Terms of Reference for Consultant

Gender Mainstreaming Capacity Enhancement at IGAD Secretariat and Specialized Offices

I. Background

Upon its revitalization in November 1996, the Intergovernmental Authority on Development (IGAD) had mapped out a strategic framework and therefore embarked on enhancing economic cooperation and coordination of member states’ sector and macro-economic policies. The organization’s charter among others emphasizes the promotion of regional trade and gradual harmonization of policies for removal of physical and non-physical barriers to inter-state transport and communications. In light of the trade policy harmonization endeavor of IGAD, a workshop on Women in Business was conducted in Nairobi, Kenya in October 1998, in which the idea of establishing a women’s desk at the IGAD Secretariat level was initiated. The concept of the creation of the desk was taken to the 18th session of the Council of Ministers of IGAD, and hence the establishment of the desk has been endorsed. The IGAD Women’s Desk became a reality in 1999 and right after its creation, it has been carrying out many gender focused activities at the secretariat level as well as in the member states.

In 2003, IGAD developed a new strategy for 2004 to 2008, with a more focused vision, mission as well as programs. As a result, the importance of formulating an IGAD Gender Policy and the harmonization of the national gender polices in the sub-region was recognized. Accordingly, an IGAD Gender Policy and Strategy was developed and launched in 2004. The main objective of the policy is to facilitate the mainstreaming of gender perspectives into all activities of IGAD, in order to make them gender responsive and contribute to the achievements of sustainable socio-economic development in the region. One of the specific objectives of the policy is to generate and hold itself accountable to creating an enabling environment for gender mainstreaming for the purpose of achieving gender equity and equality goals.

After the launching of the Gender Policy in 2004, the scope of work of the Women’s Desk had expanded and therefore a Gender Affairs Program was institutionalized at the IGAD Secretariat level in March 2005. The program since its establishment continued to carry out various activities, such as popularization of policy objectives, convening Annual Meetings of Ministers of Women/Gender Affairs, conducting technical workshops related to gender mainstreaming issues, mainstreaming gender
into IGAD sectoral programs and projects as well as facilitating project interventions to the Sudanese and Somali Women in Peace Making and Reconstruction Initiatives.

II. Introduction

Although many tasks have been accomplished over the years, the Gender Affairs Program has been vacant from September 2007 to February 2009, and hence planned activities remained at a stand still. Moreover, during the time indicated, the program was detached from its funding organizations as well as most programs and projects of IGAD Secretariat and its specialized offices. Presently, the consolidation of the positive outcomes of the tasks accomplished earlier, and forging ahead with more consolidated vision and mission of the newly developed 2010 to 2014 IGAD Strategy, as well as in consideration of emerging issues have become of paramount importance. It has also become more evident that in order to attain the stated objectives, the identification of gaps in gender mainstreaming and remedying the problems need to be undertaken without delay.

To this end, the Gender Affairs Program has considered conducting a gender baseline survey/audit at the IGAD Secretariat and Specialized Offices as the first step for assessing status of gender mainstreaming in programs and projects as well as the capacity of staff in this regard. This task will be followed by conducting a training program in gender mainstreaming skills to core staff of the indicated offices as well as preparation of mainstreaming tool kit/guidelines.

These activities are intended to be taken as one package, whose realization would lead towards the Enhancement of Gender Mainstreaming Capacity of the targeted staff, and thereby impact on the gender responsiveness of projects and programs. This initiative is within the context of the main objective of the IGAD Gender Policy and Strategy, which is under implementation to date. The IGAD Secretariat would like therefore to commission a consultant to conduct the gender baseline survey/audit, training on mainstreaming skills and prepare the tool kit/guidelines in a total of 62 working days.

III. Objectives of the Consultancy Service

The main objectives of the consultancy service are as follows:-

- To review and investigate the status or extent of mainstreaming gender issues into projects/programs and other relevant working documents at the IGAD Secretariat and Specialized Offices;
To examine or assess the gender mainstreaming capacity of core staff of these offices;
To identify and analyze the gaps in gender mainstreaming in the targeted offices;
To organize and conduct an intensive gender mainstreaming skills training to core staff targeted;
To enhance capacity of core staff and make them accountable to gender mainstreaming in projects and programs;
To prepare and publish gender mainstreaming tool kit/guidelines and equip staff with relevant document for reference purposes;
To impact on meaningful incorporation of gender issues in IGAD’s priority projects and programs;
To ensure the achievement of gender equality and equity, since is one of the governing principles and values of IGAD.

