Gender Equality and Social Inclusion Analysis Consultancy Terms of Reference

Assignment title: Gender Equality and Social Inclusion Analysis (GESI) Women in Energy Enterprises in Kenya (WEEK 3), Phase Three Project

Description: The aim of the assessment is to identify the key gender and inclusion issues at play in the community and at a systems level within the energy space. The result of the assessment will be used to develop an evidence-driven gender action plan and ensure that gender transformative approaches are mainstreamed across the program’s design, implementation, monitoring and evaluation; as well as in the development of the project’s learning agenda.

Location and Project Team: Meru, Tharaka Nithi and Embu Counties with planning and presentation time in Nairobi

The consultant will lead a project team made up of Practical Action staff and community members.

Duration Dates: Expected start and end dates are 22nd January 2024 to 29th February 2024

Number of Working Days: The consultancy is a fixed price consultancy (all inclusive), but it is expected that it will take a total of 27 days

Daily Fee Rate & Total Fees: A fixed sum will be provided for this consultancy. It will be delivered in tranches (see payment schedule).

Introduction to Practical Action

Practical Action is an international development organization putting ingenious ideas to work so that people in poverty can change their world.

We help people find solutions to some of the world’s toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We are a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.
Background and Purpose of the assignment

Phase 3 of the Women in Energy Enterprises in Kenya (WEEK III) project is a 4-year project (October 2022 – 30th September 2026) which is part of the larger programme dubbed: Women Driving Energy Transition and Climate Justice. The programme’s main goal is to ensure that women have an equal opportunity to lead, participate in and benefit from energy access and a just and inclusive energy transition, as an essential right to development.

The WEEK III project will initially be implemented in 3 counties in Kenya, including Meru, Tharaka Nithi and Embu, working with national and county governments, private sector, SMEs and WEEs (Women Energy Entrepreneurs). The project will use a participatory market systems approach and engage multiple stakeholders in the project interventions aimed at increasing energy access for the selected energy value chains in Productive Use of Energy (PUE), Clean lighting and clean cooking in the selected counties.

In order to leverage on the potential of the energy sector to transform women’s economies in the rural areas the project will recruit, train, mentor and support 400 women entrepreneurs (160 in PUE) from the three target counties. These include entrepreneurs involved in production and distribution of improved cook stoves, production, and distribution of clean cooking fuels e.g., briquettes, distribution of clean lighting products and in productive use of energy.

The participatory market systems approach has been adopted to identify opportunities for women entrepreneurs in the energy sector as well as barriers that hinder their participation, and the mentorship model will be used to support peer-to-peer delivery of technical knowledge and skills.

The purpose of the assignment

Gender equality and social inclusion are critical components of achieving sustainable development. Without understanding the different needs and experiences of women entrepreneurs the WEEK 3 project will not be able to achieve its defined outcomes.

The analysis will investigate how the status of women affect their ability to lead, participate and benefit from energy access and a just and inclusive energy transition. The barriers and issues identified will be addressed directly and challenged through the project to achieve progress towards gender equality and social inclusion within the energy sector, and especially within the project areas.

The aim of the GESI assessment is to identify the key gender and inclusion issues at play in the community and at systems level, particularly within the energy space. The result of the assessment will be used to develop an evidence-driven gender action plan and ensure that gender transformative approaches are mainstreamed across the programme’s design and implementation, monitoring and evaluation, as well as in the development of the project’s learning agenda.

The specific objectives of the analysis include:

1. To better understand the root causes of gender inequalities i.e. the barriers and other underlying issues that are preventing gender transformation within the energy space
2. To support the mainstreaming of gender transformation across WEEK 3 project Theory of Change based on analysis findings.
3. To facilitate an effective gender inclusion approach into the project’s Monitoring, Evaluation, Accountability and Learning (MEAL) frameworks, project work plan, budget and key program interventions, including the development of project influencing plan
4. To support the design and development of effective gender capacity building
initiatives for WEEK 3 project participants, stakeholders and staff.

