

# Terms of Reference of Consultant for Gender Analysis

## 1. Background:

National Indigenous Women's Federation (NIWF) is an umbrella organization of 49 Indigenous Women organizations. This non-profitmaking organization has been working in the field of indigenous women mainly focusing on indigenous women's human rights, land rights, identity, against the indigenous women's violence, advocacy, research, publication and promotion of indigenous knowledge and skills to achieve the collective mission of indigenous women.

## 2. Project Overview:

In response to the pressing need to address GBV and environmental linkages, the project, **“RESIST: Women Environmental Human Right Defenders in Nepal Resisting Gender-Based Violence”**, emerged as a collaborative effort led by DanChurchAid (DCA). Partnering with the National Indigenous Women's Federation (NIWF) and the Dalit Women Right Forum (DWRF), the project is set to make significant strides in combating GBV faced by women human rights defenders (WEHRDs), particularly targeting Tharu women and Dalits in Nepal's Kailali district.

## Key Objectives of Project:

- Strengthen the capacity of local governments and Community Forest User Group (CFUG) to prevent and respond to GBV.
- Empower marginalized women to advocate for their rights and access support services.
- Challenge harmful gender norms and promote positive masculinities within CFUGs and traditional leadership structures.
- Foster collaboration and knowledge-sharing among stakeholders to create sustainable solutions for GBV prevention and mitigation.

## 3. Objective of the Consultant Service:

The purpose of this consultancy service is to undertake a gender analysis in order to generate information on gendered needs, constraints and opportunities, gender-based violence in CFUG, gender power relationships and decision-making structures in household and CFUG. And to develop a gender action plan to guide and advise gender mainstreaming in the project.

## 4. Scope of the Work/Tasks:

The consultant will be expected to undertake the following tasks:

**Task I:** *Conduct a gender analysis with a particular emphasis on women and marginalized groups engaged in the protection, management, and use of community forests and increase safe access to response services, enabling the conservation of forest resources and acknowledging the need to respect human rights areas defined by the project.*

The gender analysis should elaborate on gender roles in socio-economic activities and CFUGs resource management, dependencies on forest resources, environmental degradation, women's access to productive resources and their legal rights, as well as their influence in

collective decision-making. The gender analysis should also include a review of national, regional and international gender equality and environmental mandates and policies, specifically in areas related to women’s rights, climate change, among others. It should explore gender dynamics across seven core thematic areas: (1) legal and customary laws related to CFUG and environment (2) Gender norms, attitudes, customs and beliefs system; (3) Gender responsibilities, roles and time use (4) participation, inclusion and representation; (5) access and control of resources and services; (6) environmental stressors and vulnerability (7) Safety, dignity and wellbeing (GBV)

**Task 2:** *Map local, provincial and national stakeholder groups to engage in project activities, including in conducting gender analysis.*

As part of the gender analysis methodology, consultations with a wide-network of in-country gender experts is encouraged. It will be important for consultants to develop a contact list of gender-related groups, women’s organizations, indigenous peoples’ rights organisations and other relevant stakeholders that participate in consultations to help ensure these stakeholders are engaged throughout the project.

**Task 3:** *Coordinate activities to mainstream gender in other areas of assessment and analysis within the project.*

The consultants should have planning meetings with other teams in charge of assessments and analysis. Meetings should occur as necessary throughout this process as gender is considered and addressed as a crosscutting component. Consultants should collaborate and coordinate with other teams in field visits to ensure participatory and inclusive methods are used and gender-disaggregated data and information is collected from local consultations. The consultants are encouraged to provide input to other draft studies and assessments.

**Task 4:** *Develop a gender action plan to guide and advise gender mainstreaming in the project*

The gender action plan should draw upon results from the gender analysis and provide recommendations to the project to overcome barriers (gender gaps) identified during the gender analysis. The gender action plan should not only focus on external outcomes, but also provide guidance to the internal management and organization of the project (e.g. staff communication, reporting, monitoring and evaluation, etc.). The monitoring and evaluation systems should show how project activities contribute to reducing gender gaps in sectors related to the project.

**5. Timeframe:**

The consultant will start from 27<sup>th</sup> May 2024 and conclude on 5<sup>th</sup> July 2024. The expected timeline for the assignment will be as follows:

Activities	Timeline
Consultation meeting with NIWF and DCA team and documents review	27 <sup>th</sup> May 2024

Gender Analysis methods, tools development and finalization	30 <sup>th</sup> May 2024
Conduct and complete gender assessment in field	10 <sup>th</sup> June 2024
Report draft and share with NIWF and DCA	17 <sup>th</sup> June 2024
Incorporate comments and feedback and finalize report	24 <sup>th</sup> June 2024
Gender Action plan development and submission	28 <sup>th</sup> June 2024

## 6. Reporting:

The consultant will coordinate and report to Executive Director of National Indigenous Women's Federation (NIWF) throughout this assignment.

