

Terms of Reference

Short-term Consultancy Mandate

REEWP Gender Advisor (SP24)

Background

The Regional Economic Empowerment of Women Project (REEWP) is a bilateral project managed by Oxfam-Québec and funded by the Canadian Government through the Canadian International Development Agency (CIDA). Its regional office is based in Amman, Jordan. The project aims to contribute to providing an enabling environment for the sustainable economic development of women and economic empowerment opportunities in the region. At the end of this period, the full participation of women (including young women aged 18 to 35) in the economic development should have increased in the targeted countries: the West Bank and the Gaza Strip, Jordan, Lebanon, and Tunisia. The duration of the Regional Economic Empowerment of Women Project (REEWP) is four and a half years.

During the four and a half years of the project lifespan, it aims to reinforce the capacity of these partner-organizations at three levels: to act on, to influence and support services for the economic empowerment of women in the realm of their work. One key strategic element is to foster the maintenance and growth of dialogue among MENA countries as a mean to ensure the economic empowerment of women. By doing this, the REEWP is creating a regional network to exchange knowledge, expertise, methods and tools, and to share priorities for action in terms of policy work, support services, and support of initiatives relating to the economic empowerment of women.

The overall purpose of REEWP is to contribute to bridging the gender gap in women's economic participation in selected countries in the MENA region. REEWP proposes to do through a combination of strategies involving advocacy, research and knowledge as well as direct and business development services. Fundamental to achieving women's economic rights is the involvement of a variety of stakeholders; each specialized in different aspects of women's economic empowerment. By coming together to share their expertise and learn from their respective experiences, they can create the basis for real change. It is with this objective in mind that Oxfam-Québec, with its 4 partner-organizations based in the Middle East and North Africa (MENA), developed the Regional Economic Empowerment of Women Project (REEWP).

Though the REEWP surpasses gender mainstreaming as an approach since its purpose and objectives seek to contribute demonstrably to gender equality; it is felt that developing a gender strategy can only reinforce the project and the partner-organizations' interventions. Integrating a gender perspective more systematically into the project also underlines the project's commitment to equality between women and men (EWM).

Mandate

The consultant will be responsible for developing, in collaboration with the project team and the partners, the project gender mainstreaming strategy. The mandate is two-fold:

- Conduct a diagnostic of the current situation of the project taking into account:
 - The design and planning of the project's activities

- The gender results to date
- The vision of the partner-organizations in link to the gender mainstreaming objectives
- Develop a proposed gender mainstreaming strategy taking into account:
 - The main stakes link to identified inequalities
 - The strategy's objectives
 - The main strategy's actions
 - The indicators for monitoring and evaluation
 - The strategy's timeline and resources

This gender strategy document should enable the project to answer, among others, the following questions:

- What are its major challenges and how can they be overcome?
- How can we improve the impact on EWM inside the REEWP?

Main duties

- Preparing a preliminary Participatory Gender Assessment to identify the gender mainstreaming situation in all areas (and 4 countries) and all levels of the project to date;
- Synthesising from available project documentation the elements of the gender mainstreaming strategy already stated.
- Analysing the human resource practices which are sensitive to gender needs and interests, both at the project and partners levels.
- Reviewing the Oxfam-Québec, Oxfam International and partner-organizations (if applicable) gender strategies to ensure coherence;
- Conducting meetings with members of the project team (both at the field and HQ levels) and partner-organizations;
- Identifying the current visions of the parties involved: Oxfam-Québec-HQ, REEWP-Amman Office, KPOs on gender mainstreaming;
- Proposing a first draft of the gender strategy document for review with recommendations on the four project's components: Advocacy/networking; research/learning, business services and management.
- Identifying potential means for ensuring a greater cohesion within the project and between partners on gender mainstreaming.
- Preparing a Gender Mainstreaming checklist and tools for programs, to be used by the project.
- Preparing of a final document based on reviewing comments from all parties.
- Supporting the project team and partner-organizations in the initial implementation of the strategy.
- Designing, providing and/or participating in relevant gender training for project staff, partners' staff and targeted groups
- Compiling REEWP's lessons learned relative to gender mainstreaming and identifying and disseminating best practices as appropriate.
- Assisting in preparation of various project reports on gender.
- Developing a gender mainstreaming library (both in hard and soft copies) at the project Amman Office.

Deliverables

- A work plan document including gender strategy methodology;
- A draft report for comments from all parties involved;
- A final report on the gender strategy note (document maximum 30 pages + 3 pages of summary).
- PowerPoint presentation on the strategy.
- Compilation of lessons learned and best practices on gender mainstreaming
- Gender mainstreaming library (hard and soft)
- Preparation of project reports when applicable

Required Qualifications

- Education:
 - Education: Master's Degree, preferably in gender studies or social science or related fields;
- Work Experience:
 - Minimum of 10 years' work experience with a development NGO, including direct experience with programs or projects related to women's rights and gender equality;
 - At least 5 years of experience in applying gender analysis
 - Relevant experience in developing strategies and develop gender strategies framework.
- Technical Skills and Expertise
 - Demonstrated theoretical understanding and practical experience of women's rights/gender equality in the Middle East and North Africa;
 - Demonstrated experience in successfully leading a team/organisation to achieve gender specific objectives and results;
 - Proven training/capacity building skills in gender, with particular regard to vulnerable groups (i.e. designing modules, delivery trainings, measuring effectiveness).
 - Demonstrated knowledge in preparing documents for discussions
 - Demonstrated knowledge of the NGO environment in the region of Middle East and North Africa
 - Computer literacy
- Core Competencies
 - Professionalism – Strong knowledge of the field of expertise with strong analytical skills and ability to solve problems.
 - Planning & Organizing - Ability to plan work and manage conflicting priorities.
 - Communication – Strong spoken and written communication skills with demonstrated ability to present information in a clear and concise style.
 - Teamwork - Strong interpersonal skills and ability to establish and maintain effective partnerships and working relations in a regional environment, with sensitivity and respect for diversity.

- Other - Creative, solution oriented, flexible, positive attitude

Note

The consultant will have to:

- Prepare and submit to the project team a workplan for approval
- Validate the strategy with all involved parties
- Travel to the 4 countries might be required.

Duration

- Start: September 2011
- End: Until June 2012

Terms and conditions

It is evaluated that the Consultant would work **60** days inside a 10-month period. Other terms and conditions to be discussed.

How to Apply

To apply for this mandate, interested candidates should send their resume (with detailed information about prior relevant experience), a letter of motivation and 2 references to info@oxfamquebec-reewp.org. Please reference **SP24 REEWP Gender Advisor**.

Closing date: **21 September 2011**.

Please note that we will be reviewing applications as they are sent in and may make contact with applicants before the application deadline.

REEWP/Oxfam-Québec sincerely thanks all applicants for their expressed interest in this opportunity; however, only those selected for an interview will be contacted.