

## **Terms of Reference for Gender Focal Points**

### **1. Purpose**

Gender Focal Points (GFPs) are the vehicle through which the Royal Government of Bhutan (RGoB) and other organizations will mainstream gender in their sector, in response to its commitment as per the Constitution of the Kingdom of Bhutan.

### **2. Objectives**

The GFP will be responsible for mainstreaming gender in her/his/agencies/organizations including Local Government (LG) at organizational, policy and operations levels. In this way policies and programs will be gender-informed and their potential to benefit women and men, girls and boys of Bhutan will be enhanced.

### **3. Responsibilities and outputs**

- a) Conduct gender sensitization/gender capacity building training/workshops in your agencies/organizations including LG at least three times in one development plan (5 Years);
- b) Develop and maintain a knowledge database on gender and gender issues, relevant laws and policies, impacts and strategies on sectors serviced by your agencies/organization including LG, and raise awareness amongst staffs through:
  - i) the Agency/Organization's newsletter were applicable;
  - ii) the Agency/Organization's website;
  - iii) Any other means of advocacy where applicable.
- c) Participate in meetings, workshops and discussions with other GFPs on a regular basis;
- d) Advice, support and advocate for gender mainstreaming efforts in the Agency/Organizations;
- e) Provide secretarial support to the Gender Responsive Planning and Budgeting (GRPB) Committee which is established in the sector;
- f) Propose gender items on agenda of Agency/Organization's meeting at least once a year;
- g) Encourage and monitor the use of specific measures and tools for mainstreaming gender among sectors of your Agency/Organization;
- h) Encourage and make sure that gender is mainstreamed in all plans, policies and programs of the agency/organization.
- i) Input sectoral information into the Gender Equality Monitoring System (GEMS) regularly or on the biannual basis.
- j) Support, advocate, mainstream and implement gender/Child protection and wellbeing aspects and gaps into legislation, policies, plans and programs, projects and activities".

- k) Explore possible inclusion and piggy back the mainstreaming gender initiatives in their/other sectoral/dzongkhag programs.

#### **4. Linkages with other Gender Focal Points**

NCWC will coordinate the networking and dissemination of information among GFPs.

#### **5. Adjournment**

- i. Any GFP on transfer/retirement shall do proper handing taking to the succeeding GFP. In case of GFPs at district level, the handing taking could be done to the new/existing Legal Officers.
- ii. A formal letter from the Head of the organization/Dzongkhag to be sent to the NCWC.
- iii. All the data and information related to gender and child shall be handed over to the next GFP.
- iv. The adjourning GFP shall orient the new GFP on the Gender Equality Monitoring System (GEMS), if required, shall seek Technical Assistance from the NCWC.
- v. The GFP shall inform the NCWC Secretariat accordingly on the new appointment via [womendivision@ncwc.gov.bt](mailto:womendivision@ncwc.gov.bt) or [childrendivision@ncwc.gov.bt](mailto:childrendivision@ncwc.gov.bt)