

## Consultancy Terms of Reference

### Gender Equality and Social Inclusion (GESI) Audit

#### SUMMARY

Title	GESI Audit of the POWER-II project consortium partners
Purpose	The GESI Audit aims to assess how gender, social inclusion, and disability considerations are integrated into consortium partners' policies, programs, and practices. By examining policies, procedures, and practices through a GESI lens, organizations can ensure they are promoting gender equality, diversity, accessibility, and inclusivity. Identify the perspectives of staff, senior management, and board members in the organizational capacity of GESI and the gaps and challenges in implementing/operationalizing GESI in the organization and programs. This audit will be crucial in understanding the challenges faced by people with disabilities in accessing opportunities and resources within the organization.
Deliverables (Outputs)	<p>The consultant is expected to deliver the following bullet points:</p> <ul style="list-style-type: none"> <li>● Prepare data collection tools and methodology for primary data collection <ul style="list-style-type: none"> <li>○ Prepare GESI audit survey tools to be filled by staff both in English and Nepali</li> <li>○ Prepare GESI organization audit tools for the assessment of the POWER-II project consortium and partners</li> <li>○ Rollout the GESI audit survey with the support of the POWER-II consortium and partners using online tools and update the data collection status regularly</li> </ul> </li> <li>● Conduct FGDs and KIIs with consortium partners' representatives for the GESI organization audit</li> <li>● Analysis of the collected data as i) consolidated ii) as per organization</li> <li>● Develop preliminary findings and recommendations report i) consolidated and ii) as per consortium organization and collect management response from the concerned partners' response</li> <li>● Final GESI Audit Report incorporating both survey and organization audit findings. The report should be two types: i) consolidated and ii) as per consortium organization</li> </ul>
Expected Duration	One month
Reporting To	Gender and Safeguarding Officer, ADRA Nepal

Consortium Partners	Luthern World Foundation (LWF), Caritas Nepal, International Nepal Fellowship (INF), ADRA Nepal
Commencement	May 2024
Completion	June 2024

## BACKGROUND

The POWER-II Project is a collaborative action between Australian Lutheran World Service (ALWS), International Nepal Fellowship (INF) Australia, Caritas Australia and Adventist Development and Relief Agency (ADRA) Australia and their in-country partners NGOs with financial support from Australian NGO Cooperation Program (ANCP). The project aims to advance women's positions in Nepal to contribute effectively to good governance and inclusive development. This aligns with the Department of Foreign Affairs and Trade's (DFAT) focus on gender and support for gender equality as a priority for the Australian Aid program.

This project aims to promote women's empowerment through gender mainstreaming. It promotes women's participation in community affairs through leadership quality development, critical engagement with local government, and evidence-based policy advocacy for gender-responsive development impacts. The project works with both the rights holders and the duty bearers. Poor and oppressed women, women at risk, persons with disabilities, single women and their families, women groups, CBOs, cooperatives, DPOs and networks, and their associations are considered rights holders.

The elected women representatives at the local level in the project districts are the backbone for the project results and are capacitated for gender-responsive planning at the local. They have been capacitated and are well-informed about the local planning process for addressing gender disparities and actions to ensure equitable access to public service and resources locally. Local implementing partners, including CSOs from the project locations, are capacitated for their proactive engagement in the project interventions and to attain the targeted results. This project has been built within the ongoing program funded by the ALWS/DFAT, and the local implementing partners are contributing to developing synergies among the project initiatives for the collaborative approach in gender-inclusive development and rights campaigns.

### Outcomes of the project:

Outcome-1: Communities are empowered to create a gender-sensitive environment and SGBV prevention mechanism.

Outcome 2: Duty bearers enable the realization of rights for all, particularly women and SGBV survivors.

Outcome 3: Institutions have robust mechanisms to promote gender equality and address SGBV.

The project has been designed in a consortium of ALWS, ADRA, INF, and CARITAS with its in-country partners in Nepal. Therefore, besides the defined project outcomes mentioned above, it also seeks to address gender inclusion and empowerment at the in-country organizational level.

## **PURPOSE OF THE AUDIT**

The overall purpose of the participatory GESI audit is to provide information for progress on GESI mainstreaming and validate the usefulness of existing gender GESI practices in programs/projects, policies, and strategies among consortium members. The assignment will also seek the gender transformative approach and critically analyze the gender transformative tools practiced by the project.

## **SCOPE OF THE AUDIT**

The results will support especially the consortium partners in identifying their strengths and areas of development to enhance gender equality and social inclusion within their structures. This Audit will serve as a roadmap for promoting GESI within the organization. It will play a more significant role in increasing the participation of women and marginalized groups.

The GESI Audit will focus on the following issues:

- Leadership and decision-making;
- Staff composition and capacity;
- GESI mainstreaming in Programme and policy;
- Partnership management
- Planning and Budgeting;
- Monitoring and evaluation;
- Organizational culture, such as workplace issues, including PSEAH and PWDs
- Provision and status of the dedicated mechanisms on GESI

## **OBJECTIVES OF THE AUDIT**

- Develop standard GESI audit tools to be used for the GESI Audit.
- To assess the extent of integration of a GESI perspective in the policies, strategies and initiatives, documents, budgets, and decisions of consortium partners.
- Assess the extent to which the organizations engage with marginalized and vulnerable groups in their programming beyond just women.
- To document good practices, identify gaps in GESI mainstreaming, and build organizational ownership of GESI responsiveness.
- To identify the existence of consortium partners' internal practices, policies, and related support systems for GESI mainstreaming and their effectiveness.
- To assess the progress in achieving gender equality and equity in access and retention
- To identify the current challenges and areas of concern regarding GESI.
- Provide a final GESI audit report and partners' status and recommendations.

