

July 5, 2013

**Comments from United Kingdom on Approval by mail: Duties of Gender Specialist in the CIF Administrative Unit responsible for collaborating with the MDBs on Gender Issues**

Dear CIF Admin Unit,

Thank you for circulating the revised terms of reference – please see our comments below:

- The UK is happy to approve the ToR for the gender specialist.
- We are broadly content with the split re. the agreed division of labour between the MDBs and gender expert.
- On the objectives and outputs for FY14 – we would want to see in addition:
  - a. some evidence of progress in mainstreaming gender, especially progress under tasks 2 and 7 (i.e. better inclusion of gender in M&E and progress tracking, and mainstreaming gender activities at the country level)
  - b. a work plan drafted concurrently with recruitment of the gender expert – to be finalised during the first month in post. We would not want this to be the primary deliverable of the first year, as there is an urgent need to make real practical progress on the ground.

Kind regards,

AnnaBobin  
Department for International Development

July 5, 2013

**Comments from France on Approval by mail: Duties of Gender Specialist in the  
CIF Administrative Unit responsible for collaborating with the MDBs on Gender  
Issues**

Dear Patricia and CIF colleagues,

Thank you for circulating these documents and giving us the opportunity to comment on it. We commend the work done by the CIF Admin Unit jointly with the MDBs to review the ToRs and clarify the role and responsibilities incumbent to the future gender specialist vis-à-vis MDBs' mandates, which we find have been clearly delineated. The different functions and tasks proposed tally with the needs identified to reinforce the gender dimension within CIF activities (as prescribed in the IUCN assessment). Furthermore, we support the choice made to recruit a "Grade F" specialist instead of a senior specialist, consistently with network coordination and reporting activities.

Best regards,

Cécile Pot  
Ministry of Economy, Finance and Industry

July 5, 2013

**Comments from The Netherlands on Approval by mail: Duties of Gender Specialist in the CIF Administrative Unit responsible for collaborating with the MDBs on Gender Issues**

Dear Patricia,

Thank you for sharing the ToR for the gender specialist and the additions on gender objectives and outputs to the CIF FY14 workplan.

We are happy to approve the ToR for the gender specialist with two remarks:

- 1) We believe that the ToR should state that the objective is *to demonstrate* that gender can be taken up by task teams and project developers in a practical way, and thereby deliver better results for the CIFs. We refer to the vision that gender is seen by the CIFs as driver for transformational change and our earlier request to progress from a focus on inputs and process, to a focus on delivering and sharing results, also to inform the design of future climate finance architecture.
- 2) We believe that this objective requires senior expert capacity and responsibility, i.e. grade G (instead of grade F). To my recollection, the joint meeting did not request to opt for a lower grade expert. Rather the joint meeting requested clarification on the build-up of the budget cost, including distinction between salary and overhead charges. We still welcome such clarification.

Looking forward,

Best regards,

Frank van der Vleuten  
Sr policy adviser renewable energy  
MINISTRY OF FOREIGN AFFAIRS OF THE NETHERLANDS

July 5, 2013

**Comments from Sweden on Approval by mail: Duties of Gender Specialist in the  
CIF Administrative Unit responsible for collaborating with the MDBs on Gender  
Issues**

Dear Patricia,

Many thanks for the draft ToR for a Gender Specialist in the CIF Admin Unit.

Along the lines of the Netherlands, Sweden would be happy to approve the ToR, with a couple of remarks regarding the level of the specialist.

Having considered different staffing levels and the respective responsibilities, we believe that in order to conduct the relevant activities with regards to gender inclusion in the CIFs, a senior expert (G-level position) with a certain degree of experience and capacity would be required. Therefore we would wish to see the ToR to be adjusted accordingly.

Kind regards,

Åsa Wiberg  
Department for Multilateral Development Cooperation

July 5, 2013

**Comments from Germany on Approval by mail: Duties of Gender Specialist in the  
CIF Administrative Unit responsible for collaborating with the MDBs on Gender  
Issues**

Dear Patricia,

thank you very much for the ToR's with a delineation of duties between MDB's and CIF AdminUnit, as well as the objectives and outputs of the FY 14 business plan.

On the basis of NDLS proposal to enhance the objectives, out of which follows that ToR's should also include a wider range of competences, Germany supports the suggestion to retain the original grade G position - obviously keeping in mind that MDB's should bear responsibility for implementation of projects and programmes, and that good coordination is key to achieving the objectives.

