

**CONSULTANCY TO ASSESS AND ENHANCE THE CAPACITIES OF RAOUL
WALLENBERG INSTITUTE (RWI) PARTNERS FOR THE REGIONAL AFRICA
PROGRAMME (RAP) ON GENDER RESPONSIVE PROGRAMMING AND
IMPLEMENTATION OF THE RAP GENDER EQUALITY STRATEGY**

TERMS OF REFERENCE

BACKGROUND

Equality Now is an international legal advocacy organization that seeks to protect and promote women and girls' rights around the world. Working with grassroots organisations, human rights organisations, and individual activists, Equality Now uses the law to promote gender equality. Equality Now does this by challenging laws that discriminate against or increase the vulnerability of women and girls and promoting laws that would protect their wellbeing. Through such legal and systemic change, the organization hopes to realize a world in which women and girls live as equal citizens, free from violence, discrimination, and exploitation. Equality Now's work currently focuses on four programmatic areas: legal equality, ending sexual violence, ending harmful practices, and ending sex trafficking. Our Africa office is located in Nairobi, Kenya. (see further www.equalitynow.org).

The Raoul Wallenberg Institute of Human Rights and Humanitarian Law (RWI) is an independent academic institution established in 1984. RWI has since 1990 carried out a wide range of research, academic education, and institutional capacity development programmes internationally in the human rights field, mainly with the support of Swedish Development Cooperation. The work of the Institute focuses on four thematic areas: Fair and Efficient Justice; Inclusive Societies; People on the Move; and Economic Globalisation and Human Rights (see further <http://rwi.lu.se/>).

RWI started to work in Africa in the early 1990s and since then extensive cooperation has been maintained with institutions in Burundi, Ethiopia, Kenya, Malawi, Namibia, Sierra Leone, South Africa, Tanzania, Uganda, Zimbabwe, and Zambia, as well as regionally/sub-regionally. The Institute's office in Nairobi currently manages RWI's bilateral programmes in Kenya and Ethiopia, as well as regional cooperation in Africa. For further information on the Institute's cooperation in Africa, see <https://rwi.lu.se/where-we-work/regions/africa/>.

In 2019, RWI began the Implementation Phase of a new Regional Africa

Programme. which shall run until 2023, and involves cooperation with bodies of Regional Economic Communities and the African Union, and related duty-bearers in the region, in the area of human rights, as well as cooperation with other key regional actors able to follow up and influence the implementation of human rights commitments in the region, including academic institutions. (For more information on the Programme, see <https://rwi.lu.se/where-we-work/regions/africa-regional/>).

In 2020, RWI and Equality Now developed the RAP Gender Equality Strategy which is being implemented from 2020 onwards. The Strategy contains strategic entry points for each of the partners, activities towards the realization of the overall RAP goals; and capacity enhancement interventions necessary to achieve this. Subsequently, the RWI partners have committed to adopt the Strategy within their various components in the RAP and to ensure its effective implementation.

OBJECTIVES

The overall objective of this consultancy is to assess the capacities of RWI partners on gender responsive programming in light of the RAP Gender Equality Strategy to effectively implement the gender components of the programme and subsequently identify the capacity gaps and needs and to tailor and deliver capacity enhancement training, accordingly.

SCOPE OF WORK

The scope of work for the Consultant will include but not be limited to:

- Review of the RWI Regional Africa Program documents including the Proposal to SIDA, relevant work plans and annual reports, gender baseline study report, and Gender Equality Strategy;
- Review the RWI Regional Africa Programme partners' work plans, organizational strengths and capacities on gender equality and inclusion and make recommendations, if any;
- Assess how RWI partners have integrated gender dimensions into organizational policies and strategies for effective implementation of gender responsive programmes;
- Assess organizational capacity to create effective partnerships that would promote gender responsive human rights programmes at the regional level to enhance advocacy on access to justice and promote implementation of regional human rights standards;

- Assess the capacities of the RWI RAP partners on how to design innovative gender responsive human rights programmes and existing mechanisms and structures to implement the RAP Gender Equality Strategy;
- Assess the capacities of RWI RAP partners to integrate gender dimensions in monitoring and evaluation of human rights programmes;
- Assess the level of gender integration applied in programming across a continuum from gender unintentional to gender transformative;
- Develop training modules, based on the findings of the above towards developing or enhancing the capacities of RWI RAP partners on gender response programming, monitoring and implementation of the RAP gender equality strategy, ratification, domestication, implementation and reporting of the Maputo Protocol; and
- Prepare a training module (and tools) to enhance the capacity of the RWI RAP partners and undertake the said capacity building, in consultation with Equality Now and RWI.

