

## **C-TRTA REG: Preparing and Implementing Gender-Inclusive Projects in Central and West Asia**

### **Subproject 5: Designing and Implementing Gender Components of the Uzbekistan: Central Asia Regional Economic Cooperation Corridor 2 (Bukhara–Miskin–Urgench– Khiva) Railway Electrification Project**

#### **TERMS OF REFERENCE (Consulting Firm)**

##### **Background and Rationale**

Gender gaps in the transport sector include among others, low employment of women in the sector and poor access of women to transportation services. Women occupy only 12% of the sector's workforce. Access to transportation is also a necessity for women in performing care work that includes transporting children to schools and the elderly to healthcare facilities. However, they are less likely to own or drive private vehicles, hence, access to efficient and safe public transportation is important for women.

The project's targeted outcome is improved railway services for freight and passengers in Western Uzbekistan. It consists of two outputs: (i) the upgrading of railway infrastructure along the Bukhara–Miskin–Urgench–Khiva line and (ii) development of tourism corridor Bukhara–Miskin–Urgench–Khiva. The project is expected to expand benefits to women as commuters in terms of more frequent, efficient, and fast train journeys and low-cost tickets. Moreover, women staff of the executing agency will benefit from technical trainings in operation and maintenance and training in tourism promotion and marketing.

The subproject will contribute to and maximize the positive impact of the ensuing project on women. It will build the capacities of women from the communities in the project area, particularly, (i) female students of science, technology, engineering, and math (STEM) and TVET courses to help them meet skills requirements for railway operations and management and (ii) women in communities engaged in the tourism and hospitality industry.

The subproject will help enhance the employability of training of female STEM and TVET students in technical positions by providing training on railway technology and management. The trainings will be designed based on the assessment of the curricula and content of STEM courses vis-à-vis the skills requirements of UTY. The modules may also be utilized in the capacity building activities for UTY staff on railway operation and maintenance, as appropriate. The subproject will support women's participation in the tourism and hospitality industry by providing women from the communities with trainings in tourism and hospitality-related learning programs and accreditation, as needed. Women who are currently working in or operating enterprises in the industry will be given priority for the trainings.

##### **Scope of Services:**

ADB seeks a consulting firm to carry out the subproject. The firm should have a solid capacity to carry out a gender diagnostic of the transport sector, develop a marketing campaign to attract more female students to train for technical jobs, and manage the conduct of training courses for students and community members. The major outputs and activities of the subproject are the following:

Major Outputs	Delivery Dates	Key Activities with Milestones
i. Assessment report on evaluation of STEM and TVET courses on railway operations and technology submitted.	December 2020–June 2021	<ol style="list-style-type: none"> <li>1.1 Engage consulting firm<sup>a</sup></li> <li>1.2 Conduct assessment of (i) STEM, TVET curricula and courses related to railway technology courses of major universities, colleges, and TVET institutions in Uzbekistan vis-à-vis knowledge and skills requirements of UTY.</li> <li>1.3 Conduct assessment of women's enrolment in, and knowledge and skills of female students in aforementioned courses.</li> <li>1.4 Prepare and submit the assessment report with recommended interventions and/or training plan to ADB, UTY, central government, khokimyats (local administration) and Ministry of Mahalla and Family Support</li> <li>1.5 Design the capacity building component of the ensuing project based on the assessment results</li> </ol>
ii. Information campaigns on STEM, TVET courses, trainings on railway technology, management, customer service, hospitality and tourism conducted.	June 2021–December 2021	<ol style="list-style-type: none"> <li>2.1 Develop messages, at least 2 types of print campaign materials, testimonials for various social media platforms and activities to encourage women's enrolment and completion of STEM, TVET courses related to railway engineering, management, customer service, hospitality and tourism.</li> <li>2.2 In coordination with UTY, conduct information campaigns among female students in at least five public and private secondary schools and parents, families in at least five communities in the following areas: Tashkent, Samarkand, Bukhara, Urgench and Khiva.</li> </ol>
iii. At least 75 female students of TVET and STEM course are certified or accredited on railway operations and technology <sup>c</sup>	June 2021–October 2022	<ol style="list-style-type: none"> <li>3.1 Develop the training module/s (both printed and online versions) for the technical training on railway technology and operations<sup>b</sup></li> <li>3.2 Identify and select qualified female students of STEM and TVET courses</li> <li>3.3 Conduct pre-training assessment of the trainees.</li> <li>3.4 Conduct the training courses<sup>b</sup></li> <li>3.5 Conduct post-training assessment and certification/ accreditation.</li> <li>3.6 Submit the names of the training graduates to Uzbekistan Railway and service providers for consideration for further on-the-job training and employment.</li> </ol>

