



Organisation of Eastern Caribbean States



ORGANISATION OF EASTERN CARIBBEAN STATES (OECS) COMMISSION

TERMS OF REFERENCE

SOCIAL AND GENDER ANALYST

1. BACKGROUND

1.01 The Organisation of Eastern Caribbean States (OECS) comprises the territories of Anguilla, Antigua and Barbuda, British Virgin Islands, Dominica, Grenada, Montserrat, St. Kitts and Nevis, St. Lucia, and St. Vincent and the Grenadines. On January 21, 2011, the OECS achieved a major milestone in its integration process when the *Revised Treaty of Basseterre Establishing the Organisation of Eastern Caribbean States Economic Union* came into effect. The Revised Treaty seeks to deepen the level of integration and functional cooperation, and to coordinate policies for harmonious and optimal development of sectors, including agriculture, manufacturing, tourism, other services, construction, information and communications technology, education, and health. This commitment to common policy development extends to reducing poverty and improving living conditions across the Economic Union. This would include interventions to improve social protection services, designing better pro-poor programmes with particular attention to gender equality based on multi-dimensional poverty measurement indicators.

1.02 Within the context of the above undertakings, the generation of relevant statistics is crucial to support the functioning and monitoring of the OECS Economic Union, as well as the provisions contained within the Revised Treaty. Strengthening capacity and institutional arrangements for production, analysis, and use of statistics in policy development are areas of continuing concern and for which the OECS Region persistently takes advantage of opportunities for technical and financial assistance. In the OECS Region, the need to develop evidence-based policy and programming has broad acceptance by development partners and beneficiary countries. This need is particularly significant when viewed in the context of the vulnerabilities of the OECS Region, including their small, open economies; high levels of poverty and unemployment particularly among youth; vulnerability to natural hazards and climate change impacts; and HIV/AIDS prevalence. Two initiatives have been created to support the OECS Commission to make available the requisite data to inform policies and programmes for poverty reduction and to improve living

conditions: the *OECS Sustainable Household Data Collection Programme (SDP)* and the *Enhanced Country Poverty Assessment Programme (CPA)*.

1.03 The OECS SDP has as its goal the improvement of the frequency and quality of the information available on living conditions in the OECS Region. In a context of weak technical capacity and limited financial resources, the SDP proposes to achieve its goal by implementing a new regional sustainable survey plan that promises to generate economies of scale; improve the efficiency of resource allocation, and use of information technology to contribute to data quality improvements and costs minimisation.

1.04 The Enhanced CPA is a five-year programme, funded by the Caribbean Development Bank (CDB). The overall goal of the Programme is to provide Borrowing Member Countries (BMCs) with an enhanced capacity to conduct regular and timely household research that utilises monetary and multidimensional poverty measurement to update poverty and social indicators, and to use the data for evidence-based decision-making at the policy and programme levels. The Enhanced CPA will be aligned to the SDP to respond to the increasing demands for relevant and timely data to inform a wide range of socio-economic issues. It will incorporate new and emerging methodologies for the multidimensional approach to poverty measurement.

2. OBJECTIVE

2.01 The specific objective of this service is to strengthen the capacity of OECS Commission and OECS BMCs in conducting gender integrated and responsive monetary and multidimensional poverty assessments to inform the formulation and implementation of national development policies and strategies.

3. SCOPE OF SERVICES

3.01 The Social and Gender Analyst is expected to work closely with development partners as appropriate, the National Statistical Offices (NSOs) of OECS Member States, Ministry of Social Development/Planning, the OECS Commission's Director General, Programme Director of the Social Inclusion Social Protection (SISP) Unit, Project Manager of the Data for Decision-Making (DDM) Project and Director of the Economic Affairs and Regional Integration (EARID) and generally work as part of the Commission's social and human development programme.

The Social and Gender Analyst will support implementation of the Enhanced CPA and in so doing, provide substantive policy advice, research, and analysis, assist with the preparation of policy briefs and other key Commission publications, and work directly with senior government counterparts. The specific duties include:

Research and Analysis

- (a) work closely with the Project Coordinator of the Enhanced CPA, Research and Survey Statistician to provide gender-responsive input in the design and implementation of the

surveys to ensure adequate collection of data on relevant social, socio-economic and poverty reduction policy and related development issues;

- (b) conduct data analysis on gender-related issues using the information produced from the four major components of the Enhanced CPA i.e, Survey of Living Conditions and Household Budgets Survey (SLC-HBS) Participatory Poverty Assessment (PPA), Macro Social and Economic Assessment (MSEA), and Institutional Assessment (IA), as well as Labour Force and Census Datasets; and
- (c) apply gender analysis into the design of social, socio-economic and poverty reduction policies, strategies and programmes.

