

I. General Information

Title of Consultancy: Advancing Equality Policy Writer and Specialist

Contract: Individual Consultant

Duration of the assignment: 30days spread over a four-month period (August-November).

Supervisor: National Coordinator WEL / Program Officer Equitas.

Closing Date: 30TH July 2023

II. Background

The Advancing Equality through Human Rights Education (AEHRE) project is a global project being implemented in five countries (Burkina Faso, Haiti, Kenya, Senegal and Tanzania) with the ultimate aim of: increased empowerment of women and girls for the advancement of gender equality in their communities. In Kenya, the AEHRE project is being implemented by Women's Empowerment Link (WEL) in partnership with Equitas in Nakuru and Bomet counties. It focuses on increasing the participation of women and girls in local decision-making structures.

As part of this project, WEL and Equitas will hold a policy dialogue on 2nd - 5th August. In line with the AHERE project, participants of the policy dialogue will explore policy gaps and challenges in policy implementation within the chief's baraza and related structures that hinder women's participation in decision-making. Participants will also collaborate to formulate policy recommendations to make these local decision-making structures more inclusive to women, including the most marginalized women (e.g. women living with disabilities, single mothers, women living with HIV...). By the end of this policy dialogue, participants will be invited to draft policy recommendations on how to make local decision-making structures more inclusive for women.

OBJECTIVES OF THE POLICY DIALOGUE CYCLE

- To build women's organizations and duty-bearers' capacity in the development of recommendations for inclusive guidelines for Chief's Baraza and related structures that will promote women's participation in decision-making.
- To enhance women's organizations and duty-bearers' capacities in the development and implementation of an action plan to finalize the guidelines and standardize these guidelines across Chief's Baraza nationally.
- To enhance collaboration and networking between women's organizations, community members and duty-bearers.

All activities carried out during the project are guided by a human rights-based approach with a gender perspective and an intersectional lens.

III. Description and Scope of assignment

WEL is seeking a Consultant that will work together with the AHERE team (Equitas and WEL) to support the policy dialogue cycle of the Advancing Equality through Human Rights Education Project. The Consultant will particularly work alongside the selected women's organizations and duty-bearers participating in the policy dialogue cycle. They will provide technical support in the analysis of recommendations provided by the participants and facilitate co-development of the inclusive guidelines for Chief's Baraza and its related structures that will promote women's participation in decision-making.

The development of these guidelines will start at the Policy Dialogue in August and the drafting process in collaboration with selected women's organizations and duty bearers will be done between August and October 2023. The Consultant will play a key role in the action plan created by the select women's organizations and duty-bearers aiming at finalizing the guidelines and presenting them to relevant stakeholders for consideration and adoption starting at the county level.

The mandate.

Working closely with the Advancing Equality project team in Kenya and the selected women's organizations and duty bearers, the Consultant **commits to:**

- Participate and support a **2.5-day Policy Dialogue process** that will take place in Naivasha County in August 2023.
- **Draft clear, concise and accessible guidelines for Chief's Baraza and its related structures** based on the recommendations by selected women's organizations and duty bearers in compliance with official standards between August to November 2023.
- **Engage with and support selected women's organizations and duty bearers during the implementation of the action plan** that will be developed during the policy dialogue. The plans will be implemented between August and November 2023.
- **Participate in 2 -half days of orientation** of the facilitation team for the Advancing Equality: Policy Dialogue Evaluation meeting in November 2023.
- **Present the draft guidelines** aiming at ensuring women's participation to Chiefs' Barazas to stakeholders.
- **Support and facilitate the 2-day Policy Dialogue Cycle Evaluation meeting** in November 2023.
- **Participate in the end-of-day debriefing sessions and the final debriefing** of the evaluation meeting in November 2023.

Act as a coach to:

- Support participants in the process of formulating guidelines and recommendations for Chiefs' Barazas.
- Accompany a group of approximately (24) participants during the above-mentioned activities.
- Participate in evaluation activities during the Policy Dialogue cycle activities (Policy Dialogue, Action Plan Implementation and Policy Dialogue Evaluation Meeting).

- Ensure that relevant procedures and policies, including the WEL & Equitas policy on preventing and responding to sexual violence, harassment and discrimination, are applied throughout the activities;
- Raise all concerns and issues, and flag all incidents related to the safety or security of individuals participating in activities to the National Coordinator in a timely fashion.

Process.