iv. At least 100 women from the communities are certified or accredited for tourism related jobs and enterprises <sup>d</sup>	June 2021– October 2022	<p>4.1 Conduct assessment of viable tourism-related jobs and enterprises in Khiva, Urgench, Bukhara and nearby localities.</p> <p>4.2 Conduct a survey among women in the communities on: (i) interest in specific types of jobs and enterprises and (ii) commitment to undergo skills training.</p> <p>4.3 Conduct pre-training assessment.</p> <p>4.4 Develop the training modules.</p> <p>4.5 Conduct the training.</p> <p>4.6 Conduct post-training assessment and certification/accreditation.</p> <p>4.7 Submit the names of the training graduates to concerned government agencies for employment referral and credit support (for establishment, expansion of enterprises).</p>
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ADB = Asian Development Bank, STEM = science, technology, engineering, and mathematics, TVET = technical and vocational education and training, UTY = O‘zbekiston Temir Yo‘llari

- <sup>a</sup> The consulting firm is expected to deliver Outputs 1 to 4. It will engage experts in designing and conducting the training courses.
- <sup>b</sup> The Tashkent State Transport University is being considered for the implementation of these project activities as short-term expert institution, as the university includes railway transport among its areas of specialization.
- <sup>c</sup> Female students taking up TVET or STEM courses and who are in their last year or semester of enrolment will be given priority in the selection. The target number is indicative and will be finalized after the conduct of assessment.
- <sup>d</sup> The subproject will give priority to women who were previously or are currently employed in the tourism industry, and women owners and/or managers of micro or small enterprises. The target number is indicative and will be finalized after the survey.

**Composition:**

The minimum composition of the consulting firm includes the following:

**Lead Gender Specialist and Team Leader (International, 8 person-months, intermittent)**

The Lead Gender Specialist and Team Leader will have overall responsibility of facilitating the implementation and monitoring the progress of the Technical Assistance (TA). He/she will provide guidance and advice to the other consultants as necessary and lead the interaction with project stakeholders to ensure successful implementation of the TA. The team leader should have (i) a master’s degree in a relevant field; (ii) at least 10 years of relevant experience in leading teams for international development projects (experience with ADB projects is an asset) including (i) designing and implementing gender projects and researches (ii) working with multiple stakeholders including government, academe, the private sector, and civil society organizations (CSOs). Has good command of the English language, including oral and written translation where needed. The tasks to be performed by the Lead Gender Specialist and Team Leader include the following:

1. **Overall management** – Lead and provide overall management of the implementation of subproject activities, delivery of outputs, and achievement of targets.
2. **Assessment of curricula, course content** – Lead the conduct of gender assessment of STEM, TVET courses and learning programs related to railway

operations and technology. Prepare the assessment report and recommendations.

3. **Development of instructional materials, information and promotional materials** – Provide guidance to the instructional materials specialist, subject matter experts, and communication specialist, as needed in the development of the materials. Lead the review of the materials and ensure readability, consideration of gender-sensitivity, social, and cultural norms and context, and alignment with and/or adherence to ADB's policies, guidelines on information dissemination (including those from the Department of Communication (DOC)).
4. **Monitoring and reporting on progress and results** – Provide guidance on the monitoring of activities, preparation, and submission of periodic updates and reports to ADB including through incorporation of updates in the project Gender Action Plan (GAP) semi-annual updates and highlight any issues that require ADB's attention. Lead the preparation of the final report on the TA following the guidance provided by ADB including highlighting lessons learnt and recommendations.
5. **Coordination with stakeholders** Lead the coordination with project stakeholders, including staff and management of O'zbekiston Temir Yo'llari (UTY), Khokimiyat representatives, Ministry of Makhalla and Family, women's committee/unit in the Ministry of Transport, Ministry of State Committee for Tourism, and Ministry of Education to ensure smooth implementation of TA activities.

#### **Gender Specialist and Deputy Team Leader (National, 8 person-months, intermittent)**

The Gender Specialist and Deputy Team Leader will support the team leader in her/his overall responsibility of facilitating the implementation and monitoring the progress of the Technical Assistance (TA). He/she will support the interaction with local project stakeholders to ensure successful implementation of the TA. The deputy team leader should have (i) a master's degree in a relevant field; (ii) at least 7 years in leading and/or coordinating teams for international development projects (experience with ADB projects is an asset) including (i) designing and implementing gender projects and researches, (ii) working with multiple stakeholders including government, academe, the private sector, and civil society organizations (CSOs), (iii) managing all administrative, logistics, and financial matters, (iv) has strong English, Russian and Uzbek language capacity, including oral and written translation where needed. The tasks to be performed by the Gender Specialist and Deputy Team Leader include the following:

1. **Overall management** – Support the team leader in overseeing day-to-day operations and implementation of project activities. In the absence of the team leader, provide guidance as needed on technical concerns and address issues and concerns related to implementation of activities.
2. **Preparation of reports, documentation of meetings, management of subproject project records and documentation** – Prepare and submit all the documentation of meetings, relevant progress reports and updates for the subproject. Maintain detailed records of all project documents and reports, including financial reports, instructional materials, training kits, and knowledge products. Liaise with the gender specialist of the (ensuing) project for integration of updates in the semi-annual report on Gender Action Plan implementation.

