

# TERMS OF REFERENCE

For the Evaluation of Gender in CGIAR research  
and in the CGIAR workplace

April 2016



Independent  
Evaluation  
Arrangement

## 1. Background

### 1.1. Rationale and context

In the CGIAR, agricultural research for development (AR4D) is implemented by 15 research Centers and their partners through CGIAR Research Programs (CRPs). The 2016-2030 CGIAR Strategy and Results Framework (SRF), approved in April 2015, sets three System-Level Outcomes (SLOs) for CGIAR research: reduced rural poverty, improved food and nutrition security for health, improved natural resource systems and ecosystem services. A set of common Intermediate Development Outcomes (IDOs) links the SLOs to CRP - level targets, framing the operational results framework of each CRP within the System as a whole.

In the CGIAR, the Independent Evaluation Arrangement (IEA) is responsible for System-level external evaluations. IEA's principal mandate is to lead the implementation of the CGIAR Policy for Independent External Evaluations<sup>1</sup> through the conduct of strategic evaluations of CRPs, thematic topics, institutional elements of the CGIAR, and System-wide evaluation. IEA is also charged with developing a coordinated, harmonized and cost-effective evaluation system in the CGIAR.

The IEA's three-year Rolling Evaluation Work Plan (REWP) 2014-17, approved in November 2013 by the Fund Council, foresees three thematic evaluations in 2016. One of them is the evaluation of Gender in CGIAR research and in the CGIAR workplace.

This evaluation will be conducted at a time when the first phase of CRPs is coming to an end and approval of proposals is ongoing for the second phase, scheduled to start in 2017. The evaluation is also being undertaken concurrent with discussions between CGIAR's funders, centers, the CGIAR Consortium and other stakeholders on the future governance structure of the CGIAR system as a whole. It is already clear that there will be substantial changes to the overall governance architecture, as well as the programmatic accountabilities for the various governing, advisory, oversight and implementation entities. Specifically, a new CGIAR System Organization will supersede the CGIAR Consortium as a legal entity, with a new Systems Council taking on more direct programmatic and financial oversight in regard to use of CGIAR funds for CRP delivery.

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<sup>1</sup> [http://www.cgiarfund.org/sites/cgiarfund.org/files/Documents/PDF/CGIAR\\_evaluation\\_policy\\_jan2012.pdf](http://www.cgiarfund.org/sites/cgiarfund.org/files/Documents/PDF/CGIAR_evaluation_policy_jan2012.pdf)

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Implementation of the transition is occurring in two phases. Phase 1, to take effect on 1 July 2016, involves creation of the new System Council and core structures. Phase 2, to take up to a year after 1 July 2016, involves a review of existing policies and guidelines to remove redundancy arising from the reform process.

#### 1.2. Gender in the CGIAR

In 2010, the CGIAR Consortium commissioned a Scoping Study on Gender to analyze the performance of the CGIAR system in gender research over the past 20 years, and draw lessons for future gender research by the CRPs. The Scoping Study found that in spite of some excellent examples of gender research, the level of commitment to gender analysis had varied considerably across the Centers. It also concluded that a robust and properly resourced effort to embed gender analysis across the CGIAR system had not yet been attempted. As a result, in 2011, a Consortium level gender strategy was prepared to provide essential tools and methods for CRPs and the CGIAR to strengthen understanding of the role of gender and other factors governing exclusion or inclusion of gender perspectives in development. The Gender Strategy, approved by the Consortium Board in September 2011, provided guidelines for the formulation by each CRP of its own Gender Strategy, with the satisfactory implementation of this strategy becoming, in 2014<sup>2</sup>, a prerequisite for CRPs to receive funding from Windows 1 and 2 since 2014.

The Consortium Level Gender Strategy addresses gender mainstreaming in research and gender and diversity in the workplace as two, mutually reinforcing branches of an integral plan designed to ensure that the Consortium's portfolio of research programs can recruit and retain the best talent for delivering concrete results for poor rural women through gender-responsive research. The implementation of the Consortium Gender Strategy also resulted, in 2011, in the appointment of a Consortium Senior Advisor for Gender Research and in the creation of a cross-program Gender and Agriculture Research Network. The network, chaired by the Senior Advisor for Gender Research, was established to enable CRP Gender Research Coordinators to work together through a community of practice to foster knowledge exchange and enhance synergies across programs in gender research. The Network reaches out to all CGIAR scientists who spend at least 20 percent of their time on gender and currently includes approximately 140 members. The Network promotes and supports two approaches to collaboration across CRPs: "strategic gender research to deepen the understanding of how gender disparities and gender relations affect agricultural innovation, productivity, and sustainability; and integrated gender analysis to include gender perspectives in research on topics such as plant breeding, climate change adaptation, and integrated pest management"<sup>3</sup>.