DELIVERABLES

- A report of the assessment of the partners' capacities, gaps and strengths in gender responsive programming, monitoring and implementation, with relevant recommendations;
- Training modules and tools;
- Summary report of the process and outcomes.

PROFESSIONAL COMPETENCIES AND QUALIFICATIONS

Academic Qualifications

- At least a master's degree in human rights law, and or any other relevant field in the area of planning, public policy, or development studies.

Experience

- Evidence of having undertaken similar assignments;
- At least five years professional experience in strategic programmatic planning and project management;
- Prior working experience on human rights and gender equality;
- Demonstrated experience in working with coalitions and civil society and human rights organizations and other stakeholders including the African

Union;

- Demonstrable experience working in development programs especially in the area of capacity enhancement;
- Experience in research, policy development, management and programming-related work; and
- Experience in developing training modules and tools and training CSOs.

Skills and Competencies

- Ability to work with minimal supervision;
- High level written and oral communications skills in English;
- Must be result-oriented, exhibiting high levels of enthusiasm, tact, diplomacy and integrity;
- Demonstrate excellent interpersonal and professional skills in interacting with CSO, Intergovernmental and development partners; and
- Have excellent facilitation skills using interactive, participatory and engaging methods particularly for virtual/online training.

TIME SPAN

This assignment is expected to be carried out for a maximum of 15 working days between 26th April 2021 and 30th June 2021.

INSTITUTIONAL ARRANGEMENTS

The Consultant will report directly to Equality Now and RWI Gender Lead, who will provide relevant background documents necessary for the assignment.

APPLICATION PROCESS

The technical proposals should be sent via email to equalitynownairobi@equalitynow.org with nairobi@rwi.lu.se in copy and should contain the following documents:

- Cover letter;
- Service Provider(s) curriculum vitae of a maximum 3 pages;
- Technical Proposal which MUST include understanding of TORs, proposed methodology and workplan;
- Financial Proposal. Please note that we will not pay for any other costs beyond the fee. Approved costs related to assignments, such as travel, will

be reimbursed by Equality Now, in accordance with existing policies.

Please indicate the title 'Gender Strategy' in the subject line of your email.

The deadline for applications is **19th April 2021** and we continuously evaluate proposals, so please apply as soon as possible. The Contract will be awarded on the basis of the most economically advantageous proposal according to a best price-quality ratio as described in Annex 1, Eligibility and Selection of Proposals.

NB: Only shortlisted applicants will be contacted.

Annex 1

Eligibility and Selection of Proposals

Consultancy to Assess and Enhance the Capacities of Raoul Wallenberg Institute (RWI) Partners for the Regional Africa Programme (RAP) on Gender Responsive Programming and Implementation of the RAP Gender Equality Strategy

All proposals submitted will be examined and evaluated by at least three representatives of RWI and Equality Now, and assessed according to the following steps and criteria:

- If the examination of a proposal or other relevant information received reveals that the proposal does not meet the eligibility criteria (see below), the proposal will be rejected on this sole basis.
- The proposals that pass this check will be further evaluated on their quality, including the proposed price and the capacity of the applicants. They will be evaluated using the evaluation criteria in the evaluation grid below.

There are two types of evaluation criteria: selection and award criteria. The selection criteria evaluate the applicants' capacity and are used to verify that they have the professional competencies and qualifications required to successfully implement the assignment. Proposals that do not meet a stated minimum standard in this respect will be rejected on this basis. All criteria, including the selection criteria, are then considered as award criteria, which evaluate the quality of the proposals in relation to the objectives and priorities set forth in the Terms of Reference.

