



Terms of Reference (ToRs)
for a consultancy to conduct an
Analytical Assessment of Gender Mainstreaming in the SADC Regional
Integration Agenda
August 2018

Timeframe:

1 October 2018 . 17 December 2018

The services are procured for:

The SADC SECRETARIAT
GENDER UNIT
Gaborone, Botswana

Financed and contracted by:

Transboundary Water Management in SADC Programme
Project Number: 15.2076.6-008.00
Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)
Gaborone, Botswana

TABLE OF CONTENTS

I. ACRONYMS	3
1. INTRODUCTION	4
1.1 Context of Gender Mainstreaming in the SADC region	4
1.2 SADC Policy, Legal & Strategic Framework on Gender	4
2. PROBLEM STATEMENT . PURPOSE OF THE CONSULTANCY	6
3. SCOPE OF WORK OF THE CONSULTANT	7
3.1 Tasks of the Consultant.....	7
3.2 Expected outputs/deliverables from the consultancy:.....	7
4. REQUIRED QUALIFICATIONS AND SKILLS.....	8
4.1 Education and Training.....	8
4.2 Specific skills/Experience	8
4.3 General requirements	9
5. LEGAL CONTRACT	9
6. TIMEFRAME.....	10

I. ACRONYMS

AIDS	-	Acquired Immuno-Deficiency Syndrome
AU	-	African Union
GMRK	-	Gender Mainstreaming Resource Kit
GRB	-	Gender Responsive Budgeting
HIV	-	Human Immunodeficiency Virus
ICP	-	International Cooperating Partners
IWD	-	International Women's Day
MDGs	-	Millennium Development Goals
RISDP	-	Regional Indicative Strategic Development Plan
SADC	-	Southern African Development Community
SDGs	-	Sustainable Development Goals
SIPO	-	Strategic Implementation Plan of the Organ on Politics, Defense and Security Cooperation
ToRs	-	Terms of References
TOT	-	Training of Trainers

1. INTRODUCTION

1.1 Context of Gender Mainstreaming in the SADC region

Gender mainstreaming is the process of assessing the implications for women and men, boys and girls, of any planned action, including legislation, policies or programmes, in all areas at all levels. It is a strategy for making women as well as men's concerns and experiences an integral dimension of the design, implementation, monitoring, evaluation and reporting of policies and programmes in all political, economic and societal spheres so that women and men benefit equally and inequality is not perpetuated. The centrality of gender mainstreaming as a development strategy was acknowledged right from the creation of SADC as articulated in the Declaration and Treaty of SADC of 1992. The undertaking to respect the principles of human rights, democracy and the rule of law as well as equity, balance and mutual benefit is explicit in Article 4 and Article 5 (1) (k) to mainstream gender in the process of community building.

The SADC Secretariat undertook a critical additional step to address issues of gender inequality more directly. The Gender Unit in SADC Secretariat was created in 1997 with the mandate to work with the national gender machineries to facilitate a well-coordinated regional strategy for effective gender mainstreaming, networking and exchange of good practices in the gender sector. The Unit is therefore, expected to support Member States to have appropriate working tools and instruments to promote gender mainstreaming and to build capacity of Member States as well as the Secretariat to mainstream gender into all national and regional policies, programmes and activities. Additionally, the Gender Unit is expected to monitor the systematic integration of gender into policies and implementation of the work programmes of the secretariat. The Unit is further tasked to evaluate the impact of gender mainstreaming into the overall SADC Regional Integration Agenda.

