

CLIMATE INVESTMENT FUNDS

CTF-SCF/TFC.10/8

April 3, 2013

Joint Meeting of the CTF and SCF Trust Fund Committees

Washington D.C.

April 29-30, 2013

Agenda Item 9

PROPOSED TERMS OF REFERENCE FOR A GENDER SPECIALIST IN THE CIF ADMINISTRATIVE UNIT

PROPOSED DECISION

[The joint meeting, recognizing that the MDBs each have gender experts and policies that are the building blocks for mainstreaming gender within the CIF at the program, project, and country levels, and that the MDBs collaborate with each other on gender issues relevant to their normal operations through an MDB Working Group on Gender, requests the MDBs to individually and jointly ensure that gender considerations are mainstreamed into CIF programs and projects. The MDBs are requested to report annually on their activities undertaken to mainstream gender into CIF activities. More specifically, the MDBs, working with the CIF Administrative Unit through the working group, is requested to:

- a) Work closely to support the integration of a gender approach in CIF policies, procedures, and knowledge products, building on existing MDB policies, procedures and practices.
- b) Provide technical support on gender and climate change to colleagues in the CIF Administrative Unit and to complement existing MDB gender knowledge.
- c) Oversee the development of a simple database of gender and climate experts who would be available, as required and in case MDBs gender specialists need further assistance, to support (i) joint missions and task team leaders in the development and refinement of investment plans and project concepts, and (ii) CIF project development and implementation at the national level.
- d) Contribute to, and support, the CIF Administrative Unit's work program on knowledge, including the global support program, communication, and monitoring and evaluation.
- e) Elaborate a basic checklist of elements to be addressed to ensure a gender-sensitive CIF project.
- f) Develop, for approval by the CIF Trust Fund Committees, a CIF gender action plan.
- g) Track gender mainstreaming within the CIF, building upon existing mechanisms of MDBs.
- h) Develop a menu of gender and climate change indicators that countries can draw from, building upon indicators previously designed by MDBs and other organizations.
- i) Report on progress and lessons learned on gender issues for inclusion in the CIF Annual Report and the semi-annual operational reports of the CIF programs.
- j) Work with the CIF Administrative Unit to support gender inclusive processes across the CIFs.]

OR

[The joint meeting, having reviewed document CTF-SCF/TFC.10/8, *Proposed Terms of Reference for the recruitment of a Gender Specialist in the CIF Administrative Unit*, welcomes the proposed terms of reference and requests the CIF Administrative Unit to proceed in recruiting a gender specialist to coordinate gender mainstreaming in CIF policies, programs and projects and to carry out the activities outlined in the proposed terms of reference. The Committees requests the gender specialist, as a first priority, to work with the MDB working group on gender to develop, for approval by the CIF Trust Fund Committees, a CIF gender action plan. The Trust Fund Committee also approves USD250,000 to be included as an addition to the proposed FY14 budget of the CIF Administrative Unit (see document CTF-SCF/TFC.10/7, *FY 14 Business plan and Budget*) to cover the costs of the gender specialist.]

I. BACKGROUND

1. The CIF aims to demonstrate strong leadership in mainstreaming gender considerations into its work at the program, country, and project levels. To support this objective, and in line with the agreed *Measures to Improve the Operations of the Climate Investment Funds*, the CIF Administrative Unit facilitated an external gender review of the CIF to identify where further progress is needed, including whether capacity should be built in the Administrative Unit and countries on gender.

2. At the joint meeting of the CTF and SCF Trust Fund Committees in November 2012, the *CIF Gender Review* was reviewed by the meeting and the following decision was adopted:

“The joint meeting of the CTF and SCF Trust Fund Committees welcomes the document CTF-SCF/TFC.9/6, *CIF Gender Review*, acknowledges gender as a driver for transformational change and central to the effectiveness and efficiency of CIF programming, and reconfirms that a gender perspective should be mainstreamed into the CIF. The joint meeting agrees that steps should be undertaken, building upon the principles of the draft gender review to:

- a) harmonize and institutionalize gender more effectively;
- b) acknowledge and employ gender as a driver for transformational change;
- c) address the need for further knowledge, innovation and cooperation;
- d) harness capacity in the MDBs and at the country level to strengthen CIF plans and programs through technical approaches that link gender to climate change and specific sectors; and
- e) strengthen gender sensitive monitoring and evaluation.

The joint meeting invites the authors of the gender review to prepare their final report taking into account comments made during the joint meeting and written comments submitted by November 30, 2012, and invites the CIF Administrative Unit to circulate the final report for approval by mail when it is available.

The joint meeting invites the reviewers to develop further the proposal for the recruitment of a gender specialist in the CIF Administrative Unit and to elaborate upon the terms of reference for the position to allow the joint meeting to consider the proposal in May 2013.”

3. As requested by the joint meeting, this note further elaborates upon proposed terms of reference that can be taken into account in the further consideration of whether to approve the recruitment of a gender specialist in the CIF Administrative Unit.

II. THE POTENTIAL ROLE AND RESPONSIBILITIES OF A GENDER SPECIALIST IN THE CIF ADMINISTRATIVE UNIT

4. The MDBs each have gender policies that are the building blocks for mainstreaming gender within the CIF at the program, project, and country levels, and the MDBs collaborate with each other on gender issues relevant to their normal operations through an MDB Working Group on Gender.

5. Consistent with the overall mandate of the CIF Administrative Unit, a gender specialist in the CIF Administrative Unit would be responsible for enhancing collaboration with the CIF Committees and Sub-Committees, the MDBs, pilot countries and other stakeholders to strengthen the integration of gender measures in the CIF. The gender specialist would be expected to bring specific expertise in CIF-related sectors, such as climate change, energy, or other sectors vulnerable to the impacts of climate change, and to undertake activities that complement the work of the MDB gender experts. This would include serving as a champion for gender within the CIF network and providing support, tools and guidance for integrating gender more effectively in CIF activities.

