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**Terms of Reference for Development of Organizational Policy on**

 **Gender Mainstreaming**

**Introduction**

The Consortium of Reproductive Health Associations (CORHA) is an umbrella organization that exists mainly to create an enabling and conducive environment for its member organizations so as to contribute to improvement of the overall Reproductive Health conditions of all people in Ethiopia. CORHA has started implementing a three year project entitled **“Enhancing the Capacity of NGOs for Quality FP/MCH Services”** with funding from the United States Agency for International Development (USAID). The overall objective of the project is to improve the capacity of CORHA Secretariat and its member organizations to enable them provide quality family planning/maternal and child health (FP/MCH) information and services. The project supports the strengthening of:

* institutional capacity for planning, management, monitoring and evaluation (M&E) and fund raising through trainings
* organizational culture that ensure transparency and accountability through organizational policy, strategic planning, and organizational manuals development
* communication for information, experience and knowledge sharing through website development

As part of the organizational capacity building efforts, CORHA is planning to provide technical support to its member organizations to develop policy and procedure manual on Gender Mainstreaming. The policy is expected to enhance women’s empowerment and reduce gender gaps at organizational and program level. The project beneficiary organizations affirm the critical role women play in accelerating progress in development and advancing sexual and reproductive health. The policy expected to provide guidance on pursuing more effective, evidence based investments in gender equality and female empowerment and incorporating these efforts into their programming.

**Purpose**

The purpose of the consultancy is to develop Gender Mainstreaming Policy for project direct beneficiary member organizations. In this regards, the policy and procedure manual will provide a written reference to staff and management of these organizations in their day-to-day activities.

The preparation of gender mainstreaming policies and procedures manual is to**:**

* Provide guiding principles on women and girls empowerment and gender mainstreaming at organizational levels
* Ensure an equal opportunity for men and women within the project beneficiary organizations
* Defining roles and responsibilities and ensure the commitment at both management and staff level for the implementation of the organizational gender policy effectively
* Engendering performance indicators to monitor for its progress
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**Methodology and Approach**

The consultant will develop a work schedule in consultation with the management and staff of respective member organizations and then propose a detailed methodology in order to fulfill the development of the intended policy with a detailed timetable for the assignment and submit to CORHA and respective member organizations for consideration and approval.

The Board of Directors of the respective member organizations will give the overall direction and monitor the progress of the development of the policy. Besides, the board is mandated to make critical decisions in approving the final policy document.

**Expected Results (Deliverables)**

The key deliverable for this consultancy is to develop gender mainstreaming policy and procedure. A consultant is expected to produce the following deliverables:

* A clear gender mainstreaming policy that should align with national and international acts, polices and good practices
* Clear procedures supporting the implementation of gender policies
* Detailed work plan showing the assignment’s important activities and milestones
* Draft gender policy for 20 project beneficiary member organizations to be presented to the respective member organizations for feedback and validation
* Final gender policy incorporating comments of the respective member organizations
* The final report on the policy preparation process with recommendations that has to be submitted to CORHA

**Budget and Payment**

The consultant should submit a proposal on how s/he intends to address the assignment with an attached budget breakdown and submit it to CORHA secretariat. The payment will be made based on the contractual agreement made between the consultancy firm and CORHA.

**Proposal Requirements**

The proposal should provide the following information:

* **Technical proposal** - Outline and methodology for undertaking the development of the policy as well as the detailed work plan showing the assignment’s important activities and milestones
* **Financial proposal** including a detailed quotation for the development of manual showing all necessary costs.
* Credentials and contact details of three past performance references
* Updated CV of consultant, including relevant work experience and qualifications

**Qualification and Skills**

* Post graduate degree in Gender studies, policy Analysis, Sociology, Social work and related social science field
* Knowledge and experience in gender issues and mainstreaming within organization and programs
* Experience in the design, development, evaluation and implementation of organizational policies
* Experienced in developing organizational policies and manuals preferably for CSOs and able to attach recently developed sample policy/guidelines documents
* Good writing and analytical skills
* Good knowledge of the policy issues
* Legally registered firm with a renewed license for the service with VAT and TIN Registration certificate

**Time Frame**

The time frame envisaged is two months starting from the signing of the contractual agreement. The Consultant will submit the final report at the end of the third month to the member organizations and CORHA Secretariat both in electronic and hard copy.

**Ownership**

All work created pursuant to this TOR shall be original work and that no third party will hold any rights in or to such work. The project beneficiary member organizations shall solely and exclusively own all rights in and to any work related to this agreement.

**Application Procedures**

Interested consultants/consultancy firms satisfying the required qualification and skills are invited to submit hard copies of their application/proposal with a cover letter to the CORHA office, located at Akaki area Debreziet Road, CCRDA Building 3rd Floor #302 before -----------.

In case of any clarifications / doubts, please write to Dejene Getahun dejeneadane@gmail.com

**Note**

* *Please note that only selected consulting firms/independent consultants will be contacted immediately after the evaluation of submitted technical and financial proposals*
* *A consultant can apply for the development of a for maximum of four organizations based on their qualification and experiences*