1.2 SADC Policy, Legal & Strategic Framework on Gender

SADC has a conducive enabling policy and legal framework for Gender Equality and Women's Empowerment. In 1997 and 1998 respectively, the SADC Heads of State and Governments adopted the Declaration of Gender and Development and an Addendum on the Declaration on the Prevention and Eradication of Violence against Women and Children. In the Declaration, there is commitment to place gender firmly on the agenda of the SADC programme of Action and Community Building Initiative. The Addendum calls for the adoption of regional policies and programmes to enhance the security and empowerment of women and children as well as legally binding instruments for the prevention of violence against women and children. In 2005 SADC developed a 15 year Regional Indicative Strategic Development Plan (RISDP) to guide member States, SADC Institutions, regional stakeholders and

International Cooperating Partners (ICPs) in the process of deepening integration to turn the Community's Vision into a reality. In this fundamental document, gender has been defined as one of the 'integration and development enablers' and a 'cross-sectoral intervention area'. This definition therefore requires that all Directorates and Units integrate relevant gender issues into their business plans as an integral part of their work. It also presumes that the actors in question have the necessary skills to analyze their sector of intervention in order to identify the gender issues therein and define mechanisms for integrating them into the policies, plans, programmes and actions programmed for implementation. The expectation is that they should continuously monitor and evaluate to ascertain that gender issues are kept on board at all phases of intervention.

In 2007, SADC adopted a Regional Gender Policy to provide guidelines for institutionalizing and operationalizing gender as a key development strategy for achieving gender equality, equity and women's empowerment within SADC Member States and the region as a whole. Subsequently, in 2008 the ground-breaking Protocol on Gender and Development was adopted which was aligned to the targets of the Millennium Development Goals (MDGs) hence its revision in 2015 for it to be aligned to the Sustainable Development Goals (SDGs)/Agenda 2030 and the AU Agenda 2063. In 2009, a SADC Workplace Gender Policy was adopted and launched on International Women's Day (IWD). During the same year, a comprehensive SADC Gender Mainstreaming Resource Kit (GMRK) was developed.

In translating the regional mandate of achieving the SADC common agenda and by extension, deepening regional integration and poverty eradication, some key integration and development 'enablers' have been identified, and these include peace and security, democracy, good political, economic and corporate governance as well as intensifying the fight against HIV and AIDS, gender mainstreaming and the empowerment of women, and the creation of an enabling institutional environment, amongst others. This positions gender mainstreaming and women's empowerment in all SADC business as obligatory to achieving the mandate of the institution. The obligation is then on all institutional structures and mechanisms to respond proactively and take positive measures to integrate gender equality issues and concerns and, importantly, tackle inequality in all spheres and at all levels. Hence, Gender Mainstreaming was identified as one of the critical intervention key result area amongst others, upon which the SADC Gender and Development Programme was anchored.

1.3 Problem Statement

SADC has from its inception embraced gender mainstreaming as a strategy towards the achievement of women's empowerment and gender equality. Efforts have been put in place through the gender policy, and other strategies and legal frameworks. Sensitization and capacity building on gender mainstreaming with the overarching aim of ensuring that the values and principles that foster gender equality and equity are systematically infused and entrenched in all aspects of SADC organizational

culture; such as policies, programs, projects, rules, leadership and management styles, staff recruitment procedures, appointments and promotions, terms and conditions of employment, disciplinary measures, staff development and conflict resolution strategies and processes.

To date, the success of these efforts have not been evaluated to find out if the gender mainstreaming capacity in the SADC region has indeed been developed and/or strengthened. Hence, the need to evaluate, monitor and report on the effectiveness of these gender mainstreaming initiatives that have been put in place in order to measure the extent/ magnitude of progress made; challenges experienced and recommendations on the way forward. The outcome of the assessment will inform the development and harnessing of effective, efficient, and relevant strategies; as well as documenting best practices that will foster information sharing and replication amongst Member States.

2. OBJECTIVES OF THE CONSULTANCY

2.1 Overall objectives

The purpose of this consultancy is to carry out an analytical assessment of gender mainstreaming in the SADC regional integration agenda; as well as assess the extent of alignment/harmonization of national policies/strategies to regional, continental and international instruments on gender. This exercise is to be undertaken as a way of taking stock, monitoring and evaluating the extent to which gender has been mainstreamed in **all SADC institutions**; legal and policy frameworks. Furthermore, the assignment should examine the extent to which national policy and legal frameworks have been aligned or harmonized with regional, continental and international gender instruments.

