

June 20, 2013

**DUTIES OF GENDER SPECIALIST IN THE CIF ADMINISTRATIVE UNIT RESPONSIBLE FOR
COLLABORATING WITH THE MDBs ON GENDER ISSUES**

BACKGROUND

1. At their joint meeting in April 2013, the CTF and SCF Trust Fund Committees reviewed document CTF-SCF/TFC.10/8, *Proposed terms of reference for a gender specialist in the CIF Administrative Unit* and requested the CIF Administrative Unit and the MDBs to review and revise the terms of reference in order to clearly delineate:

(a) those responsibilities to be carried out by the MDBs in light of their respective mandates for programming, project design and implementation, as well as monitoring and evaluation, and

(b) the functions to be carried out by the proposed CIF Administrative Unit gender specialist to coordinate gender mainstreaming in CIF policies and programs and to undertake other activities as required in order to advance gender sensitive outcomes and impacts of CIF programs.

2. The joint meeting also requested that the revised terms of reference be circulated, accompanied by a breakdown of the budgetary implications of recruiting a gender specialist in the CIF Administrative Unit, by the end of May 2013, for approval by mail. A work plan and recommendations from the gender review are to be elaborated and implemented consistent with this delineation of responsibilities.

3. As requested by the joint meeting, this document lists the collective responsibilities to be carried out by the MDBs and the CIF Administrative Unit to advance the recommendations of the *CIF Gender Review*, and elaborates upon how the MDBs would work with a gender specialist in the CIF Administrative Unit, should agreement be reached on the recruitment of such a specialist. The following matrix delineates between the functions to be carried out by the proposed CIF Administrative Unit gender specialist and those to be carried out by the MDBs.

Responsibilities of CIF AU Gender Specialist and MDBs

Functions and Responsibilities	CIF AU Gender Specialist	MDBs
1. Working closely with the CIF working group on gender issues and the CIF MDB focal points, support the integration of a gender approach in CIF policies, procedures, and knowledge products, building on existing MDB policies, procedures and practices.	Convene regular meetings of the CIF gender working group to discuss and collaborate on gender issues that arise in the CIF, to prepare and monitor the implementation of a gender work plan and to collaborate on the preparation of documentation and recommendations for review by the CIF Committees. Collaborate with MDBs on the identification and preparation of useful tools to	Proactively participate in meetings of the gender working group meetings and contribute to development, implementation and reporting on a gender work plan. Collectively identify and develop tools useful to assist countries and MDBs to integrate gender perspectives into CIF-funded activities.

	advance the work of the MDBs and countries in integrating gender perspectives into CIF-funded activities.	
2. Mainstream gender in CIF activities at the country level.		Each MDB, acting in accordance with its gender policies and procedures, will be responsible for mainstreaming gender issues in CIF-funded activities at the country level.
3. Collaborate with colleagues in the CIF Administrative Unit to bring a gender perspective to the day-to-day work of the unit.	Participate in CIF Administrative Unit team meetings and on-going dialogue and provide a gender perspective to the unit's work to fulfill its mandate.	
4. Oversee the development of a directory of gender and climate experts who could be available to support the CIFs work.	Work with countries, MDBs and relevant networks to solicit the names and resumes of experts who could be available to assist countries, the MDBs or the CIF Administrative Unit when additional gender expertise is required to meet the goals of the CIF. Working with the CIF working group on gender, review the proposed experts and agree on an experts inclusion in the directory. Prepare and post a directory on the CIF website.	Propose and provide resumes of gender and climate experts for inclusion in the directory. Participate in the working group to agree on those experts to be included in the directory. Use the directory, when necessary, to identify experts to assist countries or MDBs in their CIF-related work.
5. Respond to recipient countries' gender-related questions regarding the CIF.	CIF Administrative Unit will respond to general country requests and assist the MDBs with responses to country requests regarding country programming, project design and implementation and monitoring and evaluation for information on CIF policies regarding gender and relevant decisions of the CIF Trust Fund Committees and Sub-Committees.	MDBs will be solely accountable for responding to country requests regarding country programming, project design and implementation and monitoring and evaluation.
6. Support the CIF Administrative Unit's work program on	Work with colleagues in the CIF Administrative Unit	Provide inputs on gender issues from CIF programs and

knowledge, including the global support program, and communication to include information on gender issues.	responsible for knowledge management and communications to facilitate the sharing of CIF gender activities and lessons learned among pilot countries, and to develop knowledge products and communications material based on CIF experience for dissemination through the CIF website, meetings, workshops and other means.	projects for integration into CIF learning products and communications tools.
7. Support the CIF program on monitoring and evaluation and contribute to the tracking of gender mainstreaming in CIF-funded activities.	Support colleagues in the CIF Administrative Unit responsible for monitoring and evaluation to promote inclusion of, and quality reporting on, gender issues in monitoring and evaluation and to track gender mainstreaming in CIF-funded activities, building upon indicators already designed and used by both the MDB's and other organizations.	Provide monitoring results and country reporting on gender indicators to the CIF Administrative Unit. Work with Administrative Unit to identify information required to track gender mainstreaming and provide such information in accordance with agreed reporting requirements.
8. Report annually on progress and lessons learned with respect to gender issues in CIF publications.	Work with the CIF gender working group and other MDB committees to identify lessons learned regarding gender inclusion in CIF activities and provide inputs into CIF reporting on its programs.	Participate in gender working group meetings to discuss and identify progress and lessons learned and submit agreed information and case studies to the CIF Administrative Unit.

Funding for the position of a gender specialist

4. Recognizing concerns raised by some Committee members regarding the costs associated with the recruitment of a senior gender specialist at the April 2013 joint meeting of the CTF and SCF Trust Fund Committees, it is proposed that a Grade F gender specialist be recruited (as opposed to a higher level senior gender specialist) to carry out the duties outlined in the matrix above. Based on the human resource policies of the World Bank, which houses the CIF Administrative Unit, the overall cost of a Grade F specialist position is estimated to be USD 200,000 annually. If the Trust Fund Committees agree that the Administrative Unit should proceed to recruit a gender specialist, additional funds to cover these costs would need to be added to the FY14 administrative budget for the CIF Administrative Unit that was approved by the joint meeting in April.