

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

**Assignment:** Enhancing the Capacity of Parliamentary Staff on Models and Tools for Citizen Engagement

**LOCATION:** Ghana

**APPLICATION DEADLINE:** 16<sup>th</sup> February 2024

**AREA OF EXPERTISE:** Parliament and Citizen/CSOs Engagement on Gender Equality<sup>1</sup>

### **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 its mandate. One of the objectives of the ILGRP project is to enhance the capacity of parliamentarians and parliamentary staff to connect with citizens, in particular women and girls, and take 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 an International/Canadian consultant and with the ILGRP Team in Ghana and Canada to enhance the capacity of parliamentary staff on models and tools for citizen engagement and on undertaking citizen engagement.

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<sup>1</sup> ILGRP

1321.1 Training sessions for parliamentary staff on models and tools for citizen engagement.

1321.2 Hands-on support to parliamentary staff to undertake citizen engagement with women and girls (CSOs/CBOs)

### **Objective and Description of the Assignment:**

The objective of the assignment is to enhance the capacity of parliamentary staff to connect with citizens, in particular women and girls, and take into account their views and needs in the legislative and oversight process.

Specifically, the consultant will:

- Review current models and tools for citizen engagement/Public engagement (Provide an analysis e.g. SWOT analysis).
- Provide training to parliamentary staff on best ways to solicit citizens' views.
- Train parliamentary staff on new formats for citizen engagement and outreach, with particular focus on capturing the views of women and girls in relation to select laws (focus on at least one model/tool).

### **Scope of Work:**

Working in collaboration with a Canadian/International consultant(s), 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 parliamentary staff on models and tools for citizen engagement (1321.1).**

The consultant is expected to:

- Produce a work plan and a draft table of contents for the report(s) on the training/sessions, to be submitted no later than two days following the signature of the contract.
- Undertake a review of current models and tools for citizen engagement/Public Engagement (Provide an analysis e.g. SWOT analysis)
- Provide the Ghanaian context in the development/preparation of materials such as PPT with notes and other training materials for training
- Lead in the design and conduct training and practice sessions on tools and models for effective citizen engagement.
- Conduct activity evaluations.
- Lead in producing report on the training - per activity

#### **B] Hands-on support to parliamentary staff to undertake citizen engagement with women and girls on select laws (1321.2).**

The consultant is expected to:

- Collaboratively conduct engagement sessions with parliamentary staff and CSOs on best ways to solicit citizens' views using new formats for citizen engagement and outreach, with particular focus on capturing the views of women and girls.
- Collaboratively design and deliver training to Parliamentary staff on citizen engagement and the value of outreach especially targeting women and girls.
- Conduct activity evaluations
- Produce reports per activity

**Outputs and Deliverables:**

1. Work Plan and draft table of contents of reports
2. Training and practical sessions materials
3. Training and practical sessions for parliamentary staff
4. Training reports (including evaluations) one per activity
5. Report on review of current models and tools for citizen engagement.

**Duration of Assignment:**

The consultant is expected to provide short term services for a few days/hours at a time not more than 3 days (22.50 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 citizen engagement/Public 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 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 "**Parliament and Citizens Engagement on Gender Equality**" The application file must be sent no later than 16<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 [gift.yadika@acepa-africa.org](mailto:gift.yadika@acepa-africa.org) and [agnes.titriku@acepa-africa.org](mailto:agnes.titriku@acepa-africa.org)

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