In 2013, the Fund Council requested the CGIAR Consortium to commission an *Assessment of the Status of Gender Mainstreaming in CGIAR Research Programs* in order to have an overview of the extent to which CRPs were mainstreaming gender in their research. The assessment concluded that "consideration of gender across the research cycle in the CRPs is mainly concentrated in the operational

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<sup>2</sup> CGIAR Consortium Office, September 2014. Consortium Response to the Assessment Report on the Status Of Gender Mainstreaming in CRPs

<sup>3</sup> <http://www.cgiar.org/our-strategy/research-on-gender-and-agriculture/gender-network/>

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planning, testing and implementation stages of research while attention to gender in priority-setting and targeting is relatively weak.” In response to this assessment, the CO identified the following actions to be undertaken by the CRPs within existing budgets:

- Completion of CRP Gender Strategies and budget allocations that reflect an adequate level of implementation
- Integrating gender into CRP priority setting and targeting and in research planning (in addition to testing, implementation, M&E) and into the IDOs
- Increased effort to enhance capacity and gender expertise for implementing gender strategies
- Increase in collaboration on gender across the CRPs

#### Theory of Change

CGIAR gender research coordinators have defined a theory of change for how empowerment of women and the poor can influence the uptake and use of agricultural innovations to which CGIAR contributes (see box below).

#### **Women’s empowerment and agricultural innovation**

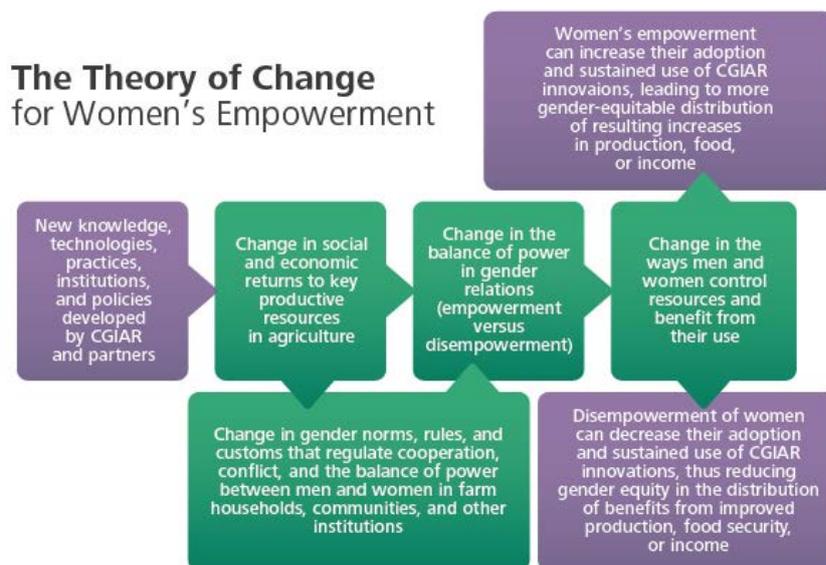
The new knowledge, technologies, practices, institutions, and policies developed through the research of CGIAR and its partners are intended to change the social and economic returns to key productive resources in agriculture (e.g., biodiversity, land, water, forests, livestock, fish, seeds, fertilizers, and machinery). As depicted in Figure 1, these changes, in turn, alter the balance of power in gender relations, prompting shifts in the ways men and women control resources and benefit from their use. Such shifts contribute to changes in the gender norms, rules, and customs that regulate cooperation, conflict, and the balance of power between men and women in farm households, communities, and other institutions.

Women’s empowerment helps meet other objectives as well, since it can determine whether men or women want to adopt CGIAR innovations and how they share the resulting improvements in production, food security, or income. Conversely, technological and institutional innovations that do not take into account the potential influence on gender norms and the differences between men’s and women’s control over resources and benefits can lead to unanticipated harmful outcomes.