The GESI analysis will be framed around the following five key questions:

1. **What are the practical needs** of women and men to be addressed to ensure inclusive participation in the access to clean cooking, clean light and PUE? i.e.
   a. What barriers do women face in their attempt to access and control resources, assets, income, social networks, public and private services, employment, technology, and information in the energy sector?
   b. How do the barriers impact on the participation of women in the energy sector?
   c. How do gender roles and responsibilities affect the participation of women in energy labour markets, particularly in production and distribution/retailing?

2. **What are the strategic needs** of women to be addressed to ensure inclusive participation in the production, distribution, and use of clean energy products/services and in PUE value chains? i.e.
   a. How would you describe the existing power patterns between men and women?
   b. How do power relations affect the ability of women to decide, influence, and exercise control over resources within the family, community, and at the country level, especially in relation to clean energy?

3. Taking an intersectionality lens, what **other marginalization dynamics exist** and are critical to the engagement of women in energy enterprises and PUE in Meru, Embu, and Tharaka Nithi Counties.

4. How favourable is the **enabling environment** towards inclusive and gender transformative access and use of clean energy and PUE practices in Meru, Embu, Tharaka Nithi, Counties? i.e.
   a. What are the existing structures that support women to access resources, services and other benefits available in the energy sector?
   b. Do relevant laws, policies, and institutional practices contain clauses that enhance the participation of women in the energy sector? Do these laws enable them to assume leadership roles and access support provided by the different market actors?
   c. Do relevant laws, policies, and institutional practices contain implicit or explicit gender biases that may affect the ability of women to participate in the energy sector as entrepreneurs, assume leadership roles, and access the support provided by market actors?
   d. Have the existing relevant laws, policies and institutional practices led to a change in behavior and practice? If so, how? If not, why?
   e. How do existing gender norms and cultural beliefs influence the participation of women in energy enterprises, including PUE?
**Evaluation Process:**

Before the GESI analysis is conducted, Practical Action will facilitate an internal exploration session with WEEK Phase one and Phase two staff, wider energy and PUE experts as well as gender experts to give insights from the past projects and gather lessons learnt to frame the analysis.

The consultant will be expected to employ gender analytical frameworks such as the Harvard Analytical Framework and the Longwe Framework to conduct the analysis.

The consultant will be responsible for the following:

1. **Desk review and preparation**

   The consultant team will be required to:
   
   1. Complete a desk review of project documents to gain a sound understanding of the project’s original plan, objectives, and assumptions.
   2. Complete desk-based analysis of the project’s monitoring data in preparation for the primary data collection.

2. **Update the Evaluation Design**

   A draft GESI analysis design has been developed by Practical Action. However, the consultant will update this based on the findings from the design review and the project’s monitoring data, and their experience of engaging evaluation methodologies. They will discuss and agree on the following with Practical Action Kenya:
   
   1. The GESI analysis methodologies chosen and develop tools and questions to use with each group and methodology.
   2. Which groups within the community and stakeholders to engage and how many?
   3. Deciding the sample method and resulting number of locations and numbers of participants.
   4. Any refinements to the make-up of the evaluation team.
   5. Refining the schedule.

   Practical Action believes using engaging and empowering qualitative data collection methods. Therefore, also focus group discussions (FGDs) and key informant interviews (KII) can be used, we are looking for the inclusion of other methodologies too. These could include:
   
   - Participatory Learning and Action tools
   - Photovoice
   - Household interview questionnaires
   - Observation
   - Knowledge, Attitude Behaviour And Perception (KABP) Survey

3. **Field Work** – Embu, Meru, and Tharaka Nithi Counties

   The consultant and team will be responsible for facilitating most of the activities. However, the consultant is responsible for:
   
   1. Training the team on the methodologies and approach to be adopted. Observing how they are being used and guiding improvement. This will include a day where the team
will use tools in a test community, and then ongoing observing and strengthening in the following days.

2. Holding debrief sessions with the team (at least daily initially) to review both issues related to the use of the tools as well as to explore the learning to date. Adjust the tools or evaluation plan as needed based on the findings.

