



TERMS OF REFERENCE (TORs)

CONSULTANT GENDER MONITORING SPECIALIST (GMS)

IN THE OFFICE OF THE SPECIAL ENVOY OF THE CHAIRPERSON OF THE AFRICAN UNION COMMISSION ON WOMEN, PEACE AND SECURITY

APP Reference: - [AUC/PSD/C/220](#)

1. Background

The Peace and Security Council (PSC) of the African Union Commission mandated the Special Envoy of the Chairperson of the African Union on Women, Peace and Security to develop a Continental Results Framework (CRF) to monitor the implementation by AU Member States and other relevant stakeholders of the various instruments and other commitments on women, peace and security in Africa.

Following extensive consultations with Member States and Regional economic Communities (RECs) that have developed Action Plans for the implementation of the Women, Peace and Security Agenda, the CRF was validated by Member States on 29 March 2018 and adopted by PSC on 16 May 2018.

Subsequent to the adoption of the CRF, the Office of the Special Envoy has embarked on the roll out of the Framework, organizing country-based assessment of the adoption by countries of the CRF for their monitoring and reporting on Women, Peace and Security Agenda.

It is in this perspective that the Office of the Special Envoy on Women, Peace and Security (OSE) is seeking to recruit a Consultant to support the Office in the roll out of the CRF.

The consultant will build on the reports that have already been produced by the African Union on the implementation of the Women, Peace and Security Agenda in Africa and field visits that were carried out in 2018.

2. Objectives

Key objectives for the consultancy are the following:

- Assess the use of the AU CRF by Member States in their monitoring and reporting on the implementation of the Women, Peace and Security Agenda, through the organization of Field visits;
- Facilitate the organization of a Platform of Regional Women, Peace and Security Forums to galvanize the participation of women organizations in the monitoring of WPS Agenda in Member States and RECs and Regional Mechanisms (REMs);
- Organize consultative workshops with Regional Economic Communities (RECs) and Regional Economic Mechanisms (REMs) to enhance collaboration with AUC in the monitoring of WPS Agenda;
- Represent the Office in Monitoring and Evaluation Forums working on issues of Women, Peace and Security and Gender Equality;

3. Scope of services

The Consultant will carry out the following tasks:

- Provide technical support and capacity building for regular reporting on women, peace and security by African States.
- Liaise with national governments, including statistical offices and relevant ministries, to ensure the Continental Results Framework is in line with existing initiatives in the region and globally.
- Assess continuously existing indicators on women, peace and security used in Africa, both in regional and national monitoring frameworks and action plans;
- Prepare reports, brochures, talking points and any other materials/tools to disseminate information on delivery on women, peace and security achieved in Africa.
- Submit quarterly reports and a report at the end of the assignment;
- Perform any other duties, as required by the Special Envoy and/or the Special Adviser and Chief of Staff, Office of the Special Envoy on Women, Peace and Security.

4. Deliverables

In carrying out the tasks, the consultant will aim to deliver the following:

- An inception report, providing indications on how the consultant proposes to carry out assigned job and timelines;

- Concept notes for field visits, including a description of the methodology to carry out productive field missions;
- Reports on country visits;
- Report on consultative meetings with Regional Economic Communities (RECs) and Regional Mechanisms (REMs);
- A report on the meeting of Regional Women, Peace and Security Forums;
- A quarterly report of activities;
- A report at the end of the assignment.

5. Assignment reports and schedule of reports

The consultant will submit report as per the following schedules:

- Inception report: 3 days after taking up the assignment
- Concept notes for field visits at least a month before the mission;
- Report on field visits one week after the visit;
- Report on consultative meetings with RECs/REMs, and the Regional WPS Forum, two weeks after the meetings;
- Compiled report on outcomes of field and consultative missions, with major outcomes, gaps and proposed responses to identified challenges and gaps;
- End of assignment report before final payment

6. Facilities provided by the Client

The consultant will work in the team of the Office of the Special Envoy on Women, Peace and Security, located at the African Union Headquarters, Addis Ababa, Ethiopia.

The consultant will be provided with an office space (Shared office), a desktop and will have access to shared printer. She/He will utilise office stationary and consumables provided by the Office of the Special Envoy.

Payment

The consultant will receive a total of Thirty Six Thousand US Dollars (36,000.00 US Dollars) for the duration of the contract. Payment will be made on monthly basis, upon submission of a monthly delivery report.

Final payment will be paid upon presentation and acceptance of final report by the supervisor;

In addition, the Commission will provide the following:

- Ticket when joining AUC and at the end of the contract.
- DSA and Tickets for official travels as per AUC regulations

7. Assignment period

The consultancy is for a period of **six months**, starting from the day of reporting to duty. It could be renewed for an additional period of three months, based on continued need by the Office of the Special Envoy and evaluation by the supervisor. The Consultant will be based in Addis Ababa for the duration of the assignment

8. Assignment management and Administration

The consultant will work under the direct supervision of the Special Adviser and Chief of Staff of the Office of the Special Envoy on Women, Peace and Security and the overall leadership of the Special Envoy on Women, Peace and Security.

9. Minimum Qualifications and Experience

The position requires an advanced university degree (Master's or equivalent) in Gender Studies, Peace and Security Studies, Political Science, Statistics or other related fields. A combination of relevant academic qualifications and extensive experience with frameworks and statistics may be accepted in lieu of the advanced university degree.

In addition, the suitable candidate will require a minimum of 8 years of experience in monitoring and evaluation frameworks in the fields of gender, peace and security, with at least four (4) years of expert analysis and development of indicators. Fluency in English is required and knowledge of French is a substantial advantage

10. Evaluation Criteria

Interested candidate must provide information demonstrating that he/she has the required qualifications and relevant experience to perform the Services. For evaluation of CVs, the following criteria will be applied:

- a) General Education Qualification and Relevant Training (20 points);

- b) Experience Related to the Assignment (40 points);
- c) Technical approach to the assignment and methodology (30 points)
- d) Overall understanding of the assignment (10 points)

Interested candidates are requested to submit the following documents for AUC's consideration as an attachment to the CVs:

a) Technical Proposal on:

- understanding and interpretation of the TOR
- methodology to be used in undertaking the assignment

Submission of CVS

Interested applicants should submit their CVs to the under listed address. The title of the Consultancy should be clearly stated in the subject matter of the email.

The deadline for submission of CVs is **Friday 15th February 2019**

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