I. About CRS
Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion or nationality. CRS’ relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

As an organization that celebrates and promotes diversity and inclusion, and which is committed to the ongoing work of racial equity and anti-racism, we welcome applicants of all backgrounds. CRS strongly encourages students from HSIIs (Hispanic-Serving Institutions) and HBCUs (Historically Black Colleges and Universities) as well as all students who identify as Latinx and/or BIPOC (Black, Indigenous, People of Color) to apply.

Lastly, we welcome as a part of our staff and as partners people of all faiths and secular traditions who share our values and our commitment to serving those in need.

II. Background

Grounded in Catholic Social Teaching, CRS’ Integral Human Development (IHD) framework places the dignity of the human person - female and male - at the center of all that we do. It highlights the importance of addressing the specific needs, vulnerabilities and risks of women, men, boys and girls (WMBGs) as well as gender-based inequalities in systems, structures and access to assets. Women and girls are more likely to be marginalized from community processes and market systems, bear the burden of food insecurity and climate change, and experience discrimination, sexual harassment and gender-based violence (GBV).

Women farmers often have inadequate access to agricultural-related productive resources, inputs, technologies and services. Women also have less access to extension services, particularly services that consider women's constraints and preferences. We are looking for a consultant to conduct a desk review, draft a business case for gender-sensitive agriculture extension services and develop guidance that country program teams can use in designing and implementing gender-sensitive extension services. The guidance will need to consider the variety of extension systems models that project may support including public sector, private sector and NGO extension agents. The guidance should consider the organizational aspects of extension services to the implementation aspects of what is taught and who benefits. Th literature review, business case study and guidance document will serve as key input for an internal workshop.

III. Key Consultancy Responsibilities

The consultant will:

• Review external published and grey literature on gender and extension systems as input into a gender-sensitive agriculture services business case, identify key components to be included in a guidance document and document promising gender-sensitive practices to learn from.
• Hold virtual KII s with key implementing agencies and private sector companies offering extension service to gather information to support the business case write-up and guidance document
• Review CRS’ documents related to gender-sensitive agriculture extension services and hold virtual key informant interviews with CRS staff to gather additional information.
• Write desk review report on gender-sensitive agriculture extension services
• Write a short guidance document (8-10 pages) to support staff in designing and implementing gender-sensitive agriculture extension services
• Prepare a written business case for gender-sensitive agricultural services
• Revise content based on two rounds of feedback

IV. Deliverables and Estimated LOE

1. First draft desk review report
2. Second draft desk review report
3. Final draft desk review report
4. First draft gender-sensitive agricultural extension services guidance
5. Second draft gender-sensitive agricultural extension services guidance
6. Final draft gender-sensitive agricultural extension services guidance
7. First draft of business case study on gender-sensitive agricultural extension services
8. Second draft of business case study on gender-sensitive agricultural extension services
9. Final draft of business case study on gender-sensitive agricultural extension services