Source: *Common Gender and Empowerment Intermediate Development Outcomes (IDOs); CGIAR Gender and Agriculture Research Network, 2014.*

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Source: *Common Gender and Empowerment Intermediate Development Outcomes (IDOs); CGIAR Gender and Agriculture Research Network, 2014.*



### Gender in the new SRF

Gender has been given further emphasis in the new *CGIAR Strategy and Results Framework 2016-2030: Harnessing New Opportunities*. It groups gender with youth into one crosscutting theme<sup>4</sup>, stressing that “research conducted by CGIAR and its partners must be gender sensitive and promote gender equity – that is, it is adapted to both the needs and the aspirations of poor women.” Gender has its own IDO and three supportive sub-IDOs. Attention to gender has also been integrated into the Guidance document for the development of 2<sup>nd</sup> call CRP proposals – all of which must include a summary on how gender is incorporated in the priorities of the CRP.

### 1.3. Gender and diversity in the workplace

The CGIAR Gender and Diversity (G&D) Program was established in 1999 to promote proactive development, recruitment, and retention of women scientists and managers in the system and among national partners. The mission of the program was to help research organizations leverage their rich

<sup>4</sup> Youth will not be covered by this evaluation.

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staff diversity in order to increase research and management excellence. In 2012, workplaces issues of gender and diversity were included in the Consortium Gender strategy and the program was closed. The G&D project African Women in Agricultural Research and Development (AWARD) continues to deliver the women's leadership courses previously offered by G&D. AWARD is a preferred service provider for the CGIAR, hosted by ICRAF and funded by the Bill and Melinda Gates Foundation, USAID and the Alliance for a Green Revolution in Africa.

In October 2015, the Consortium Board approved the 2016 – 2020 CGIAR Diversity and Inclusion Strategy, and is still awaiting approval by the Fund Council. The strategy includes objectives and actions to support the CGIAR's commitment towards greater diversity including gender-balance, representation of nationalities, work-life balance, and employee well-being, provides benchmark, and targets to track progress and provide accountability.

As part of the preparation of the strategy, each Center completed a benchmark survey the results of which will inform the preparation of Center-specific strategies.

## 2. Evaluation Focus

### 2.1 Evaluation purpose and stakeholders

The main purposes of the Evaluation are:

- **Accountability** to the CGIAR system as a whole on progress made so far at system, center, and CRP levels: (i) in developing appropriate gender strategies in pursuit of the objectives contained in the SRFs 2010-15 and 2016-30; (ii) on the extent to which CRPs and the CGIAR system in general have integrated gender analysis in their research and are engaged in appropriate gender research and impact analysis and (iii) in achieving gender equity and inclusiveness in the workplace.
- **Identification of lessons learnt and formulation of recommendations** with a view to: (i) enhancing the capability of the CRPs and the System as a whole to make research more gender-sensitive, promote gender equity and enhance research effectiveness through better understanding and targeting of different beneficiary groups as well as (ii) making the CGIAR a gender-responsive/sensitive workplace.

In the context of the governance transition, the ultimate audience of the evaluation is the new System Organization, the Centers and other key stakeholders listed in the table below with primary responsibility for taking decisions and actions on findings and recommendations resting on the System Council in consultation with the Centers, as supported by the new CGIAR System Office. The Evaluation Team will specifically engage with stakeholders in the CGIAR and beyond (see section 5.2 below). Stakeholders will be consulted and engaged throughout the evaluation through various means and at all key stages of the evaluation process.

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**Table 1 Evaluation Stakeholders**

Type of stakeholder	Role	Interest in evaluation
<b>CGIAR level</b>		
CGIAR System Council and System Management Board	Setting policy and research strategy; Ensuring accountability; Mobilizing resources	Lessons learned to increase the effectiveness and relevance of the gender work of the CGIAR;  Lessons learned to increase the efficiency and accountability of gender related activities in the CGIAR;
ISPC	Strategic advice, Impact Assessment and review of CRP proposals	Lessons learned to increase the effectiveness and relevance of the gender work of the CGIAR;  Lessons learned to increase the efficiency and accountability of gender related activities in the CGIAR;
CRPs Management and staff	Management of CRPs	Lessons learned to increase performance of the CRP on gender mainstreaming in CRP research and gender research
CGIAR Gender and Agriculture Research Network	Sharing information and knowledge	Lessons learned to increase the effectiveness and relevance of gender research and gender mainstreaming in CGIAR research