The contract award will be considered based on the most economically advantageous proposal according to the best price-quality ratio, whereby the weighting for price is 25% and for quality 75%. From the proposals submitted, a median price will be established which will represent 25% of the total sum in this respect. 75% will be represented by the quality criteria in the evaluation grid below, which in turn will be divided between the different quality criteria based on their importance in view of points that can be obtained for each criterion. Any deviation from these points will result in a cost (quality deficiency) added to the price offered. The service provider exhibiting the lowest sum applicable to each proposal, as averaged between the evaluations of the four RWI & Equality Now representatives,

will be in first consideration as regards awarding the contract, while RWI retains the right to further negotiate fees and other aspects of the assignment as relevant.

Quality will be assessed in accordance with the quality criteria in the evaluation grid below, which in turn will be divided between the different quality criteria based on their importance in view of points that can be obtained for each criteria.

a) Eligibility Criteria

- i. The proposal in accordance with requirements of this Terms of Reference submitted by **19th April 2021**;
- ii. Service Provider and all team members have not been, and are not, subject to any international sanctions or restrictive measures with which RWI is required to comply according to Swedish law;
- iii. Service Provider available for the entire duration of the contract;
- iv. RWI only partners with suppliers that respect and comply with all relevant and applicable human rights as well as ethical business, social responsibility, health, safety, environmental, employment and fiscal regulations. Any known violations in this respect, or inability to provide appropriate evidence, if and as requested, shall disqualify a service provider from (taking part in) the procurement process;
- v. In addition, a service provider shall also be excluded from taking part in the procurement process if:
 - a. it is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;
 - b. it has been established by a final judgment or a final administrative decision that the supplier is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the supplier belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence, including, in particular, any of the following:
 - i. fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;

- ii. entering into an agreement with other economic operators with the aim of distorting competition;
 - iii. violating intellectual property rights;
 - iv. attempting to influence the decision-making process during the procurement; or
 - v. Attempting to obtain confidential information that may confer upon it undue advantages in the procurement process.
- c. it has been established by a final judgment or a final administrative decision that the supplier is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
 - d. it has been established by a final judgment that it, or persons having powers of representation or decision-making control over it, is guilty of any of the following: fraud; corruption; involvement in a criminal organisation; money laundering; terrorist financing; child labour (or any other forms of trafficking in human beings); or any other illegal activity detrimental to RWI's interests;
 - e. the supplier has shown significant deficiencies in complying with main obligations in the performance of a contract financed by RWI or any donor to RWI, which has led to the early termination of a legal commitment or to the application of liquidated damages or other contractual penalties or which has been discovered following checks and audits or investigations.

b) Evaluation grid regarding quality

The evaluation grid is divided into Sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Section	Maximum Score
1. Capacity	25
1.1 Does the Consultant have demonstrable experience in human rights and gender equality?	5x2*
1.2 Does the Consultant have demonstrable experience in strategic programmatic planning and project management?	5x2*
1.3 Does the Consultant have demonstrable experience working with coalitions and civil society and human rights organizations and other stakeholders including the African Union	5
2. Understanding of Terms of Reference	10

2.1	Does the consultant demonstrate a good understanding of the services required, as described in the Terms of Reference?	5x2*
3.	Proposed methodology	20
3.1	Does the proposal include a comprehensive, realistic and feasible methodology for implementing the assignment?	5x2*
3.2	Is the work plan for implementing the assignment realistic and feasible	5x2*
4.	Financial Proposal	20
4.1	Is the proposed budget comprehensive and suitable for implementation of the assignment?	5x2*
4.2	Is the proposed fee realistic for the effective implementation of the assignment?	5x2*

***: this score is multiplied by 2 because of its importance**

If the total score for Section 1 (capacity) is less than 8 points (not considering any multiplication of points), the application will be rejected. If the score for at least one of the subsections under Section 1 is 1 (not considering any multiplication of points), the application will also be rejected.