

**PCC.I/DEC. 250 (XXVIII-16)<sup>1</sup>**

**TERMS OF REFERENCE TO DRAFT A SITUATIONAL STUDY TYPE REPORT  
ON GENDER EQUALITY IN ICTs: PROPOSALS FOR MAINSTREAMING A GENDER AND  
RIGHTS BASED PERSPECTIVE IN ICT POLICIES IN THE FRAMEWORK OF CITEL**

The 28 Meeting of Permanent Consultative Committee I: Telecommunications / Information and Telecommunication Technologies (PCC.I),

**DECIDES:**

1. To approve the terms of reference set forth in Annex I to draft a situational study type report as follow-up on Activity No. 2 of the 2016-2018 Roadmap appearing in the annex to Resolution CCP.I/RES. 258 (XXVII-15).
2. To instruct the CITEL Secretariat to take the necessary steps to coordinate between CIM and the Ad Hoc Group to prepare for the study and secure the funds needed to ensure its financing.

**ANNEX I TO DECISION PCC.I/DEC. 250 (XXVIII-16)**

**DRAFT TERMS OF REFERENCE FOR THE SITUATIONAL STUDY**

**Gender equality in ICTs: Proposals for mainstreaming a gender and rights based perspective in  
ICT policies in the framework of CITEL**

**Initial proposal**

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<sup>1</sup> CCP.I-TIC/doc. 3942/16 rev. 1

In order to benefit from a base of evidence that can help inform and enrich technical and political dialogue forums in the framework of CITELE and provide policy and strategy guidelines and recommendations that would make it possible to steer implementation of the Roadmap (specifically Activity No. 2) and make progress on promoting the gender and women's rights based perspective in CITELE's agenda and in ICT governing/regulatory bodies, it is proposed that a situational paper/study be prepared on "Gender Equality in ICTs: Proposals for mainstreaming a gender and rights based perspective in ICT policies in the framework of CITELE," whose description is provided in Annex 1.

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## **1. Objectives**

To draw up a strategy to make progress in mainstreaming a gender and rights based approach in CITELE's global agenda and in telecommunication/ICT bodies, including the drafting of recommendations to: i) strengthen public policymaking on gender issues in ICTs; and ii) protect the human rights of women who work in the ICT sector. To this end, the following are included:

- To review the international and inter-American legal and regulatory framework currently in force.
- To review existing public policies regarding women in the ICT sector, depending on the case, to identify best practices and existing gaps (implementation of the current regulatory framework in the labor force, equal opportunities in terms of employment, training, promotion, etc., measures to tackle sexual/workplace harassment, cyber-bullying, and other forms of intimidation and violence against women and girls carried out via ICTs, and related matters).
- To review the situation of women in the sector – participation and leadership.
- To examine to what extent the gender approach has been mainstreamed into telecommunication/ICT institutions and bodies of participating countries.
- To identify challenges and opportunities for drafting public policies for management of the ICT sector with a gender and rights based perspective.

## **2. Sources of information**

- Review of existing literature (mandates, studies, legislation, and public policymaking in selected countries).
- Questionnaires to telecommunication / ICT bodies and national mechanisms for promoting the advancement of women.
- Interviews with women working in the ICT sector.

### **3. Activities to be carried out**

1. Completion of the structure of contents of the situational study and drafting of the questionnaire and interview script.
2. Circulation of the questionnaire to the respective authorities. It shall supplement the questionnaire already sent in 2013.
3. Review of existing literature.
4. Conducting interviews with women from the ICT sector.
5. Review of answers to the questionnaire.
6. Systematization of the study's results. This includes drafting the paper's preliminary version.
7. Review of draft paper by CITEI and CIM.
8. Submittal of report's preliminary results at the seminar of experts organized to validate the proposed strategy and results.
9. Incorporating comments from the seminar, as well as those from CIP and CIM, and delivery of the final version of the study.

### **4. Time to prepare for and implement the study**

First semester of 2017

### **5. Amount of the consultancy and payment schedule**

It is estimated that this consultancy shall amount to no more than US\$15,000 and will be disbursed as follows:

- 20% at the start of the contract upon satisfactory submittal of the final structure of the study's contents and the questionnaire to be sent to the authorities of both sectors.

- 20% of total professional fees upon satisfactory submittal of the report's first preliminary draft so that comments can be received from CIM and CITELE.
- 30% of total professional fees upon satisfactory submittal of the study's second draft.
- 30% upon satisfactory submittal of the study's final version, including the incorporation of comments received from the seminar of experts, as well as from CITELE and CIM.

Please note that implementation of the present terms of reference by a consultant shall depend upon securing resources for the study.

## **Gender equality in ICTs: Proposals for mainstreaming a gender and rights based perspective in ICT policies in the framework of CITELE**

### **Tentative structure of contents**

Length: 40-60 pages

#### **1. Introduction**

- 1.1. Summary of the situation
- 1.2. Objectives of the study

#### **2. Background**

- 2.1. Agreements of the Inter-American Telecommunication Commission
- 2.2. Permanent Consultative Committee I: Telecommunications/ICTs (PCC.I) – history and work plan

#### **3. Situation of women – participation and leadership in the port sector**

- 3.1. Summary of the review of the literature
- 3.2. Results of the interviews
- 3.3. Challenges and opportunities

#### **4. International and inter-American legal and regulatory framework currently in force**

#### **5. Overview of policies for gender equality and/or rights in telecommunication/ICT bodies**

- 5.1. Summary of the review of the literature
- 5.2. Results of the questionnaire and analysis of needs
- 5.3. Challenges and opportunities

**6. Strategic guidelines to strengthen telecommunication/ICT bodies so they can achieve effective gender mainstreaming in their operations, policies, and programs**

- 6.1 Review of the institutional mainstreaming of gender in telecommunication/ICT bodies
- 6.2 Hemispheric horizontal cooperation (compilation of support instruments, activities, and exchange workshops, drafting of program portfolio, etc.)
- 6.3 High-level dialogues about gender and rights in ICTs

**7. Conclusion and Recommendations**

**8. Bibliography**