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CGIAR Centers and Boards	Oversight of CRP activities; Program Management; oversight of HR policies	Performance, relevance, effectiveness, impact of gender research; Comparative advantage.  Lessons learnt on gender in the workplace.
Donors of bilateral projects	Funding source	Accountability  CRP/Center performance  Decision making for resource allocation
<b>Partners</b>		
Partners (research and development partners)  GFAR	Target of gender interventions  Implementing Partners	Performance, relevance, effectiveness, impact of gender research
Beneficiaries (CGIAR Staff, NARS staff, farmers, policy makers)	Target of gender interventions	Performance, relevance, effectiveness, impact of gender research

#### 2.2 Evaluation Scope

The evaluation will address the four dimensions described below within the framework of the CGIAR system in general, CRPs and Centers, including activities funded by Window 1, 2 and 3 as well as bilaterally funded projects.

The evaluation will cover gender related activities since 2011, as well as current and planned activities. When assessing results, gender research that continues from the past will also be included, with modalities that will be defined during the Inception phase. The evaluation will situate gender research within the larger context of social science research in CGIAR. In that respect, the evaluation will make use, as much as possible, of existing studies and reviews such as the ISPC STRIPE Review of Social Sciences in the CGIAR and of completed IEA CRP evaluations.

The evaluation will evaluate the institutional framework and set-up at the system level and provide a critical review of strategic documents (e.g. Consortium Level Gender Strategy and CRP Gender Strategies). The evaluation will also assess mechanisms put in place at CRP and system levels for accountability, monitoring, reporting and learning. It will critically review decisions and actions related to gender taken at the system level and will assess whether they have been appropriate, implemented as planned and whether they have led to the results that were expected.

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The evaluation will focus on four dimensions:

- **Gender mainstreaming in CGIAR research.** The evaluation will adopt the ECOSOC definition which describes gender mainstreaming as *“the process of assessing the implications for women and men of any planned action... and the strategy for making women’s as well as men’s concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies and programs in all political, economic and societal spheres so that women and men benefit equally and inequality is not perpetrated”*. The evaluation will provide a snapshot of the status of gender mainstreaming by assessing the extent to which gender analysis<sup>5</sup> is currently used to inform the entire research cycle (targeting, priority setting, research design, implementation, research adoption/ utilization, monitoring, evaluation and impact assessment). In assessing this dimension, the evaluation will make use, inter alia, of the results of the 2013 *Assessment of the Status of Gender Mainstreaming in CRPs*.<sup>6</sup>
- **Gender research.** The Consortium Level Gender Strategy defines gender research as *“the studies in which gender and gender relations are the main research topic”*. The evaluation will assess the targeting, science quality and effectiveness of gender research in CRPs. Evidence of results and early outcomes resulting from the CRP’s gender research will be collected and analyzed.
- **Gender capacity and expertise.** This dimension will look at the CGIAR’s capacity for delivering on the two dimensions listed above. Current staff capacity and expertise for gender research in the CRPs will be assessed, as well as the institutional framework supporting the implementation of CRP gender strategies. The evaluation will look at the extent to which there is a system-wide consistency in the understanding of gender analysis, as well as the presence of adequate accountability mechanisms both at Center and at system level.
- **Gender at work**<sup>7</sup>. This dimension will focus on the organizational sphere and will assess how CGIAR Centers address gender equality and equity in and across procedures, staffing, equity in salaries, institutional capacity, job responsibilities, spouse employment, staff development and related equal opportunity policies. In particular, the evaluation will assess mainstreaming of gender in human resource management practices such as gender in competencies and performance appraisal, and promotion of life/work balance policies. The assessment of this

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<sup>5</sup> Gender analysis refers to the identification of differences between men and women with respect to their vulnerabilities, assets, capacities, constraints and opportunities using quantitative or qualitative methods (CGIAR Consortium Level Gender Strategy)

<sup>6</sup> CGIAR Consortium, *Assessment of the Status of Gender Mainstreaming in CGIAR Research Programs*, July 2013

<sup>7</sup> This dimension will be analyzed through a separate assessment which will feed into the overall results of the evaluation

dimension will be carried out through a separate review whose results will feed into the overall evaluation.

This evaluation will be carried out in parallel with two other thematic evaluations, on Capacity Development and on Partnerships; collaborations and synergies will be therefore sought to address these complementary topics, avoiding overlaps and duplications.

### 3. Evaluation Criteria and Questions

The evaluation will address the evaluation criteria of relevance, effectiveness, efficiency, quality of science and sustainability through a set of evaluation questions focused around the four dimensions listed above. These will be refined and further elaborated during the inception phase by the Evaluation Team in consultation with relevant stakeholders.