Poverty Interventions

- (d) provide recommendations for inclusion in Enhanced CPA reports for gender-responsive socio-economic policy to inform the development of poverty reduction strategies, including social protection policies/strategies, and other related goals of the OECS Commission;
- (e) provide technical support to OECS Member States in analysing data and information derived from the Enhanced CPA, as well as developing and implementing appropriate poverty reduction and gender equality policies, strategies and programmes, in alignment with the gender equality and poverty reduction goals and standards of the OECS Commission and relevant international agreements on the same;
- (f) provide support to the OECS Social Protection Technical Committee with respect to ensuring linkages between the data management initiatives on social protection, the SDP and other related statistical undertakings; and
- (g) contribute to the design of gender- responsive monitoring and evaluation systems to assess current social, socio-economic and poverty reduction and social protection policies and recommend changes to enhance their effectiveness;

Technical Advice and Support

- (h) maintain effective communication on matters related to socio-economic and human development, poverty reduction and gender equality with the OECS Commission's Director General, Programme Director of the SISP Unit, Project Coordinator, Enhanced CPA, Project Manager of the Data for Decision-Making (DDM) Project and Director of the EARID, representatives of OECS Member States, regional and international institutions and other partner organisations;
- (i) provide technical information and advice to the government counterparts, the OECS Commission's Director General, Programme Director of the SISP Unit, Project Coordinator, Enhanced CPA, Project Manager of the Data for Decision-Making (DDM) Project and Director of the EARID. The Social and Gender Analyst is also expected to interact with development partners including *inter alia*, CDB, UNDP, World Bank,

UNWOMEN and UNICEF. on matters related to social and human development, poverty reduction and gender equality;

- (j) provide support to NSOs and relevant governments ministries including social development/planning, departments and agencies to facilitate adherence to accepted sociological and gender analytical concepts and definitions;
- (k) support the capacity-building of country teams in data collection and analysis of qualitative data produced by the PPA, MSEA and IA;
- (l) conduct “training of trainers” workshops and seminars to enhance the skills of the Member States’ counterpart staff and relevant staff at the OECS Commission in gender mainstreaming; and
- (m) support the review and standardisation of existing training manuals and develop new ones where necessary in order to strengthen the implementation of household surveys, and qualitative research methodologies.

DELIVERABLES

- (a) Social and Gender analyses of Enhanced CPA, Labour Force and Census Datasets, and the Participatory Poverty Assessment;
- (b) Meetings with key government counterparts;
- (c) Training workshops and seminars manuals and event reports;
- (d) Gender mainstreaming, monitoring and evaluation framework;
- (e) Documented processes and case studies; and
- (f) Monthly reports on progress, challenges, achievements and plans.

4. EDUCATION AND EXPERIENCE

The Social and Gender Analyst shall possess:

- (a) Master’s degree in Sociology, Anthropology, Social Work, Gender Studies, Development Studies and/or other related discipline from a recognised University;
- (b) a minimum of five (5) years’ experience in the area of applied social research and reporting;
- (c) extensive knowledge of the theory, principles and practice of social and gender analysis;
- (d) knowledge of poverty measurement and/or assessment;
- (e) knowledge and understanding of household research, statistical methods, statistical analysis and use of appropriate related software/applications in accordance with internationally recognised standards;

- (f) relevant experience working in a national, regional or international organisation;
- (g) excellent communication and interpersonal skills;
- (h) knowledge of the OECS, its mandate and roles; and
- (i) knowledge of multi-dimensional approaches to poverty measurement developed by the Oxford Poverty and Human Development Initiative (OPHI) and utilised by the UNDP in the Global Human Development Reports would be an asset.

5. SKILLS, ABILITIES AND OTHER MERIT CRITERIA

5.01 The Social and Gender Analyst is also required to have the ability to:

- (a) work under pressure in a fast-paced environment with tight competing deadlines;
- (b) analyse, make recommendations and take decisions;
- (c) communicate clearly (orally and in writing) in English;
- (d) apply sound judgment and possess a positive work attitude;
- (e) use statistical information and data processing software/applications such as SPSS and/or STATA; and
- (f) use Microsoft applications to include WORD, EXCEL, and PowerPoint.

6. REPORTING REQUIREMENTS/PROCEDURES

The assignment is expected to be undertaken over a twelve (12) month period.

6.01 The Social and Gender Analyst shall report on a day-to-day basis to the Project Coordinator Enhanced CPA Programme on matters relating to work progress and resources, and dialogue with the Director General of the OECS Commission, Head of the Human and Social Division, Project Manager of the Data for Decision-Making (DDM) Project and Director of the EARID on technical and policy matters. The Social and Gender Analyst is also expected to interact with development partners including *inter alia*, CDB, UNDP, World Bank, UNWOMEN and UNICEF.

Monthly reports to the Project Coordinator should be submitted within ten (10) calendar days of the end of each month, and include the following:

- (a) activities undertaken / current Status;
- (b) challenges and issues/Action required; and
- (c) schedule and plan of activities to be executed.

Copies of the monthly reports should be submitted also to the CDB Project Coordinator within 20 calendar days of the end of each month.