Kind regards  
Annette Windmeisser

July 5, 2013

**Comments from Australia on Approval by mail: Duties of Gender Specialist in the  
CIF Administrative Unit responsible for collaborating with the MDBs on Gender  
Issues**

Dear Patricia

Thank you for the work that has gone in to preparing the ToR and the output plan. Australia welcomes the opportunity to provide comments on these and apologises for the delay in responding.

We understand previous committee discussions may have indicated a Grade F level position would be appropriate. On reflection, we support an upgrade of this position to a Grade G, senior expert position, as also suggested by other committee colleagues. We believe this would better ensure more effective pursuit of gender strategic objectives and influence.

Additionally, to ensure effective collaboration and integration of gender considerations into CIF activities we would appreciate clarification that “collaboration” in the delineation of tasks includes travel opportunities (as appropriate) to ensure gender aspects are considered ‘on the ground’.

Notwithstanding our appreciation of seeing your efforts in generating efficiency savings (which in part were derived from restricting travel for CIF AU staff) as part of the latest annual budget, we would be happy for the annual budget to be amended as reasonably appropriate to accommodate these suggestions. We think the extra funds will result in more influential and sustainable gender outcomes.

Best regards

John Anakotta

Policy Manager | International Development Policy & Financing Branch | AusAID

July 7, 2013

**Comments from Canada on Approval by mail- Duties of Gender Specialist in the  
CIF Administrative Unit responsible for collaborating with the MDBs on Gender  
Issues**

Dear Patricia,

Thank you for the proposed delineation of responsibilities and duties to be carried out by the CIF Administrative Unit and the MDBs.

We agree that the CIF Gender Specialist and the CIF Gender Working Group should develop, as a first priority, the CIF Gender Action Plan. We are also pleased to approve the gender objectives and outputs proposed for inclusion in the revised FY 14 Business Plan. As for the balance of the proposed decision, we agree with the Netherlands, Sweden and Germany that the terms of reference (TOR) for the Gender Specialist and the level of the position need to be revised, and therefore Canada cannot approve the proposed decision as is.

To constructively move this important item forward, we have built on the good work on the TORs already done by the MDBs and the CIF Administrative Unit. In amending the proposed TORs (attached, with changes "tracked"), we have borrowed heavily from the TORs of other comparable specialists in the CIF Administrative Unit. We have tried to capture a more complete range of responsibilities and duties for the Gender Specialist, including reference to other activities "to advance gender sensitive outcomes and impacts of the CIF programs", as agreed by the Committee. As for the level of the position, the original G-level proposal is commensurate with the responsibilities of the position as well as the experience and skills necessary to help make gender a driver of transformational change. As for the incremental cost of up to USD 50,000 for a G-level Senior Specialist (relative to an F-level Specialist), given the expertise and influence the Senior Specialist would bring to the job as well as the importance of staffing the position at an appropriate level, we consider the increment to be excellent "value for money".

We look forward to the revised proposal being circulated for approval by e-mail forthwith, consistent with the Committee's expressed preference to move ahead intersessionally, so that the Gender Specialist can be recruited expeditiously thus allowing the work to begin on the CIF Gender Action Plan. In the meantime, we would be pleased to discuss the proposed changes, at your convenience.

Kind regards,

Michelle Kaminski

| [June 20, 2013 July 5, 2013 – Canadian Comments](#)

**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. <u>Develop and oversee the implementation of a Gender Action Plan, consistent with the CIF goal of acknowledging and employing “gender as a driver for transformational change and central to the effectiveness and efficiency of CIF programming.”</u>	<ul style="list-style-type: none"> <li>• <u>Lead the development, and oversee the implementation, of the Gender Action Plan, in consultation with the MDB Committee and the CIF Gender Working Group.</u></li> <li>• <u>Prepare periodic reports to CIF Management on progress in the implementation of the Gender Action Plan.</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Contribute to the development, implementation and reporting on the Gender Action Plan.</u></li> </ul>
2. <u>Build and Chair a CIF Gender Working Group comprised of at</u>	<ul style="list-style-type: none"> <li>• <u>Build and chair the CIF Gender Working Group.</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Proactively participate in meetings of the CIF</u></li> </ul>