#### Gender Strategies and System-level Accountability

- To what extent is the Consortium level strategy comprehensive and appropriate against the overall objective of greater gender equity and inclusion? How has it informed and to what extent is it relevant to the new SRF?
- To what extent have CRPs developed comprehensive and appropriate gender strategies that are in line with the Consortium level strategy while reflecting and adapting to their areas of research?
- Are there adequate, appropriate and consistent M&E systems for assessing gender mainstreaming across the entire CGIAR System?
- Were system level decisions and actions to improve attention to gender since the Reform appropriate? Were they implemented as planned (and with sufficient funding), and did they deliver the expected results?
- To what extent were gender-related recommendations of previous system and gender reviews<sup>8</sup> implemented and what were the results?

#### Gender mainstreaming in research

- To what extent has gender analysis been integrated into all stages of the research cycle (targeting, priority setting, research design, implementation, research adoption/ utilization, monitoring, evaluation and impact assessment)?
- To what extent has gender mainstreaming in CGIAR research resulted or is likely to result in more effective programs and better formulated Theories of Change?

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<sup>8</sup> For example, the CGIAR Gender Scoping Study (2010), the Assessment of the Status of Gender Mainstreaming in CGIAR Research Programs (2013), the CGIAR-IEA CRP Evaluations, the ISPC reviews of CRP Proposals and Extension proposals, etc.

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- Is there an efficient system in place for monitoring the status of gender mainstreaming within CRPs?

#### Gender research

- Does the CGIAR gender research focus on the most relevant priorities in the context of agricultural research for development, in the context of overall CGIAR priorities?
- Is there evidence of demand for CGIAR gender research from its intended users?
- What is the CGIAR's comparative advantage in carrying out gender-specific research?
- Does the CGIAR engage in strategic partnerships that allow for greater uptake of gender research?
- Does CGIAR gender-specific research produce high quality science?
- Has gender research led to greater understanding of gender relations and constructs? Has gender-specific research contributed to the effective mainstreaming of gender in wider CRP research?
- To what extent has gender research generated or is likely to generate the desired development outcomes?
- Is there an adequate system for assessing whether CGIAR gender research contributes to development outcomes and impact?
- To what extent is cross-fertilization and learning on gender research across CRPs taking place?

#### Gender capacity and expertise

- Are institutional arrangements at system (e.g. the Gender and Agriculture Research Network) and at CRP level adequate to support effective integration of gender in research?
- Are adequate financial resources available to implement CRPs gender strategies?
- Do management systems support and promote gender mainstreaming?
- Are Centers/CRPs sufficiently staffed with strong gender expertise and how is this located across disciplines, and professional grades?
- Have CRPs/Centers assessed their gender equality capacity<sup>9</sup> and to what extent have the results of these assessments led to a targeted capacity building or training plan?

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<sup>9</sup> See UN Women definition of Gender equality capacity assessment as “Gender equality capacity assessment is a means of assessing the understanding, knowledge and skills that a given organization and individuals have on gender equality and the empowerment of women, and on the organization’s gender architecture and gender policy.

[http://www.unwomen.org/~media/headquarters/attachments/sections/library/publications/2014/capacity%20assessmenttool\\_may2014\\_seconddraft%20pdf.ashx](http://www.unwomen.org/~media/headquarters/attachments/sections/library/publications/2014/capacity%20assessmenttool_may2014_seconddraft%20pdf.ashx)

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- Have appropriate partnerships been developed with institutions/networks specializing in gender to supplement any lack of internal expertise?

#### Gender at work

- How are men and women staff represented across the specific disciplines, Centres and CRPs within the CGIAR system and at different levels of the organizational hierarchy? What are the trends in men's and women's representation?
- To what extent do current recruitment selection and promotion and redundancy policies and practices ensure and retain a diverse and representative workforce?
- To what extent are formal and informal decision-making processes, at all levels, inclusive and representative of both men and women?
- Are staffing and human resources procedures transparent and gender-sensitive?
- Do CGIAR Centers have adequate gender-sensitive human resource policies in place and are these adhered to?
- Is the organizational culture in CGIAR Centers and across the system gender sensitive and conducive to gender equality? Is there evidence of 'unconscious biases,' informal networking or other practices that might undermine gender equality?