- Before each activity: The Consultant will read the relevant materials created.
- Orientation sessions: The Consultant will fully participate with WEL and the Equitas Education Specialist in the orientation sessions planned, familiarize themselves with the pedagogical material and prepare for the facilitation of the workshop. The orientation sessions will be held in person and online depending on the activities and the needs. The Consultant will work under the close guidance of the Education Specialist and National Coordinator in all activity preparation.
- Throughout the 3-day Advancing Equality: Policy Dialogue: The Consultant will be working with the lead facilitator to support the select women's organizations and duty bearers on their discussions around policy matters and the development of the guidelines and recommendations for Chiefs' Barazas. In addition, The Consultant will participate with the AEHRE team (Equitas and WEL) in daily debriefings.
- Throughout the Action Plan implementation, the Consultant will collaborate with the AHERE team and the women's organizations and duty bearers and participate in the discussions to co-develop the official and standardized guidelines to ensure women's participation in Chiefs' Barazas. They will be leading the process and will support and guide the women's organizations and duty bearers on matters related to policy.
- To support the co-development of the guidelines, the Consultant will build relationships with relevant stakeholders in Nakuru and Bomet Counties to ensure that the guidelines co-developed are in line with policy requirements.
- The Consultant will produce the final draft copy of the guidelines for final review and adoption.
- The Consultant will participate in debriefs every two weeks with the AEHRE team to inform them of the expected timeline and progress made during the guidelines drafting that will happen between August to October 2023.
- Two weeks after the end of each activity (Policy Dialogue, Action Plan Implementation, Policy Dialogue Evaluation), the Consultant will need to individually complete and submit a brief 2-5-page report to Equitas and WEL.
- Participate in a half day Debrief which will take place approximately one week after the Advancing Equality: Policy Dialogue Evaluation Meeting.

IV. Objectives of the Assignment

- To draft guidelines, aimed at ensuring women's participation in Chiefs' Barazas and its related structures in Bomet and Nakuru Counties in collaboration with women's organizations and duty bearers.
- To support the trained participants in the design and implementation of their joint Action Plans.

<ul style="list-style-type: none"> To present the finalized draft guidelines to key stakeholders. Facilitate activities related to the mandate at the Policy Dialogue Evaluation Meeting. 		
V. Deliverables / Outputs		
<ul style="list-style-type: none"> Standard Operating Guidelines/ Policy guidelines for Chief Barazas and related structures. Policy Dialogue report. Preparation of the pedagogical material for the Policy Dialogue Evaluation. Policy dialogue cycle evaluation report. 		
VI. Timeframe		
<ul style="list-style-type: none"> The assignment will last approximately 25 days of work from August to mid-November 2023 with breaks in between. 		
VII. Accountability		
<p>This scope of work is contracted by WEL on behalf of the AEHRE project. The National Coordinator will handle the contract management of the Consultant. However, as this consultancy has a direct impact on the AEHRE project, the Consultant will be accountable to both WEL and Equitas. The main point of contact for the project will be WEL's National Coordinator, however the Consultant will communicate directly with Equitas Program Officer for logistical matters and will also be in contact with the Education Specialist for all matters pertaining to the content of the policy dialogue, joint action plan implementation and policy dialogue evaluation meeting (including evaluation).</p>		
VIII: Remuneration		
<p>WEL will give an honorarium to the successful candidate. The honorarium will be calculated based on budget availability and expertise and will be paid on a 15%- 55% - 30% Modality in the contract. This will be broken down as follows:</p>		
Instalment Period	Deliverable	% Payment
1st Installment	Report submitted after Advancing Equality: Policy Dialogue.	15%
2nd Installment	Submission of Guidelines and Report on the guidelines drafting process with the women's organizations and duty-bearers (August-November 2023).	55%
3rd Installment	Final report on the Policy Dialogue Evaluation meeting	30%
<p>Note that all payment will be made via Cheques/ Direct Bank Transfers upon approval of all deliverables by relevant authority within WEL.</p>		

IX: Qualifications of Consultant

- Strong technical writing experience in English with a clear and concise communication style.
- Ability to communicate orally in English and Swahili and read and understand documents.
- Demonstrated ability in policy analysis and development.
- Competent in planning, organizing, coordinating, negotiating and problem-solving.
- Experience working with a non-governmental and/or human-rights organization and/or women's organization.
- Qualified to establish, manage, and monitor relationships with government officials and/or state agencies.
- Knowledge and/or experience on issues related to gender equality in decision-making.
- Experience in using some participatory education methods and techniques.
- Ability to manage the available time and resources and to work to tight deadlines.
- Ability to travel.

X. Submission of Application

Interested Consultants should provide the following to info@wel.or.ke and copy mukeni.mercy@wel.or.ke on or before midnight 30th July 2023:

- A profile highlighting the relevant experience in doing similar work **OR** the Curriculum Vitae (CV) highlighting how they meet the requirements.
- The consultant's understanding of the TOR and how their engagement will further advance their work in Human Rights and Gender Equality.
 - Indication of availability to start and undertake this assignment (Note that the assignment commences immediately after selection of candidate. Interviews will be held on 31st July 2023)

WEL is committed to employment equity and gives opportunities to visible minorities, people living with disabilities, and people across all gender identities.

XI. Terms of Service

This is a non-staff contract under the Individual Contractor modality of hiring at WEL. The incumbent shall not be considered as staff of WEL and are therefore not entitled to any privileges or any other special status or conditions as WEL staff.