IV. Outputs

The outputs of the consultancy will be as follows:
- Projects/programs as well as other relevant working documents reviewed or audited in light of gender equity and equality perspectives;
- Gender mainstreaming knowledge or capacity of core staff assessed;
- Gaps in gender mainstreaming in these offices identified and analyzed;
- Intensive gender mainstreaming skills training conducted;
- Capacity of core staff in gender mainstreaming enhanced;
- Gender mainstreaming tool kit/guidelines prepared and published;
- Mechanism for accountability to gender mainstreaming established.

V. Expected Outcomes

The main expected outcomes of the package will be:
- Reviewed or audited projects/programs and other documents from gender equality and equity perspectives;
- Gender mainstreaming skills training to core staff of the secretariat and specialized offices;
- Enhanced gender mainstreaming capacity of targeted staff in these offices;
- Published gender mainstreaming tool kit/guidelines distributed to IGAD Offices;
Concrete mechanism to ensure mainstreaming of gender issues into projects and programs.

VI. Scope of Work of the Consultant

The consultant to be commissioned for undertaking the assignment is expected to work in close consultation with the Gender Project Officer at IGAD Secretariat and will perform as follows:

- Develop an appropriate methodology for conducting the gender baseline survey/audit, mainstreaming training and preparation of the tool kit/guidelines;
- Review relevant documents at the IGAD Secretariat level and Specialized Offices, such as the IGAD Charter, different sectoral strategies, annual reports, the Gender Policy and Strategy, projects/programs as well as other working documents;
- Conduct discussions and assess the gender mainstreaming capacity of core staff of the targeted offices;
- Draft the baseline report and submit to the Gender Affairs Program of IGAD Secretariat;
- Finalize report by considering comments given by relevant staff of the secretariat;
- Prepare gender mainstreaming training materials and submit to responsible staff of IGAD Secretariat;
- Conduct a five days gender mainstreaming training to core staff of the targeted offices;
- Draft and submit the mainstreaming tool kit/guidelines for reviewing by responsible staff of the secretariat;
- Finalize document by incorporating comments given by the secretariat.

VII. Deliverables

The deliverables from the consultancy service will be as follows:-

- A comprehensive and analytical gender baseline survey or audit report;
- Gender mainstreaming skills training materials, (hand outs and power point presentations);
- Published gender mainstreaming tool kit/guidelines.
VIII. Duration of Consultancy Service

The consultancy work is expected to commence in June and be completed in a total of 62 working days, spread over up to the middle of October 2010. These include travel time to IGAD Secretariat, member states as well as to the gender mainstreaming training venue, which will be specified later. The consultant to be commissioned will be expected to comply with the terms and conditions to be contained in the contract document.

IX. Time Frame

The break down of the dates given and the tasks to be performed accordingly will be as follows:-

A. Gender mainstreaming baseline survey/audit (27 days, to be undertaken between the second week of June and first week of July 2010)
   - Preparation of methodology: two days;
   - Review of relevant documents and interviewing staff at secretariat: 10 days;
   - Travel time to IGAD Secretariat and member states: four days;
   - Document review and interviews at three specialized offices: six days;
   - Drafting and finalizing audit report: five days.

B. Gender mainstreaming training (22 days, to be conducted in September 2010)
   - Preparation of gender mainstreaming training materials: hand outs and power point presentations: 15 days;
   - Travel time to training venue: two days;
   - Conducting gender mainstreaming training: five days.

C. Gender mainstreaming tool kit/guidelines: (15 days, to be done before the middle of October 2010)
   - Preparing gender mainstreaming tool kit/guidelines: 10 days;
   - Finalizing tool kit/guidelines: five days.

X. Consultancy Fees

IGAD Secretariat will pay the consultant a daily fee of 300 USD (Three hundred USD) for a total of 62 days. The secretariat will also pay a per diem of 200 USD (Two hundred USD) per night and issue an economy class ticket during travels to the
secretariat and member states. However, the consultant is expected to sub-contract an expert to facilitate the training session for five days. While the consultant will pay the fee for the incoming expert, the travel costs of the latter will be covered by the IGAD Secretariat

**XI. Mode of Payment**

The payment of the consultancy fees will be in three phases as stated hereunder:

- The first consultancy fee will be 30 per cent of the total, and will be paid upon signing of the contract agreement and submission of the methodology for undertaking the intended tasks;
- The second payment, which is 30 per cent of the total will be done after conducting the gender mainstreaming training to the targeted staff; and
- The remaining balance, 40 per cent of the consultancy fee will be effected upon submission of the final document of the gender mainstreaming tool kit or guidelines.