## 7. Consultancy Payment Modality:

The consultancy fee will be made on instalment basis. National Indigenous Women's Federation (NIWF) will deduct tax as per the prevailing law of Nepal while making the payment.

## 8. Consultant's Knowledge, Skills and Experience:

### *Education Qualification:*

- Master's degree in social sciences, Social Work, Gender/Women Studies, Development Studies, Community Development, Sociology, or related field.
- Advanced training in Gender and Development studies.

### *Work experience and competencies:*

- At least seven years combined experience in advocacy for gender issues and evidence-based results in gender analysis, GBV, gender and climate linkage and mainstreaming especially in institutions and projects that deal with Gender based violence, climate change, environment and natural resources management.
- Significant experience with gender issues and social impacts is required with some experience in relevant socio-ecological and gender analysis frameworks.
- Previous experience in project management or monitoring and evaluation as well as developing gender assessment and action plans for projects.
- Experience of capacity building and training development programmes on GESI.
- Experience working with stakeholders at multiple levels, including local, regional, and national.
- Experience developing gender-based violence (GBV) mitigation and response measures for projects and programmes.
- Strong analytical ability to design, implement and evaluate gender mainstreaming options for promoting natural resources management, climate adaptation and resilience.
- Excellent interpersonal skills and a strong team player with proven communication and diplomacy with the ability to work effectively with multicultural and multidisciplinary teams with sensitivity and respect for diversity.
- Excellent verbal and written communication skills in English is required.

## 9. Required Documents:

The consultant needs to submit the following documents at the time of proposal submission.

- A financial proposal outlining relevant costing details (including VAT, if applicable)
- CV highlighting the relevant knowledge, skills and experience required.
- Few sample works related to the assignment.

## 10. Proposal Evaluation Criteria:

The evaluation method will be the technical competency, quality of proposal, experiences and cost-based selection. A two-stage procedure shall be utilised in evaluating the proposals, a technical evaluation and a financial evaluation. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights of 60% for the Technical Proposal; and 40% for the offered price. Each proposal's overall score shall therefore be  $St \times 60\% + Sf \times 40\%$ .

### Technical Evaluation:

For the evaluation of the technical proposals, NIWF shall take the below criteria and weights into consideration. NIWF reserves the right to discard offers below a technical score of 80 points.

Technical evaluation		Maximum Points	Consultant				
			A	B	C	D	E
Expertise of the Consultant submitting proposal							
1	Understanding of Terms of Reference (ToR) and scope of work	15					
2	Proposed methodology, tools, approach and implementation plan demonstrates objectives and scope of work and deliverables	30					
3	Clarity of the proposal and sequencing of work/tasks and tools linked with the previous relevant experience demonstrating capacity to undertake the assignment	20					
4	Description of activities and action plan to be implemented with clear responsibilities and proposed timeline	15					
5	Proposed team composition and previous relevant experience	20					
Total Technical Score		100					

## 11. Proposal submission Guideline:

Interested consultancy organization /individual who meet the above requirement should apply with their technical and financial proposals (which also includes detailed methodology, a work

plan, a budget and their CV) through the following link at mero job by 15<sup>th</sup> May 2024. The selection will be based on the combination of technical expertise, relevant experience and proposed budget.

[https://merojob.com/consultant-115/?fbclid=IwZXh0bgNhZW0CMTEAAR0h\\_29QOG4U0HTGMYatRaiCCWqoY7RpKdHG\\_OezO3VI2uMX0nIBw7sxjfM\\_aem\\_AYg-Dkl0q8c3TEidHoigDlu2S8bG6V1x\\_PX2jldg0LP0h51uAOX0yMuvKuUasPMqc0JHIR15PGDdQ7uSgyavT6Q4](https://merojob.com/consultant-115/?fbclid=IwZXh0bgNhZW0CMTEAAR0h_29QOG4U0HTGMYatRaiCCWqoY7RpKdHG_OezO3VI2uMX0nIBw7sxjfM_aem_AYg-Dkl0q8c3TEidHoigDlu2S8bG6V1x_PX2jldg0LP0h51uAOX0yMuvKuUasPMqc0JHIR15PGDdQ7uSgyavT6Q4)