3. Leading on the key informant interviews in the counties. Interview with County Government and private sector stakeholders is likely to provide some additional secondary data sources which need to be considered.

4. Leading a reflection session with the communities (or once for each of the counties in the evaluation) to reflect on the findings so far, verifying if they are correct or not, and then gaining deeper understanding to the reasons.

4. **National and County Level Stakeholders**

   For the systems analysis aspect, discussions will be held with national and County-level stakeholders (Government line ministries, private sector (clean energy companies, financial institutions, etc) and other key NGOs / CBOs). Such interviews are likely to provide some additional secondary data sources which need to be considered.

5. **Data Analysis**

   The consultant will be responsible for doing the analysis of the qualitative data. If relevant this may include some quantitative analysis of qualitative data too. The key findings and recommendations will then need to be drawn from this analysis.

6. **Draft Report**

   The consultant will be required to develop a draft report.

   1. It should follow the template in Annex B of this TOR.
   2. The details of the GESI analysis tools (explaining the method and the questions) should be included in an annex.
   3. It should focus on analysis more than stating facts (data can also be included in an annex) with clear findings.
   4. Clear and actionable recommendations for Practical Action, Energia, beneficiaries, and market actors/collaborators.

7. **Sharing of Findings**

   The consultant will be required to hold a session to share the findings with key staff in Practical Action Kenya. The method is up to the consultant, but it is important to make it visual and engaging giving time for participants to ask questions and interrogate the findings. The session should include a theory of change review and should support the team to strengthen their Gender Action Plan.

8. **Final Report**

   The consultant will update the draft report based on any feedback given by Practical Action either during the sharing session or via e-mail. This will then be submitted to Practical Action and, if acceptable, final payment made.

**Deliverables:**

The consultant will lead the consultancy process supported by WEEK 3 project team and the technical lead for Gender and Social Inclusion at Practical Action. Other key program staff
within Practical Action will also be involved in the gender analysis process, including tool development and as key participants in KIIs and FGDs. This will help to identify and address gender issues, understand their implications on the project’s design and delivery and support a more sustainable and collaborative effort to achieve progress towards gender equality.

Below is a list of key deliverables expected from the consultant during the various stages of the gender analysis process:

- Brief report on findings from the desk review and review of project monitoring data
- Updated detailed analysis design including analysis matrix.
- Training of the analysis team carried out including a day of piloting the tools.
- Field trips and national meetings completed according to the plan.
- Draft report
- Sharing Session
- Final Report that includes a gender-responsive Monitoring and Evaluation Framework and Indicators

A detailed schedule will be developed and agreed with the successful candidate for these deliverables during the inception phase of the assignment.

**Skills Required By the Consultant:**

Engaging GESI analysis Methodologies - Practical Action is looking to use good practice modern GESI analysis methodologies which are engaging and empowering of communities. Although focus group discussions and key informant interview could be included, we are looking for someone with experience in using other methods such as: various participatory learning and action tools, most significant change methodology, photovoice etc.

Other skills required are:

- Ability to lead and guide an evaluation team.
- Strong analysis skills
- Strong facilitation skills
- Excellent community engagement skills and proven experience using participatory learning and action tools.
- Confidence to engage with county and national stakeholders.
- Knowledge on clean energy, renewable energy and PUE is necessary.

**Terms of Payment:**

The payment schedule will be as follows:

30% - Delivery of the brief report on findings from the desk review and review of project monitoring data as well as the updated evaluation design

30% - Completion of the field trips and national meetings according to the plan, and submission of the draft report

40% - Acceptance of the final report
**Application procedure**

The interested and qualified consultants are invited to submit their proposal comprising of the following:

1. Technical proposal that includes the consultants’ understanding of the assignment and context, approach to the assignment, methodology and work plan for performing the assignment
2. Recent CV including experience in similar assignments.
3. Financial proposal in Kenya shillings clearly indicating the budgeted cost for the work to be conducted by the consultant under the scope of work above.