## **Duties and Responsibilities**

Under the overall guidance of ADRA Nepal, the qualified consultant will undertake the following roles and responsibilities:

- Develop and analysis tools to conduct GESI Audit of consortium partners with the main objective of providing the institution with key recommendations for GESI sensitive and responsive policies and regulations, which involves:
  - Holding one or more meetings with consortium partners to introduce the Participatory GESI Audit methodology, objectives, and process.
  - Evaluating the institutionalization of gender equity within consortium partners, including policies, governance structures, recruitment processes, workplace relationships, budgets, and communications.
  - Conducting interviews/focus group discussions with consortium partners’ executive committees and staff, partner organizations, and, if feasible, project participants
  - Assess how consortium partners have mainstreamed GESI and complaints feedback handling mechanisms in its programs management cycle.
  - Identifying GESI gaps in specific areas of the organization and proposing recommendations for amendments/improvement/initiatives.
  - Assist consortium partners in creating their organizations’ GESI Action Plan based on identified gender gaps.
  - Produce the final GESI audit report indicating the GESI issues with clear strategies and recommendations.

**Deliverables and indicative timeframe**

The timing is negotiable, but ADRA Nepal must receive the final report on 10th June 2024.

The GESI audit is estimated to take 30 days to complete. ADRA Nepal will support the consultant in data collection and consultation with consortium partners and their implementing partners.

Deliverables:

Deliverables	Deadline
Inception report with a draft audit methodology and tool	15th May
A final methodology/tool for conducting a GESI audit	20th May
Conduct GESI audit (consultation meeting, FGD, KII, etc.)	25th May
Comprehensive GESI Audit Report incorporating both survey and organization audit findings. The report should be two types: i) consolidated and ii) as per consortium organization <ul style="list-style-type: none"> <li>● Clean data set</li> </ul>	5th June
Audit report with the GESI action plan for the short, medium- and longer-term	10th June

**SELECTION CRITERIA**

Applicants will be evaluated using a cumulative analysis method that considers the combination of the applicant’s Technical (Firm’s and expert’s experience & qualification, understanding ToR, Methodology and Plan etc) and Financial proposals. A contract will be awarded to the consultancy firm/ individual consultant whose offer receives the highest score from the below-defined technical and financial criteria. Only candidates obtaining a minimum of 50 points in the technical evaluation will be considered for financial evaluation.

Consultant/ Firm will be evaluated based on the following criteria:

- The technical portion of the proposal will receive 70% of the weight, and the financial portion will receive 30%. During the evaluation process, the following key factors will be considered highly.
- Previous work experience (conducting a similar nature project)
- Methodological/technical aspects of the assignment and technical expertise in gender mainstreaming.
- Financial aspects (consultancy fees, breakdown of activity costs, etc.)

## **OTHER RESPONSIBILITIES**

### **ADRA Nepal**

- Prepare and manage the Consultancy Contract.
- Payment of consultancy fee and related expenses.
- Access to relevant documentation.
- Discuss with the consultant and approve the deliverables.

### **Partners (CN, LWF Nepal, and INF)**

- Assistance with communication with participants about the Audit.
- Advice on the list of participants in the GESI Audit – names, designations, and contact details.
- Logistical support as required.

### **Consultant(s)**

- Arrange personal insurance coverage.
- Arrange any local travel (within Kathmandu Valley),
- For outside valley, travel and accommodation will be bear by the ADRA Nepal and consortium partners
- Compliance with ADRA Nepal and other consortium partners' Code of Conduct.
- Achievement of the Deliverables.

## **EXPENSES AND REMUNERATION**

- ADRA Nepal will pay the Consultant professional fees at an agreed day rate.
- ADRA Nepal will pay the Consultant's professional fees against an invoice upon satisfactory completion and approval of Deliverables.
- Upon completion of the deliverables, the consultant will submit an invoice to ADRA Nepal.
- The invoice will include any expenses incurred supported by receipts by the agreed budget.
- The proposed budget should include the entire cost of consultancy/agency. Tax will be deducted from the source amount per the financial norms of the government of Nepal.

## **CONSULTANT SPECIFICATION**

### Essential

- A minimum of ten years' experience in gender-transformative approaches GESI mainstreaming, or GESI auditing, as well as a good comprehension of the organizational GESI context.
- Strong understanding and commitment to GESI and its policy implications.
- Willingness to travel to project locations, including remote areas.
- Excellent report-writing skills in English.

### Desirable

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- The candidate should possess a postgraduate degree in a development-related discipline, gender, development studies, or other relevant social science fields. An advanced university degree
- Demonstrated experience in GESI mainstreaming programming or research.
- Excellent analytical writing, organizational skills, and presentation skills.
- Strong understanding of GESI, adult learning, and instruction delivery techniques
- Familiarity with results-based program management and human rights-based programming will be an asset.
- Knowledge and substantial experience using computer office tools and statistical software, such as Microsoft Office
- Strong understanding of GESI issues in Nepal.

Note: Consultants must sign and follow the ADRA Nepal Code of Conduct and safeguarding policy.

## **REQUIREMENT FOR SUBMITTING PROPOSAL**

- Cover Letter
- Technical Proposal
- Financial proposal with detailed breakdown.
- A rationale of your suitability for the role, including experience in similar jobs and evidence of similar work
- A current CV with two referees' names and up-to-date contact details.
- A day rate for professional fees, work plan, and availability statement.
- At least two samples of previous work relevant to the assignment.