3. **Management of administrative and finance matters** – Manage all the finance and administration work of the project. Provide all administrative and logistics support including organizing logistics for meetings and trainings, preparing and disseminating meeting notes, and reviewing claims and other finance-related reports from specialists and consultants. Take charge of the preparation and submission of all financial and administrative reports and requirements. Provide all logistic and administrative support to the trainers during the training activities. Coordinate the requests for clearances from relevant authorities.

### **Instructional Design and Training Specialist (National, 6 person-months, intermittent)**

The Training Specialist will be responsible for the overall design and management of all the training programs and will lead in organizing, administering, and delivering the training programs. The specialist should have (i) a master's degree in development education, TVET-related subject, and other relevant field; (ii) at least 5 years of relevant experience in development and delivery of training programs in related skills areas; (iii) excellent organizational and planning abilities; (iv) excellent communication (oral and written) and presentation skills; (v) substantial knowledge of gender and development principles and concepts and application in development of instructional, training materials; and (vi) experience in development of TVET-related curriculum and coordination of TVET skill trainings is an advantage. The tasks to be performed by the Training Specialist include the following:

1. Assess the training needs of target participants through surveys, interviews with (i) the management, HR, and supervisors of UTY on skills requirements for technical jobs, (ii) concerned personnel in the universities and TVET institutions, (iii) STEM, TVET students and (iv) women from the communities . Prepare the assessment report/s.
2. Assist in reviewing the curriculum and course materials, in relation to the results of training needs assessment and evaluation
3. Organize the training courses, including ensuring full attendance of target training participants
4. Coordinate with subject matter experts-consultants and relevant educational institutions and authorities in designing course curricula and content,
5. Coordinate with subject matter experts-consultants in conducting the training sessions,
6. Coordinate the logistical arrangements prior to and during the conduct of all the training activities
7. Lead the conduct of the training activities in coordination with the team leader and subject matter experts-consultants
8. Monitor if all necessary clearances from relevant authorities have been obtained for participants of various training programs.
9. Prepare an assessment report and recommendations for each training course to enhance the effectiveness of the training courses.

### **Communications Specialist (National, 4 person-months, intermittent)**

The Communications Specialist will be responsible for the production of all communication and promotional materials related to the project, for dissemination to the public, media, and government agencies. He/She will also provide support in the review of the instructional, training materials to check for readability. He or she should have (i) at least a bachelor's degree in

communications, journalism, public relations or a related field; (ii) excellent communication (oral and written) and presentation skills; (iii) experience in copywriting and editing; (iv) working knowledge of MS Office, knowledge of photo and video-editing software, web design and content production is an asset; (v) excellent communication, interpersonal, and presentation skills; (v) knowledge of gender and development principles and concepts; and (vi) proficient command of English and Russian language.

The Specialist will perform the following tasks:

1. **Development and implementation of the information campaign** – Conduct information needs assessment among female students and other relevant stakeholders. Develop the communication action plan. Develop the communication materials, and coordinate with various relevant entities for the production of these materials. Conduct the information campaign in coordination with relevant stakeholders.
2. **Support to development of instructional materials** – Review the drafts and provide inputs to enhance readability, reader-friendliness of the instructional materials, gender sensitivity, and consideration of social and cultural norms and context. Lead the conduct of focus group discussions with test groups to validate the effectiveness of instructional and informal campaign materials.
3. **Support to preparation of subproject documentation and reports** – Prepare the updates and documentation report related to the information campaign. Review the drafts and provide inputs to enhance the quality of the documentation reports of all subproject activities and periodic progress reports.

### **TERMS OF REFERENCE**

#### **(Individual consultants and resource persons)**

#### **Short-term Consultants/Resource Persons (International, 2 person-months, intermittent; National, 3 person-months, intermittent)**

Short-term consultants/resource persons will be engaged for the following assignments and key activities:

- 1) Data collection as part of the assessment of TVET and STEM courses and trainings related to railway technology and operations;
- 2) Development of course content and conduct of the training session for topics, subjects which will include: (i) Railway Engineering and Operations (ii) Tourism and Hospitality (iv) Entrepreneurship Development and Management