge sharing. To this end, the Department of Rural Development, in cooperation with the Gender Equality Unit under the Department of Social Welfare, Ministry of Social Welfare, Relief and Resettlement has collaborated and formed a CDD gender working group comprises staff of the gender equality unit and assigned gender focal point persons for the NCDD project. The gender working group had conducted several gender training for DRD staff, community facilitators, Union and Township TA. The gender working group will also help develop and review the gender training manuals in collaboration with the World Bank Gender specialist.

The project design has included the following measures to increase gender equality and empower women under the project.

- **At the village level**, community facilitators and village volunteers will organize separate meetings with women and men to identify their respective needs and priorities for the village development plan and document these in the project's management information system. For work performed for sub-projects, there will be equal pay for equal work for women and men. Furthermore, the environmental and social safeguards screening for each sub-project will include gender aspects. Safeguards plans prepared for the sub-projects will include a review of gender aspects, and propose specific actions related to gender issues when warranted. The community facilitators and village volunteers will also ensure that there are no restrictions on women's participation and that women are properly represented in the village implementation committee and various sub-committees.
- **At the village tract level**, community facilitators will use a deliberative process to assist village tract forum members, of whom half will be women, in agreeing at least one sub-project per village tract annually that will directly respond to women's priorities. These supported sub-projects will be documented in the project's management information system. Women are also expected to serve on the finance sub-committees.
- **At the township level**, township DRD with the help of Township TA (gender and social accountability person) will review gender aspects of the village tract development plans prior to their endorsement by Township Planning and Implementation Committee. In addition, DRD staff with the help of community facilitators at the township will assist village tract project support committee members to review sub-projects for gender sensitivity. Project-related gender issues will be included in the agenda of meetings organized by the township DRD office/Township TA for community facilitators to discuss progress in enhancing gender equality as well as approaches to address evolving challenges.
- **At the union level**, The gender specialists and gender focal point persons of both DSW and DRD has formed the project "**gender working group**" at the DRD secretariat, oversee the gender aspects of the project implementation and capacity building support at all levels, and ensure that project-related reporting tracks progress on women's participation in decision making, implementation and monitoring and identifies the impact of the project on enhancing gender equality in human development, resources and voice. The gender working group will slowly organize a CDD gender network which comprises representatives of relevant parliamentary committees, women parliamentarians, line ministries, village/village tract development committees and civil society organizations. Furthermore, the gender working group will review the gender note/reports prepared under the project, and submit them to the stakeholder meetings, and relevant government or parliamentary committees to inform the policy dialogue on gender in Myanmar.

### 3. Objective

A consultant will be hired to support DRD and the gender working group to ensure that the project enhances gender equality and empowers women throughout the project structure, processes, capacity building, and knowledge sharing.

### 4. Scope of Work: Activities and Outputs

The consultant will provide technical support to the gender working group on:

- a. Finalizing a **gender training manual** for the National Community Driven Development project.

**Activities:**

- Work with the gender working group to understand the project's design --structure, key actors, project cycle, and process and results framework. The consultant will then review the draft gender training manual and finalize a gender sensitive training manual appropriate for different levels of staff and stakeholders involved in the project, as well as coordinate gender training with the project training work plan. The manual and workplan will be reviewed and approved by DRD. The Department of Social Welfare has already developed a gender awareness training module. The consultant will work with the gender working group to adapt the existing module to the project.
- Work together with International Gender Consultant in providing experience of gender mainstreaming in the project into the training modules, and in monitoring gender issues during implementation.

**Outputs:**

- CDD gender sensitive training manual/modules for different target groups/ Pamphlets/ Booklets
- Training work plan (in coordination with the union and township level technical assistance)

- b. Providing **gender training** for project staff at all levels. The organization of training sessions will be done in cooperation with the union and township level technical assistance.

**Activities:**

- Work with DRD gender focal point persons to identify staff and members of relevant project related committees to receive training.
- Conduct gender training for project staff, community facilitators and village volunteers, village tract/ village project support committee members, and relevant government entities.
  - At the Union level there will be one gender awareness training for the DRD Secretariat and Township TA gender focal point persons in each of the Project Cycle.
  - In each project township there will be one gender awareness training for the township committee and village tract / village project support committee members and one in-depth gender mainstreaming training for community facilitators and village volunteers in each Project Cycle.
  - Conduct Gender ToTs for DRD on scaling up strategy of CDD with the help of Union Level Technical Assistance Team.
- Organize a gender network for each township comprises of representatives from township TA, DRD township office, village and village tract project supporting committees. Work with the gender working group to set up a reporting system with regard to gender aspects. This is to ensure that the gender focal points at the township level and the community facilitators appropriately document and report on gender issues.