**Safeguarding**

Practical Action firmly believes that no person, regardless of age, gender identity, disability, sexual orientation or ethnic origin or any other personal characteristic, should experience harm, including sexual exploitation or abuse, and Practical Action takes seriously its responsibility to safeguard those who come in contact with our work. Practical Action is committed to raising awareness of safeguarding risks and to taking measures to minimise those risks.

All employees, trustees, volunteers, consultants, partners and others acting on behalf of Practical Action are expected to behave in ways that safeguard others from harm, sexual exploitation and abuse. This includes evaluation consultants and their team members.

If anyone acting on behalf of Practical Action, including evaluation consultants and their team members, develops concerns or suspicions regarding harm, sexual exploitation or abuse by a Practical Action employee or anyone acting on our behalf they must report their concerns via the established reporting procedures. Individuals do not need to have, nor should they seek to obtain, evidence to support their concerns – the individual’s duty is to report their concerns so that Practical Action can investigate appropriately.

Practical Action’s Safeguarding Policy is available online [here](#). All consultants and their team members acting on behalf of Practical Action are required to familiarise themselves with this policy and print and sign the policy declaration form at the end. This must be returned to Practical Action before commencing any work on this assignment.

Practical Action also has a Code of Conduct. All consultants and their team members are expected to read, print, sign and return this before commencing any work on this assignment, available [here](#).

Practical Action’s Safeguarding Focal Points are available to answer any questions about this policy, the Code of Conduct and their contents. They are also available to support with briefing of consultancy team members as required prior to commencing field work.

**Annex A – Objectives of the Project**

The following are the objectives (goal, outcomes, and intermediate results)

**Project Goal**

The goal of the program is to make the energy sector an attractive and resilient employer for women by transforming the energy sector from one that is viewed as a men dominated sector
to a sector that presents attractive and exciting opportunities for women while contributing to the rural economy and environment and climate justice.

**Project Objectives**

1. To Improve knowledge and skills of 400 women that will lead to change in practice through the adoption of use of clean energy and PUE and improved business management practices.
2. To improve resource flows by facilitating 80% of the target women access to appropriate and affordable financial products and services from VSLAs to enable them to establish/grow energy enterprises.
3. To increase access to markets for women entrepreneurs through strengthening relationships and connections with product end users.
4. To alter negative perceptions of women in the energy sector to enable community and market actors to actively encourage and endorse women's participation in energy and PUE.

**Project Outcomes**

1. Increased productivity for women in PUE
2. Increased income for women entrepreneurs
3. Increased entrepreneurship opportunities (e.g., making ICS, selling energy products, servicing energy products, opportunities in PUE etc) women.
4. Increased knowledge and skills in the use of clean energy and PUE areas.

**Intermediate result areas**

1. Women adopt use of clean energy and good business management practices.
2. Women access and utilize appropriate and affordable financial products and services.
3. Enhanced skills and knowledge on clean energy products and PUE by women
4. Market actors (end buyers) actively engage and source from women entrepreneurs.
5. Improved perceptions by community and market actors on women’s engagement in the energy and PUE sector

**Annex B– Report Template**

The following is Practical Action’s evaluation template. This should be used for the draft and final report. Changes to this outline would need to be discussed with the Practical Action Kenya staff.

**Executive Summary**

One / two-page summary of the evaluation, with particular emphasis on main findings, conclusions, lessons learned and recommendations.

**Introduction**

Presentation of the evaluation’s purpose, questions and main findings.

**The Evaluated Project**

Description of the evaluated project, and its purpose, logic, history, organisation and stakeholders.

**Methodology**
A brief description of the methodology used with details kept in Annexes.

Findings
Factual evidence, data and observations that are relevant to the specific questions asked by the evaluation.

Conclusions
Assessment of the project and its results against given evaluation criteria as stated in the ToR.

Lessons Learned
General conclusions that are likely to have a potential for wider application and use.

Recommendations
Actionable proposals for improved project and wider application for increased impact

Annexes
Terms of reference, methodology for data gathering and analysis, references, etc.