

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

**Enhance the Capacity of Committees, Parliamentary Caucuses, Women's Rights Groups and CSOs  
to Participate in Gender Responsive Parliamentary Oversight of the Executive**

**LOCATION:** KENYA<sup>1</sup>  
**APPLICATION DEADLINE:** March 14, 2024  
**AREA OF EXPERTISE:** Parliamentary Oversight of the Executive Branch

**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, Parliamentary Caucuses, Civil Society Organizations (CSOs) and Womens' Rights Groups (WRGs) to be inclusive, gender sensitive and responsive in the law-making, budgeting and oversight processes.

To facilitate this, the ILGRP project seeks a national consultant to work in close collaboration with ILGRP team, to provide training and practical support to committees, parliamentary caucus, Women's Rights Groups and CSOs in conducting gender responsive parliamentary oversight of the governments' gender equality commitments under the thematic area of "**Parliamentary Oversight of the Executive Branch**" The successful candidate will work closely with the ILGRP Team within the period 15<sup>th</sup> March to March 31st, 2024.

**Objective of the activity:**

The objective of the assignment is to strengthen the capacity of parliament committees, caucuses, selected staff working within the Parliament (National Assembly and Senate) to facilitate the contribution of CSOs and Women's Rights Groups to parliamentary oversight of the executive branch's gender equality commitments.

**Activity 1221.1 Training sessions for committees and women's caucuses on conducting oversight of the executive branch's gender equality commitments**

- Training sessions (2) on how to conduct oversight of the executive branch's gender equality commitments using a specific oversight activity
- Tools developed to enable oversight of the executive branch's gender equality commitments

**Activity 1312.1 Training sessions for parliamentary committees and women's caucuses on facilitating CSOs and women's rights groups inputs into parliamentary oversight of the executive branch.**

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<sup>1</sup> Parliamentary oversight of the Executive branch's gender equality commitments Activity 1221.1, 1312.1 and 1312.3

- Conduct training sessions for committees and women's caucuses on facilitating CSOs and women's rights groups inputs into parliamentary oversight of the executive branch.
- Conduct workshop with CSOs and WRGs to discuss the development and institutionalization of providing inputs into oversight of the government's GE commitments
- Lead in the development of tools and a clear process (check-list) for CSOs and WRGs to use when submitting their inputs in the oversight process

**Activity 1312.3 Practical support to committees and women's caucuses to solicit and use CSOs and women's rights groups inputs in oversight work**

- Practical sessions of approaches to effectively and innovatively engage, solicit and use CSOs and women's rights groups input in the process of parliamentary oversight.
- Provide tools and skills development on constructive engagement that generates a deeper appreciation of value and interest to institutionalize new gender responsive practices, use of evidence/information in the oversight work of Parliament.

**Scope of Work and Deliverables:**

The National consultant in Kenya will work in close collaboration with the ILGRP team where appropriate, to provide specific services/deliverables as described below.

**Key Tasks include:**

Collaborate with the ILGRP team in Kenya in the design/review of the training materials (PPT with notes and related documentation for training including reference materials for further reading) and the checklist on gender responsive oversight using the GBA-plus for the training sessions from a Kenyan context.

**Activity 1221.1 Training sessions for committees and women's caucuses on conducting oversight of the executive branch's gender equality commitments**

- Conduct 2 training sessions on how to conduct oversight of the executive branch's gender equality commitments using a specific oversight activity and agreed annual work plan priority
- Develop tools to enable oversight on gender equality commitments

**Activity 1312.1 Training sessions for committees and women's caucuses on facilitating CSOs and women's rights groups inputs into parliamentary oversight of the executive branch.**

- Support CSO/WRG to conduct gender analysis of one legislation and 2022/23 audit report and submit gender responsive recommendations using memo/ petition to committees and caucuses.
- Lead in organizing practical 2 round table sessions between committees' /women's caucuses with CSO/WRG who will share gender responsive recommendations on one on-going legislation.
- Lead in the development of tools and a clear process (check-list) for CSOs and WRGs to use when submitting their inputs in the oversight process.

**Activity 1312.3 Practical support to committees and women's caucuses to solicit and use CSO and women's rights groups inputs in oversight work**

- Lead in conducting practical sessions of approaches to effectively and innovatively engage CSOs and women's rights groups' engagements in the process of parliamentary oversight.
- Provide tools and skills development on constructive engagement that generate a deeper appreciation of value and interest to institutionalize the new gender responsive practices.

**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

**Deliverable B- Delivery of training and practical sessions**

2. Provide (4) training and practical sessions (1 with the National Assembly and 1 with the Senate, and 2 CSO/WRGs) on
  - a. how to facilitate CSOs and women's rights groups inputs into parliamentary oversight of the executive branch.
  - b. conduct gender analysis of one proposed or existing legislation and 2023/24 audit report and submit gender responsive recommendations aligned with the Executive GE commitments using memo/ petition to committees and caucuses
  - c. Training sessions for CSOs and women's rights groups on approaches to effective engagement in the oversight process
  - d. Practical sessions of approaches to effectively engagements in parliamentary oversight
3. Two (2) Round table sessions between CSOs/WRGs and respective parliamentary committees/ caucus

**Deliverable C- development of tools and documentation of methodological processes**

4. Lead in the development of tools and a clear process (check-list) for CSOs and WRGs to use when submitting their inputs in the oversight process
5. Gender responsive methodological process developed and documented on oversight
6. Gender responsive oversight best practices and lessons learned documented
7. Checklists/Tools on effective engagement in the legislative oversight process developed

**Deliverable D - Report submission**

8. 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 Ten (10) days (75 Hours) to the project, spread between 15<sup>th</sup> March to 31<sup>st</sup> March 2024.

**Required qualifications and experience:**

- University degree, "Masters or PhD preferred" in social sciences, economics, Law, gender studies, International relations, Administration, Public Finance Public Affairs or Politics or related fields;
- At least five (5) years of research or demonstrable practical experience in gender responsive, oversight of the Executive branch;
- Demonstrate a solid knowledge of gender and inclusion issues in Kenya; including understanding of parliamentary practices, budget making processes, and oversight;
- Practical experience in development of tools and a clear process (check-list) for CSOs and WRGs to use when submitting their inputs in the oversight process
- Experienced in engaging and /or capacity building parliamentarians (Senators, MPs and women's caucuses), senior parliamentary staff ;
- A former Legislator (preferred);
- Experienced in engaging with and / or supporting CSOs, women rights organizations and parliamentary caucuses;

- Have analytical skills and good ability to effectively building consensus in the context of oversight work;
- 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 Parliaments 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 used;
- Samples of previous assignments (where applicable)

**Application Process**

The completed applications must be sent by email no later than **March 14, 2024** 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 – parliamentary oversight of the executive branch**".

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 copy [jeniffer.githegi@acepa-africa.org](mailto:jeniffer.githegi@acepa-africa.org)

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