**Outputs:**

- Relevant staff / community committees receive gender training and understand their roles and responsibilities within the project cycle.
  - Trainees are satisfied with the training courses. (A training evaluation form will be administered at the end of each training.)
  - A gender network at the township level will be organized.
- c. Provide inputs with regard to **gender monitoring and tracking** on the project's key indicators.

**Activities:**

- Work with the gender working group, international gender consultant, and M&E specialist to review the project's results framework and help to identify gender related indicators.
- Monitoring and helping community facilitators and township gender focal point person in collecting gender disaggregated data for the project. Collecting data will be part of the gender mainstreaming training.
- Coordinate with the international gender consultant to assist the gender working group in the preparation of half-yearly progress reports on the status of gender mainstreaming in the project, key issues and recommendations for further support.

**Outputs:**

- Gender related indicators are identified and tracked.
  - The project has appropriated gender disaggregated data collected by facilitators. Six Month Progress reports on gender mainstreaming.
  -
- d. Provide support for **knowledge management** and policy dialogue on gender issues.

**Activities:**

- Advise DRD on the establishment of the CDD Gender Network.
- Organize field visits for CDD Gender Network to learn from experiences and share lessons.
- Organize a gender mainstreaming session at the annual stakeholder workshop to share lessons learned with CDD Gender Network and other stakeholders.

**Outputs:**

- Annual report on gender issues prepared and presented (mainly by international consultant).
  - CDD Gender Network is organized to raise gender awareness on issues as well as to nurture policy dialogue on gender.
  - Staff capacity and knowledge on gender are improved.
  - Field visits organized and undertaken. (possible??)
- e. Provide support to DRD for the organization of a "**development marketplace**" on gender.

**Activities:**

- Provide input with regard to specific gender themes and criteria for the development marketplace to enhance gender equality in public and economic life in Myanmar.
- Assist DRD in organizing the development marketplace.

**Outputs:**

- Development Marketplace has appropriate gender related themeto enhance public awareness and highlightinnovative approaches to mainstreaming gender in community development.
- f. **Other activities** to enhance gender equality under the project as may be required by DRD.

**5. Qualifications**

The consultant should have the following qualifications:

1. Experience in developing appropriate gender training, conducting gender analysis, undertaking gender awareness training, and mainstreaming gender aspects in development projects for at least 3 years
2. Previous work experience in Myanmar, knowledge of the local socio-economic context and involvement in community development projects in Myanmar
3. Availability of staff with relevant work experience who are all fluent in Myanmar language so as to be able to undertake high-quality training and work with all relevant project stakeholders; command of local languages in the project areas is desirable

**6. Administration and Reporting**

The consultant will report to DRD.The assignment period will be for three years.An annual renewal of the contract will be subject to the satisfactory performance of the consultant as assessed by DRD in consultation with the World Bank Gender Specialist.

**7. Timeline and Reporting**

The consultant will submit the following deliverables to DRD:

<b>Main Activities</b>	<b>Timeframe</b>
<b>Design detailed gender training workplan</b> after initial discussions with gender working group	One month after the contract is signed
<b>Develop training manual</b> (working with DSW to adapt gender awareness training module for the project)	one months after the contract is signed
<b>Undertake gender training</b> (in cooperation with the union level and township level technical assistance) -- Union level: one training for gender working group -- In each participating township: one gender awareness training for the township committee and village tract forums; one in-depth gender mainstreaming training for community facilitators and village volunteers	According to the training schedule/work plan.
<b>Provide inputs for monitoring and tracking gender issues</b> and developing a reporting system	two months after the contract is signed
<b>Prepare a half-yearly progress report on the status of gender mainstreaming in the project</b> (inboth English and Myanmar languages)	Every 6 months
<b>Prepare an annual report with lessons learned from cases</b>	Every 12 months

Main Activities	Timeframe
and experiences from the project (in both English and Myanmar languages)	
Organize a gender mainstreaming session at the annual stakeholder meetings to share lessons learned and experience of CDD Gender Network with stakeholders.	Annually, at the stakeholder meeting
Organize field visits for CDD Gender Network	In coordination with DRD; periodically
Assist in organizing a Development Marketplace on gender theme.	In coordination with DRD; timing to be determined