



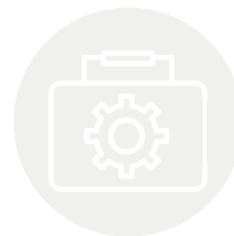
TOOLBOX:
PART II



INTEGRATING WEEGE INTO A GENDER ANALYSIS SOW: TEAM COMPOSITION EXAMPLE



WOMEN'S ECONOMIC EMPOWERMENT AND GENDER EQUALITY (WEEGE) TEAM LEADER



Desired skills:

- Experience leading gender analyses, using USAID Automated Directives Systems (ADS) 205 domains and integrating issues related to women's economic empowerment, including the issue of gender-based violence.
- Master's degree in gender studies, sociology, anthropology, economics or other relevant field.
- Significant familiarity with USAID structure, sectors, program cycle, policies and procedures.
- Ability to communicate diplomatically and clearly with USAID staff and partners.
- Significant research experience, including conducting literature reviews, drafting and implementing qualitative and quantitative research instruments, conducting sensitive interviews, managing data securely, analyzing data and writing reports.
- Ability to write clearly and concisely in a compelling manner in English.
- Experience managing a team of diverse staff to meet common goals, including creating work plans, delineating roles and responsibilities, meeting deadlines, delivering high-quality products and training team members as necessary.
- Professional fluency in pertinent national language(s) preferred.
- Sector-specific experience preferred.
- Host-country nationality preferred.



Tasks:

- Manage a research team comprised of a senior gender expert, gender expert and a logistics support person.
- Lead the preparation of an inception report, which includes:
 - ◆ reviewing existing literature and resources and finalizing research questions
 - ◆ selecting primary data collection methods; detailing the process for data collection, analysis, and interpretation; and drafting data collection instruments
 - ◆ developing a workplan, including the roles, tasks and levels of effort of team members within a specific timeframe
 - ◆ proposing a table of contents for the report
- Lead three to four weeks of data collection in [Country] which will include carrying out key informant interviews and focus group discussions with USAID staff and implementing partner staff, as well as government, non-governmental organization and civil society stakeholders.
- Present the preliminary findings of the gender analysis with a WEEGE lens to the USAID and/or implementing partner.
- Lead the drafting of the final gender analysis with WEEGE lens report; revise the draft report based on USAID feedback; and submit the final report to USAID.



SENIOR GENDER EXPERT



Desired skills:

- Experience carrying out gender analyses, preferably applying [USAID ADS 205](#) to research issues related to women's economic empowerment.
- Master's degree (preferred) in gender studies, sociology, anthropology, economics or other relevant field, or a Bachelor's degree with 10 years of related experience.
- Familiarity with country-level WEEGE-related public policies, strategies and legal frameworks.
- Ability to communicate diplomatically and clearly with USAID staff and partners.
- Significant experience conducting literature reviews, analyzing results and drafting reports.
- Experience with drafting and implementing qualitative research instruments.
- Experience conducting sensitive interviews and analyzing results.
- Ability to write clearly and concisely in a compelling manner in English.
- Professional fluency in pertinent national languages.
- Sector-specific experience preferred.
- Host-country nationality preferred.



Tasks:

- Collaborate with the team leader to prepare an inception report, which includes:
 - ◆ reviewing existing literature and resources and finalizing research questions
 - ◆ selecting primary data collection methods; detailing the process for data collection, analysis and interpretation; and drafting data collection instruments
 - ◆ developing a workplan, including the roles, tasks, and levels of effort of team members within a specific timeframe
 - ◆ proposing a table of contents for the report
- Collaborate with the team leader to conduct in-country stakeholder interviews and focus groups.
- Develop and participate in the presentation of preliminary study findings to USAID and project staff.
- Co-author the draft and final gender analysis with a WEEGE lens report, integrating USAID feedback into the draft and final report.



GENDER EXPERT

Desired skills:

- Experience carrying out or supporting a gender analyses, preferably on issues related to women's economic empowerment.
- Bachelor's degree in gender studies, sociology, anthropology, economics or another relevant social science.
- Familiarity with country-level WEEGE public policies, strategies and legal frameworks.
- Ability to communicate diplomatically and clearly with USAID staff and partners.
- Experience conducting literature reviews, analyzing results and drafting reports.
- Experience conducting interviews and analyzing results.
- Professional fluency in pertinent national language(s).
- Host-country nationality preferred.

Tasks:

- Support the team leader and senior gender expert to prepare an inception report, that includes:
 - ◆ reviewing existing literature and resources and finalizing the research questions
 - ◆ selecting primary data collection methods; detailing the process for data collection, analysis, and interpretation; and drafting data collection instruments
 - ◆ developing a workplan, including the roles, tasks, and levels of effort for team members within a specific timeframe
 - ◆ proposing a table of contents for the report
- Collaborate with the team leader and the senior gender expert to prepare for and conduct in-country stakeholder interviews and focus groups.
- Participate in the presentation of preliminary study findings to USAID and/or implementing partner.
- Support preparation of the draft and final gender analysis with a WEEGE lens report, integrating USAID's feedback into the draft and final report.