2.2 Specific Objectives

The specific objectives of this consultancy are the following:

To review the status of Gender mainstreaming in SADC Member States as well as in the Secretariat's policy and legal frameworks;

Review the implementation of such policies and legal frameworks as well as their compliance.

Determine the level of gender awareness; understanding and capacity for gender analysis, planning, implementation, reporting, monitoring and evaluation among responsible officers in the **selected economic and social sectors** in the Member States and at the Secretariat.

Evaluate the effectiveness and adequacy of the SADC Gender Mainstreaming Resource Kit and its user-friendliness

2.3 Scope of the Assignment:

The Consultant will be required to carry out the following tasks:

- (i) Conduct a gender analysis of the SADC secretariat and its Member States regional policy and legal frameworks, strategies, and plans so as to highlight the extent to which gender issues have been integrated into these institutions, frameworks, plans, programmes and activities to determine their gender sensitivity and responsiveness;
- (ii) Assess gender mainstreaming capacity at both Member States and Secretariat including the tools and policies used;
- (iii) Assess gender mainstreaming in the SADC Member States, including their national development plans with possible linkages to Gender Responsive Budgeting;
- (iv) Explore a possibility of linking gender mainstreaming by SADC secretariat units/departments and whether this has trickled down to relevant national ministries; and
- (v) Highlight the extent to which national policy and legal frameworks have been aligned to and or harmonized with regional, continental and international gender instruments and commitments.

The assignment is expected to involve Desk Research, as well as traveling to (4) selected Member States for primary data collection and interviews with the relevant national gender machineries-stakeholders. The four selected Member States will consist of two Anglophone (include Botswana, as the Head Quarter of the SADC Secretariat); 1 Francophone and 1 Portuguese speaking Member States selected as follows:

- English speaking Member States . i.e. Botswana, the HQ for SADC Secretariat (both national and Secretariat consultations)
- English Speaking Member State . i.e. Namibia (have adapted the SADC Gender Mainstreaming Resource Kit, as a good practice)
- French Speaking Member State . i.e. Madagascar (Gender Mainstreaming Sensitization beneficiary and is amongst GIZ supported Member State);
- Portuguese Speaking Member State -i.e. Mozambique (Gender Mainstreaming Sensitization beneficiary and GIZ supported Member State)

3. Expected outputs/deliverables from the consultancy:

The key deliverables of this consultancy will be:

- A **final detailed inception report** outlining the consultants understanding of the assignment and the approach to be employed. The inception report will be discussed prior to the commencement of the assignment in an inception meeting;
- **DRAFT SADC Situational Analytical Report on gender mainstreaming in the SADC regional integration agenda** which will be subjected to a validation process in the form of a regional workshop convened by the SADC Secretariat. The Consultants will be responsible for facilitating and rapporteuring at this regional validation workshop;
- A **FINAL SADC Situational Analytical Report on gender mainstreaming in the SADC regional integration agenda** detailing, among others, level and extent of gender mainstreaming in the SADC institutions, policy and legal framework, strategies, and plans at both regional and national levels, highlighting any challenges, shortcomings and key recommendations/strategies;
- An assessment and analysis of the current gender mainstreaming tools used by the SADC secretariat (i.e. SADC Gender Mainstreaming Resource Kit) and recommendations on strengthening it; and
- A **final detailed report of the regional workshop** to validate the Draft SADC Situational Analytical Report on gender mainstreaming in the SADC regional integration agenda.

4. REQUIRED QUALIFICATIONS AND SKILLS

4.1 Education and Training

The consultants should be in possession of a post graduate degree in Development/Gender Studies/ Policy or any equivalent Social Sciences degree.

4.2 Specific skills/Experience

A team of two experts is required i.e. one Gender Mainstreaming Expert and one Gender Policy Expert.

