

**Inclusive Legislatures for Gender-Responsive Policies  
National Consultant  
Terms of Reference**

**Enhancing Capacities and Providing Practical Support to Parliamentary Committees and Women's Caucuses  
to Formulate and Scrutinize Selected Legislation for their Gender Responsiveness**

**LOCATION:** KENYA<sup>1</sup>  
**APPLICATION DEADLINE:** 3<sup>rd</sup> November 2023  
**AREA OF EXPERTISE:** Gender Responsive Law Making

**Project Overview:**

The Global Affairs Canada funded Inclusive Legislatures for Gender-Responsive Policies (ILGRP) project implemented in Ghana, Kenya and Togo aims at improving development outcomes and human rights. The project supports three partner parliaments and parliamentarians to consider the differential impacts of policies, laws, and budgets on the poorest and most marginalized populations, particularly women and girls. This project is a pioneer effort in providing support towards the strengthening of Parliaments on inclusiveness and gender equality issues. The implementing organizations are the African Centre for Parliamentary Affairs (ACEPA) and Parliamentary Centre (PC).

As part of the implementation of the project and in partnership with the Parliament of Kenya, a set of initiatives and activities have been planned with the aim of increasing capacities of Parliamentary Staff, Members of Parliament and the legislature to be inclusive, gender sensitive and responsive in the law-making and budgeting processes.

To facilitate this, the ILGRP project seeks a national consultant to work in close collaboration with an International/Canadian consultant to provide training and practical support for parliamentary committees and women's caucuses to formulate and scrutinize selected legislation for their gender responsiveness under the thematic area of '**Gender and Law Making**'. The successful candidate will work closely with the ILGRP Team especially in Kenya and Canada within the period November 2023 to 20th March 2024.

**Objective of the activity:**

The objective of the assignment is to enhance the capacity of parliamentary committees and women's caucuses to evaluate and scrutinize selected legislation, including budgets, for their gender responsiveness by developing gender responsive tools/checklist/training materials and conducting training.

**Activity 1211.1 Training sessions for committees and women's caucuses on how to formulate, debate, improve and pass legislation addressing gender inequalities**

- Collaborate with the Parliament of Kenya to review the checklist used in the legislative process and ensure they are gender responsive using the GBAplus and other Gender Sensitivity Tools (IPU and CPA)
- Training on how to initiate/revise/improve legislation to address gender inequalities using GBA-plus and other Gender Sensitivity Tools (IPU and CPA)

**Activity 1214.1 Analysis of practical experience in initiating inclusive and gender-responsive legislation and formulation of best practices and lessons learned**

- Analysis of practical experiences in initiating inclusive and gender-responsive legislation using gender equality analysis tools (API, GBA-plus, CPA, and IPU Tools)

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<sup>1</sup> Gender and Law Making3\_ Activities 1211.1 and 1214.1

### **Scope of Work and Deliverables:**

The National consultant in Kenya will work in close collaboration with the Canadian/International Consultant and with the ILGRP Teams, to provide specific services/deliverables as described below.

### **Key Tasks include:**

Collaborate with the International/Canadian consultant in the design/review of the training materials (PPT with notes and related documentation for training) and the checklist on mainstreaming Gender using the GBAPlus and other Gender Sensitivity/responsive Tools (IPU and CPA) and for the training sessions from a Kenyan context.

- **Activity 1211.1: Four (4) Training sessions for committees and women's caucuses on how to formulate, debate, improve and pass legislation addressing gender inequalities**
  - In collaboration with the Canadian/international consultant and the Parliament of Kenya review the checklist used in the legislative process and ensure they are gender responsive using the GBAPlus and other Gender Sensitivity Tools (IPU and CPA)
  - Develop training materials and train Committees and the women's caucuses of the Kenya Parliament on
    - how to initiate/revise/improve legislation towards addressing gender inequalities using GBA-plus and other Gender Sensitivity Tools (IPU and CPA)
    - how to identify key issues when developing legislation to address gender inequalities
    - data gathering and interpretation of the needs of the poorest and marginalized
    - how to debate legislation to address gender inequalities
- **Activity 1214.1: Analysis of practical experience in initiating inclusive and gender-responsive legislation and formulation of best practices and lessons learned:**
  - Develop methodological process and undertake analysis of practical experiences in initiating inclusive and gender-responsive legislation using gender equality analysis tools (e.g. API, GBA-plus, CPA, and IPU Tools)

