

Call for consultancy tenders:

ACTION BY CHURCHES TOGETHER ALLIANCE (ACT)

Gender Consultant ToR

Location: Home-based

Type of Contract: Consultancy (Individual Contract)

Languages required: English; Asian and/or Pacific languages (advantage)

Experience required: A minimum of 5 years

Starting Date: 01 September 2021

Duration of Contract: Approximately 40 days over 3-month period

Deadline for applications: 15 August 2021

About ACT Alliance

ACT Alliance is the largest coalition of Protestant and Orthodox churches and church-related organisations engaged in humanitarian, development and advocacy work in the world, consisting of more than 135 members working together in over 120 countries to create positive and sustainable change in the lives of poor and marginalised people regardless of their religion, politics, gender, sexual orientation, race or nationality in keeping with the highest international codes and standards. For more details about the general work of ACT, please refer to <http://www.actalliance.org/>

Programme Description

One key objective of the ACT gender justice programme is to strengthen capacity of ACT Alliance members to understand and promote gender justice and support them in their development and adoption of organisation specific gender policies. This consultancy is specifically supporting the ACT Secretariat and the Asia-Pacific Gender Justice Community of Practice (CoP) in this remit.

The Gender Justice Asia-Pacific Community of Practice (CoP) exists to support ACT members in the Asia-Pacific region to integrate gender equality into activities and objectives at the programmatic and institutional/organisational level.

The CoP contributes to gender advocacy and change at the national, regional and international levels of ACT Alliance. Through representatives, the CoP contributes to the ACT Alliance regional Forums and the global ACT Alliance Gender Justice Reference group, ultimately contributing to global level initiatives, including the Commission on the Status of Women (CSW) and the Convention on the Elimination of all forms of Discrimination Against Women (CEDAW).

Purpose

The ACT Alliance seeks a gender specialist with technical skills in Gender Policy writing, gender mainstreaming and gender transformative practice in the humanitarian and development sector within a faith context. This regionally focused consultancy contributes to and complements the ACT Alliance Global Strategy (2019-2026), specifically the Gender Justice thematic priority. To achieve this, ACT launched a Gender Justice Programme that is funded by the Government of Sweden for a 3-year

period through its Strategy for Global Gender Equality and Women's and Girls' Rights. Further, the Gender Justice programme's framework to implement the ACT Alliance Global Strategy and ACT Alliance Advocacy Strategy provides guidance for policy and advocacy work on all the thematic priorities of the global strategy, including gender justice.

The work of the consultant will primarily focus on mentoring, coaching, and supporting ACT members and national forums/faith actors to enhance their capacity to build awareness, understanding and promotion of gender justice across their organisations/institutions as well as the development and adoption of organisation specific gender policies and supplementary resources.

Scope of Consultancy

- Utilise the baseline data gathered in 2021, disaggregate member organisations based on identified needs, to formulate 3 participatory workshops
- Improve members organisations' capacity to write a contextualised Gender Policy,
- Develop and/or compile resources to meet the expressed needs of workshop participants (e.g., simple language messaging and iconography of gender justice that can be translated, step-by-step guidance on development of policy writing and development, compilation of templates and example resources),
- Support members in their capacity to effectively work with partners to contextualise policies, resources and guidelines to build awareness, understanding and promotion of gender justice and the development and adoption of partner organisation's gender policies,
- Provide remote support via small group meetings, e.g., provide comments and feedback on participants' policy drafts, comments on revised policies, feedback on communication materials and so on.

Deliverables and Methodology

- Workshop plans, PowerPoint slides and other media planned for the workshop
- Preparation and facilitation of three participatory workshops
- Remote support to members, group coaching, mentoring, support for members following the participatory workshop. Time dependent on member request and needs. Approximately 4 hours per group over a 3-month time period. Not to exceed 4 months or 12 hours. The target support/coaching will include supporting/advising members to:
 - Write and develop an institutional gender policy,
 - Develop a workplan for each interested member to set actions and goals towards their desired outcomes,
 - Compile resources, communication materials and so on requested by members such as resources/tools contextualised for member's contexts, and
 - Support members to contextualise policies and/or resources for partners, if requested.

Required Skills and Experience

The successful candidate should possess the following skills and experience:

- Demonstrable expertise in gender justice, preferably in relation to civil society organisations, and/or churches and faith-based organisations using faith-literate/faith-sensitive approaches
- Experience in implementing gender justice or related practices and policies in organisational settings
- Demonstrated experience in facilitating trainings and workshops
- Experience working in the international aid /development sector
- Experience in organisational capacity strengthening and mentoring/coaching, specifically related to gender mainstreaming or related area

- Strong computer and virtual meeting skills including experience using Microsoft Word, Skype, Zoom, MS Teams
- Knowledge of international development and humanitarian sectoral compliance and best practice standards on gender mainstreaming and transformative practice.

Reporting

The consultant will be line managed by the ACT Regional Representative for Asia and the Pacific, and matrix managed by the Gender Justice CoP leadership. Substantial collaboration is expected with the ACT Secretariat Gender Justice team.

Timeline

The consultancy is expected to be conducted over a period of 3-4 months based on approximately 40 working days. The starting date is anticipated to be 01 September 2021. The consultancy will not exceed 40 days of work over a four-month period.

Tender process

Only registered consultants or companies shall be considered. Qualified and interested parties should send their tender application to: recruitment@actalliance.org with copy to alwynn.javier@actalliance.org by 24.00 CET 15/08/2021.

In your tender, please include:

1. Expression of Interest, outlining relevant experience and qualifications, and intended contribution to the ACT Gender Justice Programme as described in the Terms of Reference
2. CV of the consultant
3. Justification of consultancy or company registration.
4. Samples of/or links to previous consultancy work completed.
5. List of 3 professional reference persons
6. Financial offer: gross daily rate for the consultancy in USD, EURO or CHF - including administrative overheads, taxes and charges.

Shortlisted applicants will be notified of an interview. Project documents will be provided for candidates to develop an initial proposal detailing methodology. Please note that only shortlisted applicants will be contacted.