Regional Gender Equality Roadmap:

Consultant Terms of Reference

Middle East and Eastern Europe Regional Office

10-June 2021

# **BACKGROUND**

Save the Children is the world’s leading independent organisation for children with a vision of a world in which every child attains the right to survival, protection, development and participation. Save the Children works in 117 countries, including 12 Country Programs in the Middle East and Eastern European (MEEE) Region.

Save the Children believes that it is critical to directly address gender discrimination and promote gender equality in order to ensure that no harm comes to children, and to advance our vision for a world where every child attains their equal right to survival, protection, development, and participation. Recognising that gender equality is central to Save the Children’s mission and vision, it is evident that Country Offices (COs) in the region have diverse experiences in promoting and implementing gender equality through their work, seeing progress and challenges in different areas. In the lead in to a new 3-year Strategy period for Save the Children globally, it is timely to assess progress, and identify common priorities for the region to inform the scope and focus of future work to advance gender equality outcomes.

# **OVERALL PURPOSE of the Consultancy**

To develop a MEEE GE Programming Roadmap, based on current practice, which clearly articulates core priorities across the region to advance gender equality. Priorities identified are likely to cover a range of areas, including specific areas for internal capacity strengthening, priorities for advancing GE with partners, amongst others. The Roadmap generated will cover priorities for the period 2022 – 2024. It must be practical, feasible and built from SCI views and priorities across the region.

The final Roadmap will be based on an analysis of SCI’s current practice strengths, gaps, investments, challenges, lessons learned to date and opportunities; analysis of priorities identified by COs and the Regional Office as well as SCI at global level; and consideration of external factors such as the partner landscape and donor priorities. Examples of good practice will be identified and documented. The Roadmap should answer the questions: What will be done in relation to advancing GE across the region and within COs? By whom? What is the scope and why were certain areas prioritised? What resource allocation is required? How will it happen?

The scope of this analysis and the Roadmap to be generated is largely around programming and advocacy, and will be refined and agreed with SCI early in the consultancy. This will include, but not be limited to, analysis of GE:

* priorities outlined in strategic documents
* funding of GE work and KPI data on GE in project design
* current practice / priorities and responsibilities within key processes (such as project assessments and designs
* Partnership practice, for example partnership selection processes and capacity strengthening activities
* Systems for collection, analysis and use of sex and age disaggregated data
* Broader MEAL processes, such as program learning agendas, MEAL data collection methodologies and teams, accountability mechanisms
* Linkages with technical approaches, for example how GE is considered through technical approaches used in Child Protection, Education, Health, Cash programming, etc
* Relationships with external actors, including partnerships with gender focused organisations
* Resourcing and capacity available for GE work in COs, including selection and role of GE focal points

In addition, the consultancy will also capture a snapshot of the current status of work at the organizational level, such as gender gap analyses and action plans.

# **TASKs**

The Consultant will undertake the following tasks in close collaboration with the MEEE Regional Office staff and Country Office Focal Points:

* Develop a Consultancy Workplan, outlining the consultancy methodology, steps and milestones
* Design a benchmark tool / matrix, to guide the scope of the analysis
* Conduct a desk review of key documents and materials relevant to the gender equality. This will include but not be limited to SCI global materials; CO strategy documents; internal and external research studies, tools gender analyses, project proposals and evaluations; gender KPI data; and selected donor policies and priorities.
* Conduct consultations with key CO and regional office staff
* Conduct an analysis of the material and information gathered; identifying and documenting examples of good practice; key constraints; and common / sub-regional priorities for future focus
* Present the findings and draft Roadmap with SCI CO and regional staff, seeking feedback and new ideas
* Write a draft report for review by SCI Staff
* Write a final report
* Write a final report

# **deliverables**

Deliverables for this consultancy comprise:

1. Consultancy workplan, including methodology, steps and timeframes, and a benchmark tool for conducting the analysis, due 8 days after the commencement of the consultancy
2. Consultation plan, including questionnaires and survey, for conducting consultations with CO and RO staff - 2 days
3. Desk review and consultations (minimum of 25 interviews to be conducted across 12 countries) – 18 days
4. Draft report and roadmap and submit to the Consultancy Review Group – 10 days
5. Receive and consolidate feedback – 3 days
6. Prepare for and conduct a briefing / workshop with SCI staff to present findings and a draft Roadmap of priorities for the region; to seek feedback, new ideas and to refine the roadmap – 4days
7. Final report and Roadmap, incorporating any final feedback – 4 days

**Format and style**

The final report (including the roadmap) will be written in plain English so as to facilitate understanding, as well as its translation into other languages and dissemination to key stakeholders. The report will be no more than 30 pages, plus appendices, and should include visuals, tables, text boxes and other layout options that will enhance user friendliness and understanding. Appendices should be limited to those which are essential for explaining the text.

Draft Template

Front cover

Table of contents

Acronyms

1. Executive Summary
2. Analysis and Findings
3. Examples of good practice
4. Proposed GE Roadmap for SCI in the MEEE region, articulating clear priorities.

Bibliography

Appendices

# **methodology**

The consultancy analysis methodology will be robust. The methodology for consultations with SCI staff must be participatory, and may combine survey methods, individual discussions and group discussions.

The consultancy will be conducted from the consultant’s home base. The consultant must be available during working hours in MEEE COs.

# **duration**

The duration of this consultancy is 50 days. All deliverables must be completed by 30-Nov-2021.

# **reporting**

The consultant will report to the Regional Director, Program Development and Quality, MEEE Regional Office; and work closely with Focal Points for each Country Office.

# **terms of payment**

The Consultant shall receive the following payment upon completion of the outputs as specified in the ‘Deliverables’ section above and as listed below:

* 25% of the consultancy fee paid on delivery of outputs 1, 2 and 3, above, agreed with SCI
* 25% of the consultancy fee paid on delivery of output 4, presenting draft findings of consultations and analysis
* 50% of the consultancy fee paid on completion of outputs 5, 6 and 7 and the final report accepted by SCI

# **confidentiality**

All materials, reports and other documents produced by the consultant under this consultancy will be the sole property of Save the Children. The consultant will maintain high level of confidentiality with external actors/stakeholders, with regard to all the materials and reports produced under the consultancy. For any use of the produced materials/reports/documents, the consultant must receive consent from Save the Children in writing.

# **child safeguarding**

Save the Children is a child rights organisation where all its staff and consultants, associates, and vendors sign off Save the Children’s Child Safeguarding Policy that aims to reduce the possibility of incidence of child abuse and exploitation. The consultant will sign and abide by Save the Children’s child safeguarding policy along with the agreement.

# **selection criteria**

**Essential:**

* At least 7 years’ experience of working internationally in in humanitarian and development settings
* Advanced knowledge of gender equality programming, particularly with a child focused approaches and in protracted humanitarian contexts
* High level analytical skills, facilitation, presentation and coordination skills
* Proven hands-on experience in the area of policy analysis, and/or donor landscape mapping
* High level English language skills (written and spoken)

**Desirable:**

* Proficiency in Arabic
* Experience in the MEEE region

# **guidelines for submission**

Save the Children requests financial and technical proposals from qualified candidates.

**I. The Proposal**

The interested party must submit a technical and financial proposal (including process, scope and timetable) due by **5.00pm Amman time, 07-July 2021**, through: procurement.mee@savethechildren.org

**II. Contents of proposal**

* Full curriculum vitae
* Summary of previous experience in undertaking tasks of this type
* Sample of previous similar assignments
* Indicative consultancy methodology
* Budget (indicating number of days and rate per day for the consultancy, clearly including VAT)

**III. Review Process**

Once all applications are assessed, the selected party will be informed in writing.