Candidates must meet the following requirements:

- (i) At least 10 years of traceable experience of working and/or conducting research, policy development and review in the field of gender at the national, regional or international levels.
- (ii) Good analytical skills and practical exposure in applying gender analysis, gender planning, mainstreaming, programming, monitoring and evaluation at the national and regional context and how they impact on development and poverty alleviation.
- (iii) Strong understanding of the concept of regional integration as a strategy for promoting accelerated sustainable development and poverty eradication.
- (iv) Good knowledge of gender and gender mainstreaming as a concept, tool and strategy and its linkages to regional integration as a strategy for promoting accelerated sustainable development and poverty eradication.
- (v) Past experiences in similar assignments of carrying out gender audits/ assessments and or gender policy analysis preferably in the region is required.
- (vi) Familiarity and experience with national development planning processes.

4.3 General requirements

- Computer literate, workshop facilitation and good presentation skills are required.
- Competence in MS Office computer package;
- Be a resident of the SADC region and/ or have experience of working in the region and have knowledge of the gender legal and policy environment;
- Proficiency in English is a requirement while knowledge of all SADC working languages of English and Portuguese/ French is highly desirable.

5. GENDER MAINSTREAMING

The SADC Secretariat particularly encourages applications from female candidates.

6. LEGAL CONTRACT AND REPORTING

A legal Contract shall be signed between GIZ (on behalf of the SADC Secretariat) and the team of consultants upon agreement to the Terms of References.

The Consultants shall report to, and perform the assigned tasks under the guidance and direct supervision of the Head of Gender Unit at the SADC Secretariat who will facilitate the team's contacts with key stakeholders and facilitate access to relevant documents and information.

7 TIMEFRAME

The consultancy is expected to be carried out over a period of **3 Months**, October to December 2018 (50 working days per consultant). A detailed work plan with timelines should be presented at the inception meeting by the Experts.

8 SPECIFICATION OF INPUT

Bidding firm or a team (two consultants) can bid for the assignment. All costs deemed necessary to deliver the scope of work described in the Terms of Reference have to be covered by the experts in the financial offer. ***This includes expert's rates, translation & interpretation services, planning, preparation and participation in meetings, travel and accommodation expenses.*** Proposed meetings referred to above can be used as a guide of travel required. Where travel can cover more than one milestone that should be considered.

10. PAYMENT

Payments shall be approved on agreed upon milestones prior to the inception meeting with the Experts.

The payment schedule will be as follows:

40% of the contract value upon submission of Final Inception Report, detailing the methodology or conceptual framework to be employed, acceptable to the Procuring Entity;

35% of the contract value upon submission of the draft SADC Situational Analytical Report on gender mainstreaming in the SADC regional integration agenda including an assessment and analysis of the current gender mainstreaming tools used by the SADC secretariat (i.e. SADC Gender Mainstreaming Resource Kit) and recommendation on strengthening it; and

25% of the contract value upon submission of final SADC Situational Analytical Report on gender mainstreaming in the SADC regional integration agenda, and the detailed Regional Validation Workshop Report.

Travel, Accommodation and Other related expenses:

Travel, accommodation and related expenses should form part of the financial proposal. Estimates should be informed by the scope of work and specific deliverables. In addition, per diem when outside the country station will be in accordance to German travel guidelines.

Workshop costs (GTC 5.15):

The Experts shall organise the planned meetings and workshops. The firm or consultants` offer shall cover their own attendance to the workshops under expert fees to cover workshop preparation and facilitation; as well as own accommodation and travel costs.

Specific costs of venue and other participantsqcosts will be directly managed by the SADC Gender Unit. The consultants will work closely with the Gender Unit to coordinate

Further Notes

All contractual arrangements of this assignment will be between the chosen candidates and GIZ. The services provided under this assignment will be provided under the direct guidance of the SADC Secretariat- Gender Unit.

Each bidder is requested to submit a written proposal that describes the expertsq interpretation of these Terms of Reference and a recommended methodological approach in one envelope. A financial proposal should be submitted in a separate envelope.