

TOOL 3.4

Terms of Reference for Independent Gender Expert

- » **GOAL:** Ensure that community engagement teams have required gender expertise
- » **TARGET UNITS:** Community Engagement, Human Resources

If you want to incorporate gender into community engagement activities, but lack specific gender expertise, consider recruiting an independent gender expert. This tool outlines sample terms of reference (ToR), including key tasks and required competencies, for such an expert. These specifics can be customized depending on the skills already available and the needs of the company, community, project, and project development staff.

This framework ToR assumes that the expert will be needed for a full range of activities—including integrating gender into the community baseline assessment, impact assessment, and related activities—but it can be modified as needed.

Note that **TOOL SUITE 1** provides details on hiring a companywide gender champion. In addition to this role, it is advisable to engage a separate gender expert for the community engagement team. The reason for this is that integrating gender into community engagement activities is a substantially different task from ensuring equitable hiring and promotion of women in the company's workforce, as covered in **TOOL SUITE 1**. It also requires a separate effort from ensuring that women-owned businesses have opportunities within the company supply chain, as outlined in **TOOL SUITE 2**.

Depending on the size of the project, the role of gender expert within the community affairs/engagement team could be a standalone position. Or one or more of the company's community engagement experts might have specific gender expertise. For larger projects, companies might want to include both regional and national-level gender expertise.

Key Components of a Gender Expert TOR

Introduction

[Describe project, including the current status of the project, and extent of community engagement activities that have been undertaken or are currently being planned.]

Discuss the project's relationship with the community, including the extent to which women have been consulted, role of women in the community as currently understood, and extent to which women have/are able to be engaged in project consultation, planning, and activities.

Discuss extent to which activities thus far have included women, and any insights or conclusions about the need for a dedicated gender specialist—for example, what brought the realization that the company needs a gender specialist or gender-focused activities at this point?]

Scope of Work

Outline specific activities the expert will be expected to undertake. Depending on the structure of the team and the specific activities, the expert might lead these activities or support a larger team. Activities include:

- Community baseline and social impact assessments: For example, ensuring that data collection is gender-disaggregated, gender-specific data sources are included (such as women's groups and gender-based violence service providers), participatory research methodologies are reviewed and modified to include women's perspectives, and data is analyzed through a gender lens.
- Design and training on participatory monitoring and grievance redress mechanisms: Review proposed methodologies to ensure that consideration has been given to promoting women's participation.
- Design and training on gender-based violence, if needed.
- Design and implementation of gender-sensitive resettlement program, if needed.
- Design and implementation of community engagement activities: Ensure that women can access community-wide activities and/or that specific activities are developed to promote women's economic and social empowerment.

Outline key skills and experience

- Key skills: This might include the ability to critically analyze community and interpersonal gender dynamics, balances of power, and variances in individual and group access in and around the project-affected communities. Knowledge of local language is an asset.
- Experience: This might include experience working within the affected community, in other communities on gender and infrastructure development, and/or addressing gender-based violence in infrastructure projects with companies and affected host communities.

Outline reporting and team structure

Clarify for potential candidates whether the expert will be leading the activities detailed above or whether they will be providing gender guidance to a wider team.