



TERMS OF REFERENCE FOR IC CONTRACT

Consultancy: Systematization of Shared Information and Reflections on the IMF CARTAC-UNFPA Workshop Assessing the Macro Impact of Gender Gaps and Costing Investments to Close Them

TERMS OF REFERENCE (to be completed by Hiring Office)	
<i>Hiring Office:</i>	UNFPA – Latin America and the Caribbean Regional Office
<i>Purpose of Consultancy:</i>	The purpose of this consultancy is to systematize the conceptualization, shared information and reflections generated before and during the workshop, providing a comprehensive analysis, compiled in one document (16 pages), that registers discussions, tools, indicators, list of participants and agreements reached among participants. This will serve as a foundational document for future advocacy and resource mobilization efforts.
<i>Background and scope of work (Description of services, activities, or outputs)</i>	<p>The workshop titled “Assessing the Macro Impact of Gender Gaps and Costing Investments to Close Them” is organized by IMF’s Caribbean Regional Technical Assistance Center (CARTAC) and UNFPA’s Latin American and the Caribbean Regional Office (LACRO) and Sub-Regional Office for the Caribbean (SRO). The workshop aims at providing mid-level officials with the tools to identify gender gaps in their home countries, assess their macroeconomic implications and design and cost interventions to address gender gaps. The outcomes of this workshop will be crucial for IMF CARTAC and UNFPA LACRO in forming actionable recommendations that can influence policy and funding and financing decisions. It is also an opportunity to register this experience and advocate for the replication of this with other developments banks and audiences, helping to diversify partnerships. It will also help to better position UNFPA in the field of finances. Having a co-branded publication will also strengthen the relevance of the IMF-UNFPA partnership.</p> <p>Scope of Work The consultant will be responsible for the following tasks:</p> <ul style="list-style-type: none"> - Review relevant audiovisual, materials and background documents related to the workshop (Document review) - Listen to the records of all sessions and discussions to gather qualitative data. - Utilize appropriate methods to document key reflections, insights, and agreements. - Interviews to involved staff from IMF and UNFPA, if needed. - Conduct a thorough analysis of the tools and indicators discussed, highlighting their relevance and applicability to assessing gender gaps and investments. - Summarize key reflections, insights, and consensus reached during the workshop. - Prepare a comprehensive report that includes: <ul style="list-style-type: none"> ▪ Index. (one page.) ▪ Executive Summary: Brief overview of the workshop purpose and objectives - Key findings and recommendations. (two page max.) ▪ Introduction: Background on the workshop theme and relevance - Objectives of the workshop - Target participants and stakeholders (one page max.) ▪ Methodology: Description of the methodologies used during the workshop (e.g., group discussions, surveys, case studies) - Overview of data collection and analysis techniques. (two pages max.) <ul style="list-style-type: none"> ○ Overview of the context analysis provided and tools shared (five pages max.). ○ Findings, insights, and reflections: Detailed analysis of discussions on gender gaps and macroeconomic impacts. Summary of reflections and agreements among participants. (five pages max) ○ Recommendations and conclusion: Discussion of challenges faced and lessons learned during the workshop, Strategic recommendations based on workshop outcomes - Short-term and long-term actions for stakeholders - Suggestions for future

	workshops or follow-up activities. Added value of IMF-UNFPA partnership. (three pages max) <ul style="list-style-type: none"> ○ Appendices: Detailed workshop agenda, List of participants, Relevant documents or resources shared during the workshop, Additional data or results from surveys or evaluations ○ References: citations of all relevant literature, reports, and resources referenced in the document. ○ List of participants. 		
<i>Duration and working schedule:</i>	Consultancy Start Date: 22 October 2024. First Draft of the Comprehensive Report Submission: 30 October 2024. Final Comprehensive Report Submission: 08 November 2024.		
<i>Place where services are to be delivered:</i>	The consultant works remotely and must have his/her operational capabilities (office, information technology, and communications).		
<i>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</i>	First Draft of the comprehensive report documenting the above-mentioned areas and topics, including findings, insights, and reflections from the workshop, to be submitted within four weeks after the event		
	Final version of the comprehensive report documenting the above-mentioned areas and topics, including findings, insights, and reflections from the workshop, to be submitted within four weeks after the event		
	Power point presentation (Executive Summary of the Report)		
<i>Monitoring and progress control, including reporting requirements, periodicity format and deadline.</i>	Monitoring and progress carried out and documented by e-mail. Coordination and follow-up done through virtual meetings.		
<i>Supervisory arrangements:</i>	Under the overall supervision of the Deputy Regional Director, and in close coordination with the Resource Mobilization and Partnerships Adviser, and the Resource Mobilization and Communications Specialist.		
<i>Expected travel:</i>	N/A		
<i>Required expertise, qualifications and competencies, including language requirements:</i>	<ul style="list-style-type: none"> ● At least 10 years of experience in the field of economics, development, gender equality and/or social science, and drafting high-quality research products in the mentioned areas, in English is required. Experience working with international organizations is desirable. ● Demonstrated ability to translate complex and technical messages into plain languages for audience appeal and impact. ● Excellent writing and editing skills ● Ability to work independently and as part of the team ● Ability to work quickly and meet tight deadlines ● Knowledge of the political and social context in Latin America and the Caribbean. 		