



TERMS OF REFERENCE

Gender and Development Resource Pool (GR Pool)

The GAD Resource Pool (GR Pool) is composed of technical assistance providers with expertise on gender and development (GAD) and gender and development (GAD) mainstreaming. Formed by the Philippine Commission on Women (PCW), the GR Pool serves as its support group in the provision of GAD-related technical assistance, conduct of gender-related researches and studies, and GAD monitoring & evaluation. The members are selected from National Government Agencies (NGAs), Local Government Units (LGUs), academe, Civil Society Organizations (CSOs) and independent gender consultants who have the competencies and experience in the provision of technical assistance for various client groups.

As a community of practice “formed by people who engage in a process of collective learning in a shared domain of human endeavour”, the GR Pool is a group sharing a common concern and passion for Gender and Development (GAD) with members who strive to continuously learn the application of GAD through regular interaction, peer teaching and other similar methods. In addition, the GR Pool is a venue for sharing new knowledge and information, tools and approaches on GAD¹.

Expectations

The GR Pool Members are expected to:

1. Sign a Partnership Agreement with the PCW and abide by the terms of reference (TORs) of the GR Pool members;
2. Provide GAD-related technical assistance to national government agencies (NGAs) and local government units (LGUs) and ensure that the same are properly evaluated using prescribed NGRP forms;
3. Maintain and regularly update an account in the PCW Gender Resource Pool Database (GRPD);
4. Attend and actively participate in the deepening sessions, GR Pool Assemblies and other PCW-led activities as part of the GR Pool members’ continuing capacity-building; and
5. Agree to be evaluated by the PCW and/or its designated body on the technical assistance provided to NGAs, LGUs and other entities as part of PCW monitoring and upgrading mechanism.

A. General Functions

The GR Pool members will have the following general functions:

1. Deliver GAD technical assistance services to requesting NGAs, LGUs and other entities;
2. Directly negotiate with requesting entity the terms of technical assistance to be rendered;
3. Ensure that technical assistance conducted for the requesting entity is properly evaluated and assessed using the NGRP prescribed forms;

4. Ensure constant feedback and communication with PCW regarding the technical assistance provided;
5. Submit to the PCW the training design or training synthesis report as well as the summary of evaluation forms, with soft copies of the training materials/presentations within thirty (30) working days upon provision of technical assistance;
 - a. *For full-blown technical assistance/trainings organized by a GR Pool member through PCW's referral*-submit the activity/training design, accomplished Activity/Training Synthesis Report Form, summary of evaluation forms (the GR Pool Member may use the Activity/Training Evaluation Form) and copy of materials used;
 - b. *For technical assistance/trainings where the GR Pool member served as a resource person for only a part or parts of a whole activity/training through PCW's referral*-submit the accomplished Activity/Training Synthesis Report Form, summary of evaluation forms (the GR Pool member may use the Resource Person Evaluation Form) and copy of materials used; and
 - c. For technical assistance requests provided by a GR Pool member not referred to by the PCW-submit the accomplished Activity/Training Synthesis Report Form and the copy of materials used (optional). The GR Pool member should also share the results of the technical assistance/training and/or recommendations through the Gender and Development Resource Pool Database (GRPD) within thirty (30) working days.

The GR Pool member may ask assistance from the requesting client for the processing of the evaluation forms and the accomplishment of the synthesis report form.

6. Attend and actively participate in the deepening sessions, GR Pool Assemblies and other PCW-led activities as part of the GR Pool members continuing capacity-building;
7. Participate in the development and updating of GAD tools and modules for use in the provision of technical assistance;
8. Assist PCW in the crafting and/or updating of the Gender and Development Resource Pool Handbook and comply with the same;
9. Share with other members of GR Pool materials, modules, innovative approaches, studies, researches, papers, cases and tools on GAD. GR Pool members shall properly acknowledge use of said materials during the provision of technical assistance pursuant to the provisions of Republic Act 8923, otherwise known as the "Intellectual Property Code of the Philippines"; and
10. Maintain a GR Pool member file containing the following: (1) contracts with clients provided with technical assistance; (2) certificates of PCW-conducted capacity development activities attended; (3) final designs of technical assistance conducted; (4) complete set of hand outs/materials distributed to participants during the TA provided and (5) accomplished training synthesis reports with processed evaluation results.

B. Qualifications

At the minimum, the GR Pool member shall have the following qualifications:

- Must have served as a GAD Technical Adviser, module writer, researcher, project manager or resource person on any or all of the following topics: Gender Mainstreaming,

Gender Sensitivity Training, Gender Analysis, GAD Planning and Budgeting, Gender-Responsive Development Planning, Gender-Responsive Legislation, Development and Updating of GAD Modules and Tools, Gender Audit, Gender Impact Assessment, Project Management, Monitoring and Evaluation, among others;

- Must have served as a Facilitator, Trainer, Resource Person or Speaker during GAD trainings such as Basic Gender Orientation, Gender Sensitivity Trainings, Gender Responsive Planning and Budgeting, among others or on thematic issues relevant to GAD such as Human Rights, Gender Based Violence, Reproductive Health, Economic Empowerment, Environment, Disaster, etc.; and
- Should have attended the Levelling and Learning Session on GAD Technical Assistance of Potential GAD Resource Pool Members conducted by the PCW in order to be certified as a member of the PCW GR Pool;

Honoraria/Professional Fee and Terms of Payment

The payment of honoraria or professional fees of the GR Pool member shall be the responsibility of the requesting client.

The GR Pool member engaged by an NGA, LGU or any other client as a technical assistance (TA) provider will be responsible for negotiating the terms of the engagement with the client including the payment of honoraria or professional fees. Payment of professional fees may be charged to the GAD Budget of agencies/LGUs. For NGAs and LGUs, honoraria of the GAD Resource Pool member should be guided by the existing government accounting and auditing rules.

Working Arrangements

1. The PCW will notify the GR Pool members regarding a technical assistance request in accordance with their qualifications as indicated in the Profile Form;
2. Upon acceptance, the GR Pool members shall directly negotiate with the requesting client the terms of technical assistance to be rendered. The PCW may be consulted in the finalization of the activity/training design and the GAD tools and modules to be used in the provision of TA, if needed; and
3. The GR Pool members will submit to the PCW the accomplished Activity/Training Synthesis Report Form with the processed evaluation results with soft copies of the training materials/presentations within thirty (30) working days upon provision of technical assistance.

ⁱ <http://infed.org/mobi/jean-lave-etienne-wenger-and-communities-of-practice/>