Below is a list of specific deliverables under each tasks that the consultant will produce. In addition, is an estimated number of working days it will take to complete each deliverable:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Activity</th>
<th>Estimated LoE</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>First draft desk review report</td>
<td>Review external and internal literature</td>
<td>7 days</td>
<td>August 17, 2022</td>
</tr>
<tr>
<td></td>
<td>Hold key informant interviews with NGOS and private sector companies implementing extension services, particularly gender-sensitive agriculture extension services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hold key informant interviews with CRS staff who have implemented or is implementing gender-sensitive agriculture extension services</td>
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</tr>
<tr>
<td>Second draft literature review report</td>
<td>Revised based on reviewers’ comments; review additional literature or hold additional key informant interviews as needed</td>
<td>1.5 days</td>
<td>September 2, 2022</td>
</tr>
<tr>
<td>Final literature review report</td>
<td>Revised based on reviewers’ comments</td>
<td>.5 days</td>
<td>September 23, 2022</td>
</tr>
<tr>
<td>First draft gender-sensitive agricultural extension services guidance</td>
<td>Draft guidance on gender-sensitive agriculture extension services based on desk review and key informant interviews</td>
<td>4 days</td>
<td>September 2, 2022</td>
</tr>
<tr>
<td>Second draft gender-sensitive agricultural extension services guidance</td>
<td>Revised guidance on gender-sensitive agriculture extension services based on reviewers’ comments</td>
<td>1 day</td>
<td>September 15, 2022</td>
</tr>
<tr>
<td>Final gender-sensitive agricultural extension services guidance</td>
<td>Revised guidance on gender-sensitive agriculture extension services based on reviewers’ comments</td>
<td>0.5 days</td>
<td>September 23, 2022</td>
</tr>
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</tr>
<tr>
<td>First draft business case study on gender-sensitive agricultural extension services</td>
<td>Draft business case study on gender-sensitive agricultural extension services</td>
<td>2 days</td>
<td>September 9, 2022</td>
</tr>
<tr>
<td>Second draft business case study on gender-sensitive agricultural extension services</td>
<td>Revised business case study on gender-sensitive agriculture extension services based on reviewers’ comments</td>
<td>0.5 days</td>
<td>September 19, 2022</td>
</tr>
<tr>
<td>Final business case study on gender-sensitive agricultural extension services</td>
<td>Revised business case study on gender-sensitive agriculture extension services based on reviewers’ comments</td>
<td>0.5 days</td>
<td>September 26, 2022</td>
</tr>
</tbody>
</table>

A firm work schedule will be established once the consultant is on board and as per the Key stakeholders’ availability.

**Key Working Relationships:**

Internal: Senior Technical Advisor for Gender-Sensitive and Nutrition-Sensitive Agriculture, Gender and Agriculture Regional Technical Advisors, Country Program Agriculture and Gender program managers and advisors.

**V. Qualifications:**

Education and Experience

- Minimum of master’s degree in agriculture, environmental studies/science, international development, gender or a related field.
- Sound understanding of gender-sensitive agriculture extension services
- Gender and agriculture field experience of at 5 years, preference for field experience in working directly on gender-sensitive agricultural extension services
- Fluency in English
- Strong written and verbal communication skills
- Experience with web-based collaboration and communication systems technologies,
- Strong research and analytical skills

Personal Skills

- Self-directed and motivated with ability to work independently and remotely
- Proactive, resourceful, and results-oriented
- Strong interpersonal and communication skills
VI. Application Components:
Applicants must submit the following:

- Cover letter, which describes a brief summary of approach that demonstrates qualifications in undertaking the Scope of Work. This summary should highlight how the applicant will complete the deliverables. (Document cannot exceed 3 pages single-spaced.)
- Compensation rate per day and total cost for completing the assignment, including a confirmation of the level of effort (number of billable days) to complete the assignment.
- Resume/CV.
- Three professional references, with the following details about the references: (a) name, (b) position, (c) company, (d) phone number, (e) email address, and (f) city, state, country

Proposal Deadline
All proposals must be sent to gscmconsultancies@crs.org no later than July 25, 2022 [11:59 PM EST for electronic submission]. The solicitation name “US4945 Gender-Sensitive Agriculture Extension Services” must be included in the subject line.

Q&A Opportunity
Prospective bidders may submit any clarification questions to gscmconsultancies@crs.org, by July 14, 2022. Responses will be provided to any known prospective bidders on July 18, 2022.

Terms of Payment
The consultant/s shall be compensated for provision of the deliverables outlined above. Payment shall be processed after all work is completed upon receipt and approval of an invoice. Payment terms are net 30 days.

Payment schedule – Fixed Price

<table>
<thead>
<tr>
<th>Payment Date</th>
<th>Based on the approved deliverable</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 15</td>
<td>Deliverable 1, 2 and 4 listed above</td>
</tr>
<tr>
<td>September 30</td>
<td>Deliverable 3, 5, 6, 7, 8, 9 listed above</td>
</tr>
</tbody>
</table>