**Comment [MKA1]:** Modified from the Sr. Private Sector Specialist TOR.

**Comment [MKA2]:** Moved up from what was originally #6.

**Comment [MKA3]:** Modified from the Sr. Private Sector Specialist TOR.

<p><u>least the focal points of the five MDB partners with a view to broadening and deepening CIF-funded gender mainstreaming activities, and capturing and disseminating lessons learned, best practices and promoting a process of continued learning and adjustment in response to lessons learned.</u></p>	<ul style="list-style-type: none"> <li>• <u>Convene</u> regular meetings of the CIF Gender Working Group to discuss and collaborate on gender issues that arise in the CIFs.</li> <li>• <u>Collaborate</u> with MDBs and other interested stakeholders on the identification and preparation of useful tools to advance the work of the MDBs and countries in integrating gender perspectives into CIF-funded activities</li> </ul>	<p><u>Gender Working Group.</u></p> <ul style="list-style-type: none"> <li>• <u>Collectively</u> identify and develop tools useful to assist countries and MDBs to integrate gender perspectives into CIF-funded activities.</li> </ul>
<p><u>3. Represent the CIF at major stakeholder events addressing gender mainstreaming in climate finance.</u></p>	<ul style="list-style-type: none"> <li>• <u>Represent the CIF at major stakeholder events addressing gender mainstreaming in climate finance.</u></li> </ul>	
<p><u>4. Work closely with the Lead Operations Officer and other AU staff in integrating gender-related activities in the programs of the CIF Partnership Forum and other relevant stakeholder events.</u></p>	<ul style="list-style-type: none"> <li>• <u>Work closely with the Lead Operations Officer and other AU staff in integrating gender-related activities in the programs of the CIF Partnership Forum and other relevant stakeholder events.</u></li> </ul>	
<p><u>5. Working closely with the CIF Gender 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.</u></p>	<ul style="list-style-type: none"> <li>• <u>Champion effective gender mainstreaming in CIF projects and country plans.</u></li> <li>• <u>to prepare and monitor the implementation of a gender work plan and to collaborate</u>Lead on the preparation of documentation and recommendations for review by the CIF Committees.</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Proactively participate in meetings of the CIF Gender Working Group meetings and contribute to development, implementation and reporting on a gender work plan.</u></li> </ul>
<p><u>6. Mainstream gender in CIF activities at the country level.</u></p>	<ul style="list-style-type: none"> <li>• <u>Work with countries, especially through the MDBs, to build capacity and knowledge necessary to allow the CIF funded countries to assume responsibility for gender</u></li> </ul>	<ul style="list-style-type: none"> <li>• Each MDB, acting in accordance with its gender policies and procedures, will be <u>responsible-accountable</u> for mainstreaming gender issues in CIF-</li> </ul>

**Comment [MKA4]:** Moved here from what was originally #1.

**Comment [MKA6]:** Moved here from what was originally #1.

**Comment [MKA5]:** Moved here from what was originally #1.

**Comment [MKA7]:** Modified from the Sr. M&E Specialist TOR.

**Comment [MKA8]:** Modified from the Sr. M&E Specialist TOR.

**Comment [MKA9]:** Modified from the Sr. Private Sector Specialist TOR.

**Comment [MKA10]:** The development and implementation of the Action Plan is the "new" #1.

**Comment [MKA11]:** Modified from the Sr. M&E Specialist TOR.

	<p><u>mainstreaming at the level of projects and investment program plans.</u></p> <ul style="list-style-type: none"> <li>• <u>Work with CIF focal points in the MDBs to ensure consistent application of gender mainstreaming at the country level.</u></li> </ul>	funded activities at the country level.
3.7. Collaborate with colleagues in the CIF Administrative Unit to bring a gender perspective to the day-to-day work of the unit.	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
4.8. <del>Oversee the development of and maintain</del> a directory of gender and climate experts who could be available to support the CIFs work.	<ul style="list-style-type: none"> <li>• <del>Work with countries, MDBs and other relevant networks stakeholders</del> 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.</li> <li>• <del>In consultation with Working with the CIF Gender 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.</del></li> </ul>	<ul style="list-style-type: none"> <li>• Propose and provide resumes of gender and climate experts for inclusion in the directory.</li> <li>• Participate in the <u>CIF Gender Working Group to agree provide recommendations</u> on those experts to be included in the directory.</li> <li>• Use the directory, when necessary, to identify experts to assist countries or MDBs in their CIF-related work.</li> </ul>
5.9. <del>Respond to recipient countries' gender-related questions regarding the CIF.</del>	<del>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</del>	<del>MDBs will be solely accountable for responding to country requests regarding country programming, project design and implementation and monitoring and evaluation.</del>

