**ANNEX 9:**

GENDER ANALYSIS CONSULTANT TERMS OF REFERENCE TEMPLATE

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| **ABOUT THIS TEMPLATE:**  *This template is a sample format of a Terms of Reference (TOR) to recruit a consultant to conduct a gender analysis. Most of the content should be taken directly from the Gender Analysis Scope of Work (SOW). (See the* [*Annex 11:*](https://banyanglobal.com/wp-content/uploads/2017/04/Annex-11.-Gender-Analysis-SOW-Template.docx)[*Gender Analysis SOW Template) The sect*](https://banyanglobal.com/wp-content/uploads/2017/04/Annex-11.-Gender-Analysis-SOW-Template.docx)*ions in yellow are to be updated with information for your project and needs.* |

**Project Name**

**Terms of Reference (TOR) for Gender Analysis Consultant**

Date

**1. PROJECT DESCRIPTION**

[Paste text from the Gender Analysis SOW]

**2. PURPOSE OF THE GENDER ANALYSIS**

[Paste text from the Gender Analysis SOW]

**3. PROPOSED GENDER ANALYSIS QUESTIONS**

[Paste text from the Gender Analysis SOW, organized by project objective]

**4. PROPOSED METHODOLOGY**

[Paste text from the Gender Analysis SOW]

**5. FINAL PRODUCT**

[Paste text from the Gender Analysis SOW]

**6. DELIVERABLES AND TIMELINE**

The consultant will lead the gender analysis process, supported by the gender focal point for [Name of Project]. The consultant will work closely with staff, both for input and to strengthen in-house capacity for analyzing gender issues in the project. The table summarizes consultant deliverables, estimated level of effort (number of work days), and the target timeline. The gender analysis and action plans should be completed no later than [DATE].

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **DESCRIPTION OF STEPS** | **DELIVERABLE** | **ESTIMATE LEVEL OF EFFORT** | **TARGET TIMELINE** |
| 1 | Introductory meeting and updated timeline | Updated timeline for gender analysis (if needed) |  |  |
| 2 | Review of secondary literature and data | Report summarizing relevant reports and statistics that respond to the gender analysis questions. Identify any information gaps in secondary data. |  |  |
| 3 | Design of primary data collection methodology | Proposal for primary data collection |  |  |
| 4 | Design and test primary data collection tool(s) | Finalized data collection tools |  |  |
| 5 | Training of data collectors | Trained data collectors |  |  |
| 6 | Data collection | Electronic copies of interview and focus group notes |  |  |
| 7 | Data analysis | Draft gender analysis report |  |  |
| 8 | Presentation and validation of findings (at Validation Workshop) | Updated findings and recommendations based on stakeholder input |  |  |
| 9 | Facilitation of gender equality action plan development with team | Finalized gender equality action plan |  |  |
| 10 | Final gender analysis report | Final gender analysis report, including an action plan |  |  |

**7. QUALIFICATIONS AND EXPERIENCE**

* Graduate degree in development studies, gender studies, or relevant social sciences field preferred.
* At least five years’ experience in gender integration within development programming, with experience developing at least one gender analysis to inform project designs or strategies. *Note*: You may choose to specify the number of years of experience specifically conducting gender analyses.
* Proven experience conducting desk reviews and qualitative research, including interviews and focus groups.
* Experience working in [sector] projects is desirable.
* Demonstrated understanding of intersectional considerations and social inclusion.
* Demonstrated experience and commitment to working on gender equality and women’s empowerment issues in [country of project]. Established relationships with women’s rights organizations and organizations focusing on gender equality preferred.
* Strong communication and interpersonal skills, including active listening and openness to feedback.
* Proficient in using Word, PowerPoint, and Excel.

**8. HOW TO APPLY**

Applications must be submitted electronically, by [date] at [time] to [email address]. Please include the following:

* A cover letter outlining your approach, relevant experience, and proposed daily rate
* Curriculum Vitae
* References from related consultancies
* Sample gender analysis reports you have developed