



**County of Santa Clara**  
**Office of the County Executive**

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**DATE:** September 28, 2023  
**TO:** Children, Seniors, and Families Committee  
**FROM:** Rocio Luna, Deputy County Executive  
 Julie Ramirez, Program Manager III, DESJ  
**SUBJECT:** Update on Implementation of CEDAW Principles

**RECOMMENDED ACTION**

Receive report from the Office of Women's Policy, Office of the County Executive, relating to implementation of Convention on the Elimination of All Forms of Discrimination Against Women principles in County operations.

**FISCAL IMPLICATIONS**

There are no fiscal implications associated with receiving this report.

**REASONS FOR RECOMMENDATION**

On April 18, 2023 (Item No. 35 and Item No. 34), the Board approved the adoption of both a County ordinance<sup>1</sup> and resolution to add a policy to the Board of Supervisors' Policy Manual<sup>2</sup> relating to the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW). The Board also received a report from the Office of the County Executive and Office of the County Counsel<sup>3</sup> that includes an implementation plan for incorporating CEDAW principles in County operations as outlined in the CEDAW ordinance and policy, including regular gender-based analyses and the development of an intersectional gender equity action plan. Subsequently, at the request of Supervisor Chavez, the Board directed Administration to collaborate with the Commission on the Status of Women (CSW) and to report to the Children, Seniors, and Families Committee (CSFC) in August 2023 relating to the CEDAW implementation plan. The report submitted for the CSFC meeting on August 24, 2023 (Item No. 8), was deferred to September 2023. This report provides brief updates on the coordination and process of the CEDAW implementation plan including work to secure a consultant for its first implementation phase.

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<sup>1</sup> Preliminary adoption on April 18, 2023, and final adoption on May 2, 2023: Ordinance No. NS-300.972 (<https://sccgov.iqm2.com/Citizens/FileOpen.aspx?Type=4&ID=236688>).

<sup>2</sup> Policy Resolution No. BOS-2023-58 for Board Policy 3.74 (<https://sccgov.iqm2.com/Citizens/FileOpen.aspx?Type=4&ID=236675>).

<sup>3</sup> Legislative File 115465 (<https://sccgov.iqm2.com/Citizens/FileOpen.aspx?Type=30&ID=185344>).

## Implementation Plan Coordination and Process

In collaboration with key stakeholders, Administration developed an implementation plan to incorporate CEDAW principles in County operations.<sup>4</sup> The overall goals of this effort include understanding how the County can further promote gender equity as set in the CEDAW ordinance and policy; assessing how the County can model gender equity at all organizational levels; and integrating an intersectional lens to support the identification and elimination of systemic causes of gender inequity in policy, programs, and delivery of services. Moreover, the broad implementation strategy includes creating a County-wide gender equity action plan, under the direction of the County Executive, with the expert assistance of an outside consultant and input from community partners and departments/agencies across the County.

The CEDAW implementation plan includes three phases:

- Phase 1: Operational Framework—Developing an operational framework to support the implementation of CEDAW principles in a governmental organization.
- Phase 2: Baseline Assessment—Conducting a baseline assessment to evaluate the degree to which County operations integrate CEDAW principles.
- Phase 3: Intersectional Gender Equity Action Plan—Developing an intersectional gender equity action plan to address gaps or areas of opportunities to correct deficiencies identified at the County-wide level.

The Office of Women’s Policy (OWP), in the Office of the County Executive, has been designated to lead the coordination of the CEDAW implementation plan process. This coordination will entail, but not be limited to, convening partners, monitoring any contracts, and reporting to the Board. Additionally, the process will be further developed following recommendations from the Phase 1 consultant. Currently, OWP is facilitating the County process to solicit and identify a consultant who will lead the work outlined in Phase 1 of the CEDAW implementation plan. Table 1 below shows anticipated pre-implementation activities with target timeframes.

**Table 1: Timeline of Development Stage for CEDAW Implementation Plan**

Time Period	Activities	Status
Apr. 2023	The Board considers item.	Approved
May 2023 - Jun. 2023	<ul style="list-style-type: none"> <li>• Request funding during the budget process to secure consultant for Phase 1.</li> </ul>	Approved
Jul. 2023 - Sept. 2023	<ul style="list-style-type: none"> <li>• Convene CSW and other key stakeholders to receive input for identifying subject matter experts.</li> <li>• Conduct market research and determine appropriate selection process to seek a consultant with gender analysis expertise.</li> </ul>	In process

<sup>4</sup> For the full CEDAW implementation plan, refer to the “Implementation Model for CEDAW” section of Legislative File 115465 (<https://sccgov.igm2.com/Citizens/FileOpen.aspx?Type=30&ID=185344>).

