

Terms of Reference

Post: Gender Audit Consultant

Location: Global (remote working)

Duration: Duration: Consultant to propose (assignment to be completed between January and February 2023)

Total days: Consultant to propose (guide: c.30-40 days)

Starting date: Early January 2023

Purpose: The purpose of this assignment is to support War Child UK to review War Child's current practice and policies regarding gender mainstreaming and set out our gender-mainstreaming ambitions and objectives.

Background: War Child UK works in conflict affected countries, including Afghanistan, Central African Republic, Democratic Republic of Congo, Iraq, and Yemen.

Overall objectives of the consultancy: This aim of this consultancy is to conduct a gender audit across War Child UK programmes and operations and set out recommendations for the organisation that can be taken forward and feed into the next year's strategy processes.

The project will review War Child's (1) current strategic and conceptual approach to gender and inclusion including reviewing policies, frameworks, strategy, tools; (2) how gender features, and to what extent it is reflected within global programming, research, policy and advocacy and (3) focused review of country operations from a gender perspective and implications for workplace cultures, safeguarding, security and programming strategy /development; (4) how are War Child's operating contexts reflected in our strategies, frameworks and implementation of programmes

Process and Methodology:

The consultant is expected to conduct the following:

To accomplish this, the consultant will need to sensitively conduct a series of interviews with War Child staff and partners on their perspectives, as well as review relevant background reports and documents identified at the inception phase.

The consultant will then draw together their findings into a report, which will: (1) reflect on the current state of gender integration in relation to our programmes and operations at a strategic and policy level; (2) reflect on the extent to which gender is reflected in programme implementation, research, policy and advocacy (3) reflect on current status of gender within country operations, with specific regards to workplace culture, safeguarding and safety and security and 4) reflect on how War Child's specific country contexts are reflected in our strategies, frameworks and implementation from a gender perspective.

With these findings in mind, the consultant will also provide ideas and practical recommendations on how War Child can improve and better integrate gender into our strategic and conceptual framing, programming and research across the organisation, and internal organisational processes, structures, policies and workplace cultures in relation to HQ and country offices.

Deliverables Expected outputs:

Proposed workplan and deliverables

Suggested timeframe	Activities and deliverables
3-5 days	<p>Activity: Inception: First meeting with Interim Head of Programme Quality and technical advisors to discuss: purpose, guiding questions, methodology, and scope of research.</p> <p>Deliverable: Draft brief inception paper for War Child to review, with summary of agreed actions by consultant and War Child, methodology, and guiding questions for interviews.</p>
10-15 days	<p>Activity: Data collection: Interviews or focus group discussions with (at least 20) staff and (at least 2) partners. Support will be provided for interview or focus group set up.</p> <p>Deliverable: Produce and share concise and accurate notes from all interviews and discussions</p>
5-7 days	<p>Activity: Data analysis.</p> <p>Deliverable: Summary (in brief note form) of preliminary findings, main points of analysis, and recommendations, including proposal for structure for practice paper</p>
1 day	<p>Activity: Third meeting with the Programme Quality and other relevant WC staff to discuss findings and agree report presentation of findings, analysis, recommendations, and structure.</p> <p>Deliverable: Summary of agreed approach by consultant and WC</p>
5 days	<p>Activity: Draft first version of report.</p> <p>Deliverable: Draft report (between 15-20 pages in length)</p>
3-5 days	<p>Activity: Revisions and finalisation of draft, based on feedback from WC staff.</p> <p>Deliverable: Final report (between 15-20 pages in length), and meeting with WC programmes management team + additional strategic staff to present discuss findings.</p>
TOTAL: 30+ days	

Terms and Conditions The consultant will use her/his own office/resources/materials and computer in the execution of this assignment.

Supervision and Reporting: The consultant will be responsible to keep War Child abreast of progress through weekly updates. S/he will be supervised by War Child Head of Programme Quality.

Consultant Specifications:

- Strong knowledge of gender and Child Protection programming, with added advantage of knowledge of education in emergencies and cash and livelihoods programming.
- Experience of advising on organisational management, structures, systems and processes.
- Experience of conducting semi-structured interviews and focus group discussions, with knowledge of research ethics and approaching sensitive topics in interviewing.
- Ability to produce high-quality, concise and clear written outputs in English.
- A sound understanding of industry safeguarding standards, the consultant will be required to, at all times, comply with War Child's safeguarding policy and code of conduct for the duration of the contract.
- Experience of employment by and/or engagement with INGOs and government with a focus on supporting child protection outcomes in conflict-affected contexts.
- Experience of working collaboratively in diverse and multicultural teams across several continents, with experience of working with organisations in Africa and the Middle East
- Highly driven, dependable and results oriented with an appreciation and knowledge of learning and assessment tools
- Excellent verbal and written skills in English – French, Arabic or Dari an advantage
- Politically and culturally-sensitive approach required
- Patience, tact and diplomacy and able to exercise confidentiality

Note: All Consultants will be required to abide by War Child UK's organizational policies, namely the PSEAH policy, Child Safeguarding Policy and the Code of Conduct. The successful candidate will be required to sign a statement of commitment to this and other organisational policies prior to commencing their consultancy.

Selection and appointment: Interested applicants are requested to submit a brief proposal (max 4 pages) including:

- A cover letter clearly stating how you meet the person specifications, work-plan with lines of inquiry and availability
- Proposed approach and methodology for meeting the objectives for the work
- CV and with full contact details
- Two references familiar with your work
- Copies of or links to recent work on reports/research pieces
- Indication of fees (inclusive of VAT if applicable) and/or topline budget.

The selected candidate will be contracted for the consultancy and will commence work shortly after selection and successful references. A consultancy contract will be signed between consultant and WCUK with the TOR attached. Applications should be sent to: katies@warchild.org.uk by 18th December 2022 with interviews shortly thereafter.

Please note that submissions which do not meet all the above requirements will not be reviewed.