#### 4. Evaluation approach and methodology

##### 4.1 Approach and methodology

As described above, the evaluation will cover four dimensions, each requiring a different approach. During the Inception Phase, the Evaluation team leader, in collaboration with IEA, will develop an evaluation framework focused around the first three dimensions. The fourth dimension "Gender in the workplace" will be analyzed through a "stand-alone" assessment, which will be an input to the overall assessment. For the latter, the methodology will be detailed separately. However, there are obvious links between aspects relating to gender in the workplace and the other three dimensions (in particular with respect to gender capacity and expertise) that will need to be built in the detailed respective methodologies.

The evaluation will combine the following approaches:

- Assessment of the current situation with respect to:
  - The institutional framework and set-up for mainstreaming gender across CRPs, as well as accountability, monitoring and reporting mechanisms at the system level (including *inter alia* Gender strategies, Impact Pathways and Theories of Change developed so far). This will include, amongst other things, looking at the extent to which annual reports provide quality data and information broken down by gender and whether impact assessments have looked at gender-partitioned data. The Evaluation will also make use of available

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studies and literature to explore whether mainstreaming gender in research is the right approach for reaching the outcomes CGIAR has set itself out to achieve.

- The extent to which gender analysis is currently used to inform the entire research cycle across CRPs. The evaluation will use benchmarks to explore the evolution between the pre-reform and post-reform period by looking at, for example, trends in publications on gender analysis and research.
- Staff capacity and expertise for gender research across the CGIAR system
- Gender mainstreaming in human resource management practices
- In depth assessment of:
  - Accountability and learning at system level. The evaluation will assess mechanisms put in place at CRP and system levels for monitoring, reporting and learning.
  - Selected gender research and examples of gender mainstreaming in CGIAR research through case studies. This approach will review progress made towards results and will include a forward-looking component by drawing lessons and good practices in research.

The Evaluation will adopt a consultative approach, seeking and sharing opinions with stakeholders in the CGIAR and beyond, at different points in time and assessing the role and work of the CGIAR also from the point of view of clients and users of its products and services, as well as of its partners. Triangulation by evaluation team members of information gathered from stakeholders will be a key tool for evidence validation. Independence and rigor of analysis will inform the whole evaluation process.

The evaluation will use a wide range of quantitative and qualitative tools and methods, including stakeholder consultation through group and individual semi-structured interviews, analysis of publications, guidelines and manuals, databases, etc.; desk studies, case studies and, if needed, center and country visits. Workshops may be organized at key points of the evaluation to consult with a wide range of stakeholders. The Evaluation Team will choose the methods and tools most suitable and effective to tackle the evaluation issues and questions.

**Cost effective measures:** The evaluation will seek to reduce the cost associated with the gathering of information by making use, to the extent possible of available evaluations, studies and gender-related impact assessments. Cost-effective means of consultation across the CGIAR will also be sought through, for example, the participation of the evaluation team in meetings with a large presence of relevant stakeholders.

#### 4.2 Evaluation Phases

##### Preparatory phase

During the Preparatory Phase the IEA, in consultation with relevant stakeholder, will review key documents, carry out a preliminary mapping of gender activities, and define the scope and issues surrounding the evaluation.

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The IEA will carry out the following tasks:

- Finalize the Terms of Reference
- Collect preliminary information and data on trends and results of CGIAR gender activities
- Identify existing evaluation material relevant to gender related work carried out by centers and CRPs
- Prepare a synthesis of the assessment of gender in the IEA evaluations completed so far
- Select the evaluation team leader and in consultation with her/him, the evaluation team and contract all team members;
- Liaise with evaluation stakeholders and identify mechanisms for consulting with them during the evaluation process;
- Select a panel of experts.

#### Inception phase

The inception phase is the responsibility of the Evaluation Team Leader in collaboration with IEA. The evaluation's scope, focus, approaches and methods, and the evaluation questions in detail will be refined during the inception phase. The tasks during the inception phase include:

- Review and synthesis of available monitoring information pertaining to the implementation of gender related activities.
- Development of an analytical framework for the evaluation.
- Refinement of the evaluation questions and an evaluation matrix that identifies means of addressing the questions, including an outline of the data collection methods/instruments and methodological framework for case studies.
- Identification of groups of interlocutors and institutions internal as well as external to the CGIAR
- Purposeful selection of case studies of research areas or projects.
- Detailed specification of the evaluation timetable, including a plan for consultation with stakeholders, center or country visits if relevant
- Indicative evaluation report outline and division of roles and responsibilities among the team.
- Preliminary list of strategic areas of importance prioritized for emphasis in the course of the inquiry phase.

