

Inclusive Legislatures for Gender-Responsive Policies National Consultant (Ghana) Terms of Reference

Assignment: **Enhancing the Capacity of CSOs and Women's Rights Groups on approaches to effective engagement with Parliament**

LOCATION: **Ghana**

APPLICATION DEADLINE: **16th February 2024**

AREA OF EXPERTISE: **Parliament-CSOs Engagement for inclusive and responsive Parliament¹**

Project Overview:

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 and in partnership with the Parliament of Ghana, 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, budgeting processes and in the performance of their mandate.

One of the objectives of the ILGRP is to enhance the capacity of CSOs and Women's Rights Groups on approaches to effective engagement with Parliament and also connect with citizens, in particular women and girls, taking into account their views and needs in the legislative and oversight process.

To facilitate this, ILGRP project seeks a consultant in Ghana who would like to work in close collaboration with the ILGRP Team in Ghana and Canada to enhance the capacity of

¹ 1312.2 - Training sessions for CSOs and women's rights groups on approaches to effective engagement in the oversight process

1312.3 - Practical support to CSO and women's rights groups to make inputs and promote its use in the oversight work of committees and women's caucuses

1311.3 - Practical support to women's rights groups and CSOs to engage them on models and tools for citizens engagement linked to the legislative process (select draft laws, including state budgets).

CSOs/WRG on engagements between Parliament and Civil Society Organizations (CSOs) for participatory, inclusive, and responsive parliamentary work.

Objective and Description of the Assignment:

The objective of the assignment is to:

- Enhance the capacity of CSOs/WRGs on approaches - models and tools for effective engagement in the parliamentary oversight process (Use of evidence in oversight work). (1312.2)
- Provide practical support to CSO and women's rights groups to make inputs and promote its use in the oversight work of committees and women's caucuses especially the governments' gender equality commitments (1312.3).
- Enhance the capacity of CSOs/WRGs on methodological processes and conduct practice sessions on citizens engagement linked to parliamentary legislative work. (Use of evidence in legislative work) (1311.3).

Scope of Work:

Working in collaboration with the ILGRP Team in Ghana and Canada and in partnership with the Parliament of Ghana the successful consultant will provide specific services/tasks/deliverables as described below:

A] Training sessions for CSOs and women's rights groups on models and tools and approaches to effective engagement in the oversight process especially of governments' gender equality commitments. (1312.2).

The consultant is expected to:

- Produce a work plan and a draft table of contents for the report(s) on the trainings/sessions, to be submitted no later than two days following the signature of the contract
- Provide the Ghanaian context in the development/preparation of materials such as PPT with notes and other training materials for training
- Collaboratively develop an approach (e.g. research and analysis) and identify Ghana governments' gender equality commitments as basis for this assignment (see activity 1312.3)
- Lead in the design and conduct of training and practical sessions
- Conduct activity evaluations (one per activity).
- Lead in producing reports (draft and final report) on the training and practical sessions - (one per activity)

B] Practical support to CSO and women's rights groups to make inputs and promote its use in the oversight work of committees and women's caucuses especially of governments' gender equality commitments (1312.3)

The consultant is expected to:

- Collaboratively design training and practical sessions to support CSO and women's rights groups to make inputs and promote its use in the oversight work of Parliament especially of governments' gender equality commitments
- Collaboratively develop an approach (e.g. research and analysis) and identify Ghana governments' gender equality commitments as basis for this assignment (see activity 1312.2).
- Conduct training and practical sessions for CSOs and WRGs
- Produce reports per activity (include activity evaluations)

C] Practical sessions with Women’s Rights Groups and CSOs (especially those working with citizens) to undertake engagements with Parliament to engage them on models and tools for citizens engagement linked to the legislative process (on select draft laws, including state budgets) (1311.3).

- Methodological process developed on engagements with parliament on select draft, state budgets
- Practice sessions on how to design and undertake actual engagement sessions with Parliament

The consultant is expected to:

- Collaboratively develop materials/ methodological process for CSOs and WRGs using current models and tools for engaging Parliament during the legislative process
- Collaboratively design and implement training and practice sessions for CSOs and WRGs using current models and tools on how to design and undertake actual engagement sessions in the legislative process
- Conduct activity evaluations
- Produce reports per activity

Outputs and Deliverables:

1. Work Plan and draft table of contents of reports
2. Report on Government of Ghana Gender Equality commitments
3. Methodology and tool (developed or revised) for CSOs engagement with Parliament
4. Training and practical sessions materials (revised/developed)
5. Deliver Training and practical sessions for CSOs/WRG on
6. Training reports (including evaluations) one per activity.

Duration of Assignment:

The consultant is expected to provide short term services for a few days/hours at a time not more than 5 days (37.50 Hours) between February and March 2024.

Required qualifications and experience:

- University degree, Masters/and or a doctorate in social sciences, law, Public Affairs or Politics or related fields.
- Demonstrate a solid knowledge of gender and inclusion issues in Ghana;
- Demonstrate knowledge and experience in Parliament-CSOs Engagement;
- Have analytical skills and good ability to dialogue;
- 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);

Note: The National Consultant will work closely and collaboratively with the ILGRP Team in Ghana and Canada to achieve the project objectives. Regular communication, coordination, are essential for the successful implementation of the project.

Applications must be sent by email with the mention " **Parliament-CSOs Engagement for Inclusive Responsive Parliament**" The application file must be sent no later than 16th February 2024 at 17:00 GMT to the following address: agnes.titriku@acepa-africa.org. If you have any questions, please send an email to gifti.adika@acepa-africa.org and agnes.titriku@acepa-africa.org

NB: Females are strongly encouraged to apply