Terms of reference for a consultancy to develop a County Gender Policy in Isiolo County

About KEWOPA

The Kenya Women Parliamentary Association (KEWOPA) is a membership association of all women parliamentarians drawn from across all political parties both elected and nominated in the Senate and National Assembly. Established in 2001, KEWOPA currently has a membership of 97 Women MPs. KEWOPA subscribes to the belief that women just like men, have equal rights to participate in all aspects of governance of their country, and are therefore committed to ensuring that the country’s policy and legislative frameworks redress gender disparities and other injustices that undermine sustainable development.

Background.

KEWOPA in partnership with the Centre for Rights Education and Awareness (CREAW) are implementing the Wajibika project funded by the United Nations Trust Fund (UNTF) whose overall goal is that Adolescent and young women in Narok and Isiolo are better protected against gender based violence in the family and community through effective implementation of national legislation, policies, national action plans and accountability structures by 2021.

The Wajibika project aims at ensuring effective implementation of legislative policies and other government directives on gender-based violence. This will be realized through improved capacity and coordination of service providers across sectors to address VAW/G in Narok and Isiolo counties, women and girls enjoy their rights in a safe community free from VAWG in Narok and Isiolo Counties and improved and effective implementation of the gender related laws and policies on VAW/G at National and County levels.

As a result, the County Government of Isiolo in partnership with other non-state actors commenced the process of formulating a Draft County Gender Policy 2019. The Draft Isiolo County Policy is aimed at promoting gender equality for sustainable development by providing a framework for women empowerment and gender mainstreaming in several sectors of County Government of Isiolo. The Policy will also provide direction and ensure significant improvement in the management and implementation of measures to curb sexual and gender based violence within the County in line with this policy and the national policies meant to curb sexual and gender based violence in the Country and the empowerment of women and other vulnerable groups in the County.
Purpose of the Consultancy

KEWOPA intends to hire the services of a qualified consultant to support Isiolo County – Gender Department develop County Gender Policy. The Policy will be developed through a participatory process and with the technical support of a consultant due to the need for finalizing the work in a timely manner. The Policy will be rolled out to the County Gender Department upon its completion.

Scope of Work

The consultant will support the County Gender Department – Isiolo County in developing a Gender Policy. The consultant will undertake the following tasks:

Detailed Tasks

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<th>Outputs</th>
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<td>1. Conduct extensive consultations with all relevant stakeholders from</td>
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<td>the county including the County Government, County Assembly, Non-State</td>
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<td>Actors, Members of the Public to understand the context and the policy</td>
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<td>needs of the county.</td>
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<td>2. Prepare a draft framework policy document that will define and</td>
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<td>address the policy needs of the county.</td>
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<td>3. Facilitate Stakeholder and Validation meetings during the policy</td>
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<td>development process</td>
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<td>4. Facilitate public participation forums during the policy formulation</td>
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<td>process for the policy document</td>
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Key Deliverables

At the end of the assignment the consultant will submit:

1. An inception report outlining preliminary findings from consultations and documentation review including the already developed draft Policy;
2. A first draft of the Gender Policy and presentation during a validation workshop with the County Government, County State and Non-state actors, KEWOPA and Partners.
3. A final version of the County Gender Policy, incorporating comments on the first draft in a soft and hard copy versions.

Expected Profile of the Lead Consultant

a. Education:
   - Advanced University Degree (minimum Master’s Degree in gender studies, development studies, political science or other related fields).
Experience and Competencies:

- Seven years of experience in programme management of gender equality, gender mainstreaming or women empowerment policies/projects/programmes; knowledge of gender equality at the institutional level.
- At least five years of experience in planning, design, preparation and delivery of gender equality strategies, policies and legal frameworks preferably for County Governments.
- Good knowledge and experience with the national development frameworks, especially Sustainable Development Goals (SDGs), key legislations County Integrated Development Plans, the Medium Term Plans, Annual Development Plans, Annual Budget Plans e.t.c.
- Specialised technical knowledge, including in conducting external programme evaluations, data collection and analytical skills, mainstreaming to programming and gender equality and women’s empowerment considerations.

b. Language:

- Excellent proven written and spoken English
- Strong oral and written communication skills

Time-frame

The assignment is expected to take a maximum of 10 working days, which includes desk-review, preparation, and workshop, implementation, drafting final County Gender Policy.

Administrative Arrangements and Roles

The Consultant will report to the Programme Coordinator – KEWOPA. The Consultant will work closely with the County Department of Gender – Isiolo Team. A mini-coordinating committee will be established to guide the consultancy and ensure that high standards are maintained/observed during the exercise. The committee will include membership from the County Gender Department, Representatives of relevant County Departments, Representative CSOs, KEWOPA and CREAW Project Team.

KEWOPA will provide the logistics and relevant documents and be the link between the consultant and the County Departments. The consultant will be responsible for guiding the entire process and all other specific responsibilities as stipulated in the TOR.

Application procedure:

Applicants are requested to upload copies of:

- Latest CV highlighting the relevant experience. (Prospective candidates could apply either as a team or as individuals. When applying as a team, the CVs of all experts in the team should be provided together with references, along with the application. Company profile and detailed CV’s of the proposed team, including a partner, team leader and any other staff that will undertake the assignment).
- A detailed technical proposal on undertaking the tasks and evidence of previous work.
- The proposal should include a breakdown of proposed fees, with a proposal on how fees charged will be calculated, with indication of involvement/time allocated in providing the said services.
Application procedure

Applicants should submit Technical and Financial proposals electronically in PDF format with subject line clearly marked “County Gender Policy” via email to recruitment@kewopa.org not later than 5.00pm 6th November, 2019