Oct. 2023 - Dec. 2023	<ul style="list-style-type: none"> <li>• Develop scope of work for Request for Information (RFI).</li> <li>• Prepare RFI and seek public input on the scope of work for the RFI.</li> <li>• Release RFI, form evaluation/selection committee, and select vendor.               <ul style="list-style-type: none"> <li>○ CSW and other key stakeholders will participate in the evaluation/selection committee.</li> </ul> </li> </ul>	
Jan. 2024 - Feb. 2024	<ul style="list-style-type: none"> <li>• Administration will negotiate contract with consultant and submit for Board approval.</li> </ul>	

**Consultant for Implementation Phase 1: Operational Framework**

Funding

During the budget hearing on June 12, 2023 (Item No. 14-c), the Board approved \$150,000 in one-time funding to hire a consultant to develop an operational framework as part of Phase 1 of the CEDAW implementation plan, which is anticipated to begin in February 2024 and end in December 2024.

Scope of Work

The County will seek a consultant to develop an operational framework for the implementation of CEDAW principles in its operations and programming as well as the development of accompanying tools and resources. The framework will provide standards for gender-responsiveness and serve as a blueprint for conducting gender-based analyses, including compliance audits. The consultant will also aid with training, workshops, and technical assistance.

Market Research

OWP staff are currently conducting market research to identify a pool of qualified consultants. This research is anticipated to be completed by the end of September 2023.

Solicitation

OWP, with the Office of the County Executive Contracts team, will engage in a Request for Information (RFI) solicitation. An RFI process, which is necessary to identify vendors best suited to conduct the work required for the CEDAW implementation plan, is estimated to take between two to four months. The procurement method will be finalized after findings of the RFI are reviewed.

Collaboration

OWP met with County leadership, CSW representatives, and other key stakeholders on August 2, August 31, September 7, and September 21, 2023, to discuss elements of the development stage for the CEDAW implementation plan and to receive input on criteria for the market research to identify qualified consultants. A similar meeting cadence will be established for input on the RFI scope of work. Also, CSW representatives will be invited to serve on the vendor evaluation or selection committee, along with other stakeholders with related expertise.

## **CHILD IMPACT**

Incorporating CEDAW principles in County operations would have a positive impact on children and youth in Santa Clara County, particularly those who identify as girls—as measured by the County indicator “**Youth Feel Valued by the Community.**”

## **SENIOR IMPACT**

Incorporating CEDAW principles in County operations would have a positive impact on seniors, particularly those who identify as women.

## **SUSTAINABILITY IMPLICATIONS**

The recommended action would have no/neutral sustainability implications.

## **BACKGROUND**

Chapter VIII of Division A18 of the County of Santa Clara Ordinance Code regarding local implementation of CEDAW<sup>5</sup> sets forth the principles of CEDAW that the County is committed to implementing. Those principles cover nine subject matter areas: 1) criminal legal system; 2) economic development; 3) education and women’s leadership; 4) gender-based violence and harassment; 5) health care; 6) housing and homelessness; 7) political and civic engagement; 8) environmental justice and climate change; and 9) transportation, library services, parks and recreation, and environmental health services.

Board Policy 3.74<sup>6</sup> sets forth the implementation of CEDAW principles, including institutionalizing regular gender analysis in County operations and formalizing the development of an intersectional gender equity action plan. In addition, the CEDAW policy defines roles and responsibilities of the County Executive or designee as well as describes how the Board and CSW will engage in this work.

## **LINKS:**

- Linked To: 115490 : 115490
- Linked To: 115465 : 115465
- Linked To: 116225 : 116225

<sup>5</sup>[https://library.municode.com/ca/santa\\_clara\\_county/codes/code\\_of\\_ordinances?nodeId=TITAGEAD\\_DIVA18HEWE\\_CHVIIIIMCOELALFO\\_DIAGWOCE](https://library.municode.com/ca/santa_clara_county/codes/code_of_ordinances?nodeId=TITAGEAD_DIVA18HEWE_CHVIIIIMCOELALFO_DIAGWOCE)

<sup>6</sup><https://sccgov.iqm2.com/Citizens/FileOpen.aspx?Type=4&ID=236675>