6. The gender specialist would work collaboratively with the MDBs, primarily through the CIF working group on gender, and serve to provide a consistent gender perspective to CIF policies and activities. The specialist would encourage tailored approaches for incorporating gender considerations into the four CIF programs that strengthen, build upon, and reinforce existing good practices of gender mainstreaming within MDBs. The specialist would bring quality assurance and a comprehensive treatment of gender mainstreaming across CIF processes, promoting and building upon the ongoing responsibility of MDBs to build staff capacity and accountability for addressing gender in climate change related operations.

7. Working with the CIF MDB working group on gender, the gender specialist would be responsible for preparing a proposed gender action plan, building on the recommendations of the *CIF Gender Review*, for review and approval by the CTF and SCF Trust Fund Committees. The gender action plan would include a description of activities, assignment of responsibilities, assessment of resources required, and a timeline for completing the proposed activities. Importantly, the action plan should avoid adding unnecessary layers to existing internal MDB processes or duplicating the work of the MDBs and would instead serve to complement ongoing efforts by MDBs to mainstream gender.

8. Given the comprehensive and cross-cutting nature of gender mainstreaming, the gender specialist should be a senior level professional able to engage and collaborate with a wide cross section of staff within the CIF Administrative Unit and the MDBs. It is expected that the annual cost of a gender specialist position in the CIF Administrative Unit would be USD 250,000, which would need to be added to the proposed budget of the Administrative Unit.

9. Proposed terms of reference for the gender specialist are provided in the annex.

Annex 1: Proposed Terms of Reference

Gender Specialist, CIF Administrative Unit

Background

The Climate Investment Funds (CIF), comprising two new funds, the Clean Technology Fund and the Strategic Climate Fund, were approved in July 2008. To date, donors have pledged over US\$7 billion to the funds. The CIF are an important new source of funding through which five Multilateral Development Banks (MDBs) are providing additional grants and concessional financing to developing countries to address urgent climate change challenges. The five MDBs are the African Development Bank, the Asian Development Bank, the European Bank for Reconstruction and Development, the Inter-American Development Bank, and the World Bank Group.

The Clean Technology Fund (CTF) provides scaled-up financing to contribute to demonstration, deployment and transfer of low-carbon technologies with a significant potential for long-term greenhouse gas emissions savings. The Strategic Climate Fund (SCF) funds the piloting of new development approaches or scale-up of activities aimed at a specific climate change challenge or sectoral response in the areas of climate resilience (the Pilot Program for Climate Resilience or PPCR), sustainable management of forests to reduce deforestation and forest degradation management (the Forest Investment Program or FIP), and scaling up renewable energy in low income countries (the Program for Scaling up Renewable Energy in Low Income Countries or SREP). MDB units and staff work with institutions in recipient countries to identify and prepare CIF opportunities in each of the above areas.

The CIF Administrative Unit assists the work of the CIF. Specifically, it (a) facilitates the work of the decision making bodies, i.e. the Trust Fund Committees and their Sub-Committees, (b) manages internal and external institutional relations, (c) supports policy and program development, working with the MDB Committee – all of which to be supported by (d) effective systems for operational and financial management.

The governing bodies of the CIF have agreed that a gender specialist should be recruited to work in the CIF Administrative Unit to enhance collaboration with the CIF Committees and Sub-Committees, the MDBs, pilot countries and other stakeholders to strengthen the integration of gender measures in the CIF. The role of the gender specialist will be to champion and provide support, tools and guidance for integrating gender more effectively in CIF activities.

Responsibilities

The responsibilities of the Gender Specialist will include:

Technical support

- Working closely with an MDB working group on CIF gender issues, support the integration of a gender approach in CIF policies, procedures, and knowledge products, building on existing MDB policies, procedures and practices.
- Provide technical support on gender and climate change to colleagues in the CIF Administrative Unit and MDBs to complement existing MDB gender knowledge.
- Oversee the development of a simple database of gender and climate experts who would be available, as required and in case MDBs gender specialists need further assistance, to support (i) joint missions and task team leaders in the development and refinement of investment plans and project concepts and (ii) CIF project development and implementation at the national level.
- If requested by an MDB, assist in the MDB's response to recipient countries' requests regarding gender-related questions of implementation.
- Support the CIF Administrative Unit's work program on knowledge, including the global support program, communication, and monitoring and evaluation.
- Oversee the elaboration of a basic checklist of elements to be addressed to ensure a gender-sensitive CIF project.

Priority Setting and M&E

- Develop a CIF gender action plan for approval by the CIF Committees and facilitate implementation of the approved plan.
- Track gender mainstreaming within the CIF, building upon existing mechanisms of MDBs.
- Develop a menu of gender and climate change indicators that countries can draw from, building upon indicators previously designed by MDBs and other organizations.
- Prepare reporting on progress and lessons learned on gender issues for inclusion in the CIF Annual Report and the semi-annual operational reports of the CIF programs.
- Work with the CIF Administrative Unit to support gender inclusive processes across the CIFs.

Qualifications

- Graduate degree in a relevant discipline, such as gender, international development, environment, climate or the social sciences.
- Expertise in the gender aspects of climate change and CIF-related sectors, including challenges, solutions and institutional gender mainstreaming, with at least 10 years of professional experience in areas such as knowledge generation, research, advocacy, policy, or projects/programs.
- Working knowledge of the processes of international financial institutions.
- Demonstrated knowledge and experience with networks in the gender, development, and climate change fields.
- Experience working in developing countries preferred.
- Excellent skills in teamwork and consensus-building/partnership-building.
- Strong writing skills.