### **Outputs and Deliverables:**

#### **Deliverable A: Develop training materials**

1. Training materials (PPT with notes and related documentation for training) as indicated in the scope of work (Canadian consultant leads in developing the training materials)

#### **Deliverable B- Delivery of practical sessions**

2. Provide (4) training sessions (2 with the National Assembly and 2 with the Senate) on
  - a. how to initiate/revise/improve legislation to address gender inequalities using GBA-plus and other Gender Sensitivity Tools (IPU and CPA).
  - b. practical experiences in initiating inclusive and gender-responsive legislation using the GE analysis tools (API, GBA-plus, CPA, and IPU Tools)
  - c. how to identify key issues when developing legislation to address gender inequalities
  - d. data identify key issues when developing legislation to address gender marginalized
  - e. how to debate legislation to address gender inequalities

#### **Deliverable C- development of tools**

3. Revised checklist for the legislative process and ensure they are gender responsive using the GBAPlus and other Gender Sensitivity Tools (IPU and CPA) based on the Kenyan context

#### **Deliverable D - Analysis of practical experiences**

4. Report on the analysis of practical experiences in initiating inclusive and gender-responsive legislation using the GE analysis tools (e.g., API, GBA-plus, CPA, and IPU Tools)

#### **Deliverable E - Report submission**

5. Lead in the reporting: submit final reports (one per activity) including activity evaluations per training.

### **Duration of assignment and Level of Effort:**

The consultant is expected to devote Six (6.2) days (46.5 Hours) to the project, spread between November 2023 to 20th March 2024.

### **Required qualifications and experience:**

- University degree, “Masters or higher (PhD preferred)” in social sciences, economics, Law, gender studies, International relations, Public Affairs or Politics or related fields;
- At least five (5) years of research experience in gender responsive law making and intersectional analysis;
- Demonstrate a solid knowledge of gender and inclusion issues in Kenya; including understanding of parliamentary practices;
- Practical experience in formulation/development of parliamentary tools for initiation, amendment, scrutiny and debating of inclusive and gender-responsive draft laws and reviewing bills with a gender lens;
- Experienced in engaging with parliamentary senior administration, Senators and MPs;
- Experienced in engaging with women’s caucuses;
- Have analytical skills and good ability to dialogue;
- Demonstrate a strong capacity for team management, workshop facilitation and work in a multi-stakeholder and multicultural context;
- Have proven communication, report writing and presentation skills (oral and written English);
- Demonstrable experience in the development of processes, indices, case studies and / or manuals amongst other tools;
- Experience working with the Parliament would be an asset.

### **Skills:**

- Have very good writing and communication skills in the English language;
- Ability to analyze and synthesize;
- Meet commitments;
- Capacity for innovation;
- Good team spirit;
- Sense of responsibility;
- Assume all responsibilities and honor commitments;
- Compliance with professional technical standards and quality;
- Be immediately available.
- Agile and willing to adapt to competing demands on elected representatives, committees & caucuses

### **Application file:**

Applications must include:

- A letter of application addressed to ACEPA;
- An updated copy of curriculum vitae (CV);
- A financial offer (daily rate);
- Technical proposal detailing the understanding of the task and the methodology to be use; Samples of previous assignments (where applicable)

### **Application Process**

The completed applications must be sent by email no later than **3<sup>rd</sup> November 2023** at 17:00 pm EAT should be sent to [priscillah.mungai@acepa-africa.org](mailto:priscillah.mungai@acepa-africa.org); with the email subject reading "*Gender consultant – Gender and Law Making<sup>2</sup> in the Parliament of Kenya.*

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<sup>2</sup>Gender and Law Making3

This TOR represents the requirements for an open and competitive process. If you have any questions, please send an email to [ellyjoy.masila@acepa-africa.org](mailto:ellyjoy.masila@acepa-africa.org) and [jeniffer.githegi@acepa-africa.org](mailto:jeniffer.githegi@acepa-africa.org)

***NB: applications from females are strongly encouraged.***