



INDIVIDUAL CONSULTANT

Terms of Reference for Consultant Gender Programme Expert Consultancy Services for Retreat facilitation and three year programme of work design-Procurement no AUC/WGDD/C/263

Duration: 2 months

Purpose

Reporting to the Chairperson of the Commission, the Directorate of Women, Gender and Development is the principal adviser to the Chairperson and the Deputy Chairperson and all of the Commissioners on gender policy and strategy matters. The Directorate is responsible for driving, on behalf of the Commission, the coordination, facilitation, monitoring and evaluation of commitments and actions needed to advance gender equality in the Commission, AU organs RECs and Member States and to report on such work.

Against this background, WGDD completed in 2018 the development of a ten year continental strategy for gender equality and women's empowerment which was adopted by the Executive Council in July 2018 in the margins of the 31st AU Summit in Nouakchott. This strategy is the organization's roadmap to meeting its commitments to gender equality and women's empowerment in line with Aspiration 6 of Agenda 2063 and Goal 5 of the SDGs.

Similarly, the AU has adopted a new Mid-Term Plan which calls for multi-year planning of its programme of work. This plan provides the opportunity to map out tangible areas of intervention, mobilize the necessary resources to implement the gender strategy and ensure buy-in of the multi-year programme of work within WGDD. At the same time, WGDD is yet to hold an in-depth retreat with gender focal persons within the organization and share the gender strategy with key stakeholders that participated in its design. Both gender focal persons and stakeholders (internal and external) need to become more familiar with the gender strategy to ensure greater appropriation and wider reach of the document.

WGDD will therefore organize a retreat and stakeholder debriefing to ensure the gender strategy is adequately appropriated by stakeholders and the three year programme of work with budget is prepared in time for the 2020 work planning session.

Objective

The overall objective is to build a cohesive team ready and capable of implementing the Directorate's three year programme of work. Specifically, this assignment will contribute to increasing understanding among targeted stakeholders of the gender strategy and their role in its implementation and preparing a results-based three year programme of work for the Directorate.

Tasks

Following a detailed review of existing relevant secondary literature (gender strategy, Mid-term plan, MOUs, departmental level commitments, SDGEA reports, 2009 gender policy evaluation report, etc) and discussions with key informants within WGDD and relevant Departments, the Individual consultant will conduct the below listed tasks:

- Submit a succinct inception report which includes the methodology that will be used for the assignment, the resources needed to successfully implement the deliverables, a plan to deflect or mitigate the risks associated with the assignment and a high level presentation of the final consultancy report.
- Submit a comprehensive but succinct plan of work which provides clear timelines for the implementation of all key deliverables.
- Submit materials that will be used (including the source of the methodology) for the retreat and the design of the three year programme of work. The methodology will rely on demonstrated problem solving and team building techniques.
- Submit the CVs of all technical skills that will be mobilized to implement this assignment.

Deliverables

Under the managerial supervision of the Director in close collaboration with the Senior Policy Officer for Gender Analysis and Monitoring, the consultant will implement the following deliverables:

- Three year programme of work and budget. The programme of work and budget will be done in accordance with the AU's guidelines on their design and supported by a comprehensive narrative document which provides the necessary qualitative information to facilitate the interpretation of the programme of work and budget
- The retreat and stakeholder meeting are facilitated and key feedback are integrated into WGDD working methods
- Individual action points are identified for gender focal persons and that will be used to provide them with support and track progress
- Final high level report of the consultations

Key Qualifications and skills:

- Master's degree in areas of primary area of focus of the Department, economics, social sciences, mediation and peace studies, monitoring and evaluation combined with applied gender knowledge or vice versa
- At least 7 years of demonstrated experience developing monitoring and evaluation plans, work plan design, retreat facilitation and management, and conducting specialized training in multi-lateral organizations
- At least 3-5 years of demonstrated experience mainstreaming gender into the scope and programme of technical fields such as infrastructure, energy, transport or ICT
- Ability to successfully and progressively build institutional capacity for effective ownership of gender mainstreaming goals
- Excellent analytical and writing skills
- Excellent oral and multi-media communication skills in AU languages
- Computer skills in software supported by the institution (Microsoft Word, Excel, Access, and PowerPoint);
- Ability to meet deadlines, work independently, multitask and have good interpersonal skills.

Payment modalities:

Payment will be made upon clearance of deliverables by the manager overseeing this assignment. This is a fixed budget assignment. AU will provide a lump sum of \$20,000 being professional fees for the duration of the assignment. This lump sum will cover the costs for technical staff that will be mobilized as part of this assignment. The AU will cover the costs of travel and DSA for all agreed upon travel.

Duty Station: The consultant will be home-based with some travels to Addis Ababa, or other destinations when required. Travel costs and DSA will be fully paid for by the Commission at the rate of the most direct and economic return flight.

Supervision

The Consultant will work under the direct supervision of the Director, Women, Gender & Development Directorate. The assignment will start in April.

Evaluation and qualification criteria

For evaluation of the expressions of interest the following criteria will be applied:

- a) General Education Qualification and Relevant Training(20 Points)
- b) Experience related to the Assignment(50 Points)
- c) Technical Approach and Methodology (20 Points)
- d) Work plan (10 points)

Submission of CVs and proposals

Interested candidates are requested to submit the under listed documents for AUC's consideration as an attachment to their CVs. For purposes of evaluation, where it is a team, **evaluation/assessment will be done for only the lead Consultant.**

a) Technical Proposal on:

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

Further information can be obtained at the address below during office hours 8:00-13:00hrs and 14:00-17:00 hours Local Time.

Proposals and CVs must be delivered in a written form to the address below not later than Friday **22nd March, 2019**. Email submissions are allowed.

**African Union Commission,
Head of Procurement Travel and Store Division
Building C, Room 327
P.O. Box 3243, Roosevelt Street
Addis Ababa, Ethiopia
Tel: +251 (0) 11 551 7700 – Ext 4305
Fax: +251 (0) 11 551 0442; +251 11-551-0430
E-mail: tender@africa-union.org**

NB: The Title of the Assignment and Procurement reference number should be clearly indicated in the subject matter of the email.