**Comment [MKA12]:** Modified from the Sr. M&E Specialist TOR.

**Comment [MKA13]:** Addressed elsewhere in TORs.

	<del>Fund Committees and Sub-Committees.</del>	
6-10. Support the CIF Administrative Unit's work program on knowledge, including the <del>g</del> Global <del>s</del> Support <del>p</del> Program, and communication to include information on gender issues.	<ul style="list-style-type: none"> <li>• Work with colleagues in the CIF Administrative Unit 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide inputs on gender issues from CIF programs and projects for integration into CIF learning products and communications tools.</li> </ul>
7-11. Support the CIF program on monitoring and evaluation and contribute to the tracking of gender mainstreaming in CIF-funded activities.	<ul style="list-style-type: none"> <li>• 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, <u>indicators and results</u> in CIF-funded activities, building upon indicators already designed and used by both the MDB's and other organizations.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
8-12. Report annually on <u>activities, progress, and lessons learned and results</u> with respect to gender <del>issues</del> <u>mainstreaming</u> in CIF publications.	<ul style="list-style-type: none"> <li>• <del>Work with the CIF gGender wWorking gGroup and other MDB committees to identify lessons learned regarding gender inclusion mainstreaming in CIF activities and provide inputs into contribute to CIF reporting on its programs.</del></li> <li>• <u>Report annually on gender activities, progress, lessons learned and results.</u></li> </ul>	<ul style="list-style-type: none"> <li>• Participate in <u>the CIF gGender wWorking Ggroup</u> meetings to discuss and identify progress and lessons learned and submit agreed information and case studies to the CIF Administrative Unit.</li> </ul>

#### 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. Recognizing the responsibilities of the Gender Specialist are comparable to those of Senior Specialists in the CIF Administrative Unit, and the importance of ensuring the individual recruited has the necessary experience and skills to draw from to help make gender a driver of transformational change as agreed by the Joint Committee, it is proposed that a Grade G Gender Specialist be recruited.~~ Based on the human resource policies of the World Bank, which houses the CIF Administrative Unit, the overall cost of a Grade ~~F~~G specialist position is estimated to be USD ~~200~~250,000 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.

July 10, 2013

**Response of CIF AU to United Kingdom on the Approval by mail- Duties of Gender Specialist in the CIF Administrative Unit responsible for collaborating with the MDBs on Gender Issues**

Dear Anna:

Thank you for your response and for your comments on the delineation of duties for the gender specialist. We are now working on revising the proposed text to take into account all the comments received and hope to circulate a revised proposal for further consideration and approval quite soon.

I would like to respond to your request for some evidence of progress in mainstreaming gender. We will revise the FY 14 objectives and inputs to include specific information that will enable us to better track progress in mainstreaming gender.

With regard to the request that a draft work plan be prepared concurrently with the recruitment of a gender expert, while we are in agreement that there is an urgent need to make real practical progress on the ground, we would not be able to prepare a draft work plan concurrently with recruitment of the gender expert. As we indicated during the discussion of this topic in the Trust Fund Committee meeting, with our existing staff and taking into account the current work load, we do not have the extra capacity to prepare a draft work plan until the gender expert is on board. We expect the preparation of the work plan to be one of the highest priorities for the gender expert once she/he is on board and hope that we will be able to finalize the terms of reference and begin the recruitment process very soon.

Regards

Funke Oyewole

July 10, 2013

**Response of CIF AU to Australia on the Approval by mail- Duties of Gender Specialist in the CIF Administrative Unit responsible for collaborating with the MDBs on Gender Issues**

Dear John:

Thank you for your response and for your comments on the delineation of duties for the gender specialist. We are now working on revising the proposed text to take into account all the comments received and hope to circulate a revised proposal for further consideration and approval quite soon.

I would, however, like to come back on one specific point. With regard to your request for clarification on “collaboration” in the delineation of tasks. We would like to confirm that, consistent with the overall mandate of the Administrative Unit, this would indeed include relevant CIF AU operational travel to enable the gender specialist to carry out his or her responsibilities. In terms of funding for travel, the CIF AU administrative budget does include funding for travel by CIF AU staff, and therefore, we believe that we should be able to absorb this cost within the travel budget for this fiscal year. We will give this further consideration in the budget proposals for future fiscal years.

We hope this clarifies.

Regards

Funke Oyewole