



Mekong River Commission

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TERM OF REFERENCE

1. Consultancy Summary:

Consultancy Title:	Gender Indicator Baseline Study
Consultancy type: ¹	Special Service Agreement
Duration (# of days/months/from month to month):	15 days, tentatively starting 1st July and finalizing no later than 7th of August
Division/OC:	OCEO
Working station:	Homebased with travel to MRCS Office in Vientiane as needed
Total budget: (for lumpsum)	

2. General background:

2.1. Background and objective/s of the consultancy

In 1998 the four riparian countries of the MRC approved the MRC Gender Strategy and two years later, in 2000, the MRC Gender Policy was endorsed by the MRC Council. These actions reinforced the commitments of the MRC and its Member Countries towards gender mainstreaming, with the Gender Strategy and Policy being reflected within the Basin Development Plans and Strategies therein after. Between 2014 and 2016 MRC underwent an organizational reform, moving from a programme-based to annual workplan-based approach to implement regional Strategic Plans which are the tool by which the Basin Development Plans are operationalised at the regional level.

Within the current Strategic Plan (2016-2020), seven Strategic Outcomes were identified and consecutively clustered into four Key Result Areas (i) Enhancement of national plans, projects and resources from basin-wide perspectives; ii) Strengthening of regional cooperation; iii) Better monitoring and communication of the Basin conditions; and iv) Leaner River Basin Organisation). Each Key Result Area has identified suitable deliverables or outputs to achieve the outcomes under the particular Results Area. In order to assess progress and achievement of each Key Results Area, and to ensure that gender will be mainstreamed across each Area, MRC defined outcome indicators and specific *strategic gender indicators* for each Results Area.

In 2017 the MRC adopted a Gender Action Plan (GAP) to be implemented by the MRC Secretariat (MRCS) under the current Strategic Plan (SP), to ease the process of gender mainstreaming and provide it with more substance. This GAP is annexed to the MRCS' Annual Work Plan(s) and guides the process of identifying gender-specific activities and tasks to help achieve the strategic gender indicators.

The formulation of the Strategic Gender Indicators has been found to be quite broad however, and difficult to monitor in effect. Therefore, the current (2019) MRCS Annual Work Plan includes the task of re-formulating the gender indicators, identifying targets and establishing a baseline to better assess the progress.

¹ *Special Service Agreement* - home based, daily rate: type (a) One-time assignment, 1 TOR, number of consultancy days within 12 calendar months; or type (b) Framework contract (number of consultancy days within 1 to 2 calendar years, multiple assignments with each assignment having 1 specific TOR)..

The objective of this consultancy is to support the establishment of a baseline for the newly devised indicators and their respective targets, (i.e. the status for such a target at the beginning of the SP period, in 2016), to identify the current status of each indicator (i.e. progress made since 2016 until now), to report on the MRC Gender Action Plan status up to now and to provide recommendations on how best to proceed on each action in the GAP in order to achieve the gender indicators.

2.2. Expected final product

A short report which includes clearly defined baseline values for each new gender indicator and current status of each gender indicator, the status of the MRC GAP and recommendations on how to best proceed with the implementation of said GAP, one excel document (draft will be provided by MRCS) compiling the baseline and current status values adjudicated to each gender indicator, and all evidence for the establishment of baseline and current values.

3. Required deliverables, timelines and responsibilities

3.1. Deliverables and concrete timelines:

Deliverables and expected quality/quantity	Expected time investment (in hours, days or months)	Deadline
One Draft Report identifying baseline and current status for all new gender indicators, the status of the Gender Action Plan and recommendations on how to best achieve all (present and future) actions under the GAP until end of this SP period. The report shall include citation of sources of evidence.	10 days	14th July 2019
One final report identifying baseline and current status for all new gender indicators, the status of the Gender Action Plan and recommendations on how to best achieve all (present and future) actions under the GAP until end of this SP period. The report shall include citation of sources of evidence.	3 days	21st July 2019
One Excel File summarizing the findings into the MRCS M&E format	1 day	22nd July 2019
One digital folder containing all evidence sources or documentation of interviews or other sources used to establish the baseline and current status of indicators.	1 day	23rd July 2019

3.2. Required tasks and responsibilities²:

- Research the baseline status of the newly defined gender indicators. This shall mainly be done through revising MRCS's gender mainstreaming in 2016.
- Research what progress MRC has made since 2016 to achieve the new gender indicators. I.e. what gender mainstreaming has been carried out since the baseline value to now.
- Research the current implementation status of the MRC GAP and provide recommendations on how to improve implementation.
- Classify and compile all evidence used to determine the status of MRC Strategic Gender Indicators.
- The research shall be carried out through assessing MRC outputs and products.

² When possible, please include activities such as report revision; *capacity building, knowledge and skills transfer (K&S) to MRCS and MCs; gender mainstreaming/reporting/data; handover of data and assets to MRC when contract complete*. You can reach out to the Gender Focal point of the MRCS for support to gender related requirements, and to HR for capacity building and K&S requirements if need be.

4. Working Arrangement:

The consultant will work under overall supervision of Chief Strategy and Partnership Officer and work closely with the Stakeholder Engagement Specialist in consultation with the M&E Specialist in OCEO. The Stakeholder Engagement Specialist will support the consultant in accessing to data and documents, facilitating discussion on status updates, and aiming direction for gender mainstreaming in the context of the MRC.

5. Payment mode: lump sum at the end of the assignment

6. Qualifications and Requirements:

- Master's degree or equivalent in organizational development or related fields
- At least 3 years of experience in Monitoring and Evaluation for international organizations
- At least 2 years of experience in monitoring and baseline data on gender-related issues at both technical and organizational level
- Proven data analysis experience with sound analytical thinking
- The candidate should be able to carry out independent desk research
- Experience working in the field of Integrated Water Resource Management will be of advantage
- Proficient in oral and written English

7. Intellectual property rights: any product/s that the consultant produces or any MRC data that the consultant will be going to use will belong to MRC and will be under MRC intellectual property rights (IPR). The consultant will be required to transfer to MRCS the ownership of data, IPR and materials generated during the work with the MRC.