These elements will be drawn together in an evaluation inception report that, once agreed between the team and the IEA will represent the basis for the team's work. Subject to the agreement of the Head IEA, adjustments can be made in a transparent fashion during evaluation implementation in the light of experience.

#### Inquiry phase

The Evaluation will build on the outputs of the inception phase and proceed with the inquiry, by acquiring more information and data from documents and relevant stakeholders, to deepen the analysis. The methods and approaches that are refined in the inception report, may include:

- Desk review of available evaluation studies and gender-related impact assessments.
- Desk review of official CGIAR reports, including Consortium level and CRP Gender strategies.
- Structured Interviews with a variety of stakeholders both within and outside the CGIAR for qualitative views on, for instance, the relevance, quality of research and likely effectiveness.

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- Surveys that may include CRP researchers, partners and other stakeholders for perceptions
- Visits to selected CGIAR Centers and research sites to collect information and interact with partners and national stakeholders.

#### Reporting and dissemination phase

See 5.5.

#### 4.3 Main limitations of the evaluation

CRPs have been in operation for a limited time, and most of them did not finalize their strategies for gender mainstreaming until the middle of 2013. This limitation will be mitigated by establishing, when possible, pre-reform benchmarks on the attention paid to gender before the CGIAR reform, and looking at trends to measure change. Moreover, the evaluation's ability to assess achievements and impacts from past gender research relevant to the current CRPs may be limited by the lack of evaluative information across CRPs.

The scope of the evaluation is vast, covering gender mainstreaming, research and capacity at system level and across 15 multidisciplinary programs dealing with crops, livestock, fisheries, agricultural systems, policies, natural resource management and nutrition. Within the time and resources allocated for this evaluation, no systematic and detailed evaluation of all gender related activities will be possible and suitable methods of assessment will have to be selected, including representative sampling.

## 5. Organization and timing of the Evaluation

### 5.1 Evaluation team qualifications

The evaluation will be led by a senior consultant, with solid gender evaluation experience, supported by a team of two experts. All team members will have a solid professional background in gender issues. The evaluation will be mostly desk based (document review and interviews), but may include face-to-face meetings with stakeholders field visits for selected in-depth case studies and center visits. Given the wide range of thematic areas of CGIAR research, the evaluation might make use of resource persons as needed. The additional specific expertise needed in the team will be assessed and refined during the Inception Phase.

The "gender in the workplace" dimension of the evaluation will be covered separately by an expert in institutional and management issues.

### 5.2 Evaluation governance/roles and responsibilities

The evaluation will be conducted by a team of independent external experts. The team leader has final responsibility for the evaluation report and all findings and recommendations, subject to

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adherence to CGIAR evaluation standards. The evaluation team leader is responsible for submitting the deliverables as outlined in more detail below.

The IEA will be responsible for planning, initially designing, initiating, and managing the evaluation. The IEA will also be responsible for the quality control of the evaluation process and outputs, and dissemination of the results. The IEA will take an active role in the preparatory phase of the evaluation by collecting background data and information and by carrying out preliminary mapping of Gender activities in the CGIAR. An evaluation manager supported by an evaluation analyst will provide support to the team throughout the evaluation.

The CGIAR Gender and Agriculture Research Network, the Centers CRP Management and the Consortium Office will play a role in catering for the evaluation team's information needs throughout the evaluation process. They will provide documentation and data, access to staff for engagement with the evaluators, and information on partners and stakeholders. They will facilitate arrangement of site visits and appointments within the Centers and other stakeholders. These actors will be also responsible for giving factual feedback on the draft evaluation report. The System Office will be responsible for preparing the management response to the final report.

The evaluation will be conducted in a consultative manner, using the CRP Gender Research Coordinators and Focal Points nominated by Centers/CRPs as main interlocutors. In addition, an Expert Panel will be formed to act as an advisory body to the evaluation and provide guidance and expert opinion during key stages of the Evaluation (Inception Phase, early Findings and Draft Report). The Expert panel will be composed of independent internationally renowned experts from across a range of disciplines relevant to the work of the CGIAR, including but not limited to gender.

