

## Inclusive Legislatures for Gender-Responsive Policies

### National Consultant (Ghana) Terms of Reference<sup>1</sup>

**LOCATION:** Ghana  
**APPLICATION DEADLINE:** Friday 26<sup>th</sup> February 2024  
**AREA OF EXPERTISE:** Gender Responsive Budgeting - Analysis

Title	Methodological Support to Parliamentary Staff to conduct Gender Analysis of State Budget – 1211.6
Project	ILGRP
Purpose of Assignment	To develop/review methodology including tools (e.g. checklists), develop a template for presentations to MPs, as well as provide technical and practical support to Parliamentary Staff to conduct gender analysis of state budgets. (1211.6)
Period	February 2024 to 31 <sup>st</sup> March 2024

#### **Background:**

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 in Ghana, a set of initiatives and activities have been planned with the aim of increasing capacities of legislatures to improve inclusive, gender sensitive, responsive law-making and budgeting.

Activity 1211.6 focuses on providing methodological support to parliamentary staff to enable them conduct gender analysis of state budgets. It is imperative that the staff who support MPs during the budget process, particularly those from the Research and Committees

<sup>1</sup> ILGRP Y2 GHANA – Terms of Reference for Gender Responsive Budgeting – Analysis  
Activity 1211.6

departments are equipped with the necessary skills and tools on gender analysis so they can effectively support MPs in that regard.

The objective of this assignment is to develop methodology including tools (e.g. checklists), develop templates for presentation to MPs, as well as provide technical and practical support to Parliamentary Staff to conduct gender analysis of state budgets.

### **Scope of work**

Task 1: Develop/ revise training and practical session materials for gender analysis of budgets

Task 2: Provide technical and practical support to parliamentary staff. Parliamentary staff will receive technical and practical support to conduct gender analysis of state budgets, for example: the 2024 National Budget. This is to build on initial training provided to staff which had introduced them to the concepts of gender responsive planning and budgeting and the different stages of the budget cycle.

Task 3: The consultant will also develop/revise the methodology including tools (e.g. checklists) for conducting gender analysis of budgets.

Task 4: Support staff to present the information/ results from their analysis to MPs; the consultant will develop a presentation template to guide staff to present such analysis (gender analysis of state budget) to MPs.

### **Deliverables:**

- Development/revision of Training / practical session materials: training and practical session materials for gender analysis of budgets developed/revised.
- Development of Methodology and tools: Methodology and tools for gender analysis of budgets revised and finalized (e.g. checklist)
- Analysis of state Budget: practical session to analyze the most recent state budget conducted.
- Development of presentation Template: Presentation Template developed (to present analysis to MPs).
- Reports submission: Training/practical session Report (including evaluations) presented.

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

The consultant is expected to provide short term services for a few days/hours at a time not more than 2days (15hours) from now until the end of March 2024.

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

- University degree, Masters/and or a doctorate in Economics, Finance, social sciences, law, Public Affairs or Politics or related fields;
- Demonstrate a solid knowledge of the Gender Responsive Budgeting and the Budget Cycle in particular;
- Demonstrate a solid knowledge of gender and inclusion issues in Ghana;
- Demonstrate a solid knowledge and skills in Gender and intersectional analysis ;

- Demonstrate a strong capacity for team management, workshop facilitation/training and work in a multi-stakeholder and multicultural context;
- Have proven communication skills (oral and written);
- Experience working with the Parliament would be an asset.

**Skills:**

- Have very good writing and communication skills;
- 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.

**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 used

Note: The National Consultant will work closely and collaboratively with the International/Canadian consultant, leveraging their respective expertise and experiences to achieve the project objectives. Regular communication, coordination, and knowledge-sharing between the consultants are essential for the successful implementation of the project.

Applications must be sent by email with the mention " **Gender Responsive Budgeting - Analysis**" The application file must be sent no later than 26<sup>th</sup> February 2024 at 17:00 GMT to the following address: [agnes.titriku@acepa-africa.org](mailto:agnes.titriku@acepa-africa.org). If you have any questions, please send an email to [gifty.adika@acepa-africa.org](mailto:gifty.adika@acepa-africa.org) and [agnes.titriku@acepa-africa.org](mailto:agnes.titriku@acepa-africa.org)

***NB: Women are strongly encouraged to apply***