



PEACE, PROSPERITY AND  
REGIONAL INTEGRATION

## **TERMS OF REFERENCE**

### **Development of Gender Mainstreaming Capacity Development Tool Kit**

#### **1.0 Background**

The Intergovernmental Authority on Development (IGAD) principally focuses on addressing shared challenges in its members states around three broad areas of: Agriculture and Natural Resources Management; Peace and Security; and Economic Integration and Social Development. These areas are elaborated in an overarching regional strategy as well as complementary policy/programme frameworks and instruments.

Promotion of gender equality and women's empowerment is underscored as a critical imperative for fostering resilience, regional integration and peace for sustainable development in the region. To this end, gender is identified as one of the priority cross-cutting policy themes to be mainstreamed in all institutional instruments, programmes and undertakings at all levels. A specific gender policy for IGAD is in place to institutionalize the principle of gender mainstreaming. In effect, all IGAD programmes and projects should address gender equality and women's empowerment through design, implementation, monitoring and evaluation alongside specifically targeted interventions to address critical gender issues in the region within the framework of IGAD's mandate and service delivery mechanisms.

Furthermore, IGAD Secretariat carries out interventions to promote gender equality and women's empowerment in Member States, in line with mandates from regional and global treaties, declarations and policies, including from the African Union and the United Nations.

#### **1.1 Rationale for Customised Gender Mainstreaming Tools/ Guidelines**

A Gender Audit of the IGAD Secretariat and Specialized offices' programmes in 2010 and subsequent periodic assessments on gender mainstreaming practice revealed that gender analysis was neither systematically nor consistently applied in programmes, projects or interventions across the board. The IGAD Gender Policy Framework mandates mainstreaming gender perspectives in IGAD's programmes and activities.

Moreover, a cross section of IGAD staff have undergone basic training on gender mainstreaming and technical guidelines were developed among other efforts. Despite these critical interventions however, gender mainstreaming practice in programmes, strategies and projects is still limited. A key gap is that the training interventions are not guided by a coherent and comprehensive capacity development manual that is tailored to the specific intervention areas of IGAD. Quite often, various consultants have been engaged and each of them approaches the skills training activities from their own perspectives. Absence of a clear tailor made capacity development package for gender mainstreaming limits quality control and consistency.

To address the challenge highlighted above, IGAD Secretariat plans to develop a comprehensive tool kit for gender mainstreaming capacity development in the organisation. The tool kit may also serve the purpose of deepening the quality of skills development for improved gender mainstreaming in Member States specifically for key sectors aligned to IGAD's regional strategic intervention areas.

To this end, IGAD Secretariat seeks the services of an experienced Consultant (individual, team or firm) on gender mainstreaming in development organisations to facilitate at the above process.

## **2.0 Objectives**

### **2.1 Overall objective**

To enhance gender mainstreaming practice in IGAD priority sectors, programs and projects

### **2.2 Specific Objectives and Expected Results**

The specific objectives are to:

- a) Standardise gender mainstreaming capacity development approach for IGAD priority sectors
- b) Equip IGAD technical and managerial staff with requisite tools and aids for gender mainstreaming
- c) Guide facilitators of gender mainstreaming capacity development actions in IGAD on different packages for specified target groups

### **3.0 The expected results/deliverables**

- i) Facilitators Manual for Gender Mainstreaming Training produced (covering IGAD Pillars/priority sectors)
- ii) Participants Manual (with tasks, tools, and reading materials aligned with the Facilitators Manual)
- iii) Compact of normative actions on gender equality and women's empowerment for each IGAD sector/pillar drawn from international, continental and regional policy frameworks and standards

### **4.0 Specific tasks and scope of the consultancy**

The scope of the assignment will include the following:

- Literature review of relevant IGAD policies, strategies, programmes, projects, action plans and reports (both overarching and sectoral/ thematic) as well as international, continental and regional frameworks/ commitments
- Preparing inception report detailing the main approaches, proposed structure and key contents under each section, as well as customised agendas for key target groups (top management, sector technical experts, administration and support staff)
- Design appropriate methods that will enhance adult learning and application of skills in gender mainstreaming (including gender budgeting)
- Prepare case studies, customised learning tasks and tools of analysis covering all IGAD development sectors
- Prepare Facilitators' Manual and accompanying Learners' Manual

- Prepare a Compact of normative gender equality and women's empowerment commitments, drawing from international, continental and regional frameworks, covering all IGAD strategy pillars/ sectors
- Stakeholder engagement (to receive feedback on process outputs and incorporate accordingly to produce final products)

## **5.0 Qualifications and Experience**

- Advanced University Degree (Masters or equivalent) in Gender Studies, Social Sciences, Human Rights, Development Studies or related field.
- At least ten (10) years of relevant professional experience in designing and delivering gender mainstreaming training including gender budgeting) in the Public Sector, International or Regional Organisation
- Demonstrated experience in curriculum or training materials development for adult learners, especially in the area of gender training
- Good knowledge of gender perspectives in all pillars of IGAD's overarching development strategies
- Excellent facilitation, presentation and writing skills
- Fluency in spoken and written English. Knowledge of French will be an added advantage.

## **6.0 Duration and time frame**

The total duration of the consultancy/task is expected not to exceed 90 calendar days from date of commissioning. The consultancy will be executed between September and November 2020. The consultant is expected to submit all the deliverables to IGAD Secretariat, by the end of 30<sup>th</sup> November 2020.

## **7.0 Reporting**

The Consultant(s)/firm will report to the Director of the Planning, Coordination and Partnerships Division (PCPD), through the Programme Manager, Gender Affairs, IGAD Secretariat.

## **8.0 Mode of payment**

- The firm will be responsible for remitting its own taxes.
- The firm will be responsible for medical and life insurance cover for the duration of the assignment.
- Payment of professional fees will be made upon delivery and formal approval of products. The first down payment of 30% will be made after receipt and approval of the final inception report. The balance of 70% will be paid upon successful completion of the contract agreement and submission of the final report.

## **9.0 How to apply**

Interested firms should submit technical and financial proposals including

- Interpretation of the Terms of Reference
- Detailed approach/ methodology
- Stakeholder engagement strategy in view of COVID-19 containment measures

- Evidence of registration/legal status (for firms)
- Profile of the team leader
- Profiles of other key personnel to be engaged in the assignment and their specific roles
- Examples of previous works of a similar nature and selected client list
- Detailed work plan and budget

All submissions with the subject 'Development of Gender Capacity Development Tool kit Services to IGAD' should be made [procurement@igad.int](mailto:procurement@igad.int) **by Monday 24<sup>th</sup> August 2020 14hr00 EAT** and sent to the address below in person, or by mail or by email.

Procurement Unit  
Administration and Finance  
IGAD Secretariat  
Avenue Georges Clemenceau  
E-mail: [procurement@igad.int](mailto:procurement@igad.int)  
P.O. Box 2653,  
Djibouti, Republic of Djibouti

**Women applicants are encouraged.**