#### 5.3 Quality Assurance

In order to ensure evaluative rigor to the Evaluation, the following quality assurance mechanisms will be implemented during the evaluation exercise. The IEA will be responsible for quality control throughout the evaluation process. The IEA will work closely with the evaluation team throughout the evaluation and will ensure that the conduct of the evaluation and its approaches, methods and deliverables are in line with the Evaluation policy, Guidelines and Standards. Advice throughout the evaluation process will be sought from one or two designated external evaluation experts.

In addition, an **expert panel** consisting of external, independent experts in subject matter areas of gender research may be called to examine the quality of the Evaluation Report in terms of substance, including the technical, contextual, and financial soundness of evaluation findings, conclusions and recommendations.

#### 5.4 Timeline

The evaluation is scheduled to take place between April and December 2016.

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Phase	Period	Main outputs	Responsibility
<b>Preparatory Phase</b>	Jan – March 2016	Final ToRs Evaluation team recruited	IEA
<b>Inception Phase</b>	April-May 2016	<b>Inception Report</b>	Evaluation team
<b>Inquiry phase</b>	May 2016 – Sept 2016	Various reports and analysis products as defined in inception report	Evaluation team
Presentation of preliminary findings	Oct 2016	Presentation of preliminary findings Feedback from main stakeholders	Evaluation team IEA
<b>Reporting phase</b>			
Drafting of Report	Oct 2016 – Nov 2016	<b>Draft Evaluation Report</b>	Evaluation team
Final Evaluation Report	Dec 2016	<b>Final Evaluation Report</b>	Evaluation team

#### 5.5 Deliverables and dissemination of findings

The Inception Report - builds on the original terms of reference for the evaluation and proposed the approach to the main phase of the evaluation. It constitutes the guide for conducting the evaluation, by (i) outlining the scope of the evaluation; (ii) providing a detailed evaluation matrix; (iii) clarifying the analytical frameworks that will be utilized by the evaluation; (iv) developing the methodological tools and (v) providing a detailed work plan for the Evaluation.

The **Evaluation Report** - the main output of this evaluation - will describe findings, conclusions, and recommendations, based on the evidence collected in the framework of the evaluation questions defined in the Inception Report. The recommendations will be informed by evidence, relevant, focused, clearly formulated and actionable. They will be prioritized and addressed to the different stakeholders responsible for their implementation. The main findings and recommendations will be summarized in an executive summary.

Presentations will be prepared by the Team Leader for disseminating the Report to targeted audiences. The exact forms of these presentations will be agreed during the inception phase. Adequate consultations with CGIAR stakeholders will be ensured throughout the process, with debriefings on preliminary and key findings held at various stages of the evaluation. The final report will be presented to key CGIAR stakeholders.

## TERMS OF REFERENCE

### Evaluation of Gender in Research and in the CGIAR workplace

The IEA will interact with the main stakeholders (The System Council, The System Management Board, the ISPC and the System Administrative Office) for development of a system-wide response. In such a response, action items could be identified for addressing recommendations that may be specifically targeted to specific bodies of the System or collectively across System actors. As the CGIAR is undergoing a governance reform, the details about the response on the report will be decided at a later stage. The new System Council will be the ultimate recipient of the evaluation report and the response.

The evaluation report and the response will be public documents made available to the System Council. A dissemination strategy will be developed during the evaluation process and it will also depend on the results of the governance reform.

# TERMS OF REFERENCE

## Evaluation of Gender in Research and in the CGIAR workplace

### Annex 1 – Key Documents

CGIAR, 2015. CGIAR Strategy and Results Framework 2016-2030: Harnessing New Opportunities

CGIAR, 2014. Gender Monitoring Framework for the CGIAR

CGIAR Independent Science and Partnership Council, 2019. Stripe Review of Social Sciences in the CGIAR. Independent Science and Partnership Council Secretariat: Rome, Italy.

CGIAR, 2011. CGIAR Strategy and Results Framework 2010 -15

CGIAR, 2010. CGIAR Gender Scoping Study.

CGIAR Consortium, 2011. Consortium Level Gender Strategy.

CGIAR Consortium, 2013. Assessment of the Status of Gender Mainstreaming in CRPs.

CIMMYT, 2014. MAIZE Gender Audit 2013.

CIMMYT, 2014. WHEAT Gender Audit 2013.

CGIAR Consortium, 2015. CGIAR Diversity and Inclusion Strategy 2016-2020

#### Series:

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CGIAR Consortium Gender and Diversity Performance Reports to the CGIAR Fund Council

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