

## **Inclusive Legislatures for Gender-Responsive Policies**

### **National Consultant Ghana**

#### **TERMS OF REFERENCE<sup>1</sup>**

#### **Providing Technical Expertise and Support to the Parliament of Ghana and CSOs/WRGs on Conducting Oversight of the Executive Branch especially on Gender Equality Commitments**

**LOCATION:** Ghana  
**APPLICATION DEADLINE:** 27<sup>th</sup> May 2024  
**AREA OF EXPERTISE:** Parliamentary Oversight and Gender Equality

#### **Project Overview and Background:**

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 these 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).

To support the Parliament of Ghana in furtherance of the above-mentioned goal, the ILGRP project is implementing a set of activities towards a) strengthening parliament's oversight of the executive branch's work and/or spending especially related to gender equality and b) creating spaces for socializing the findings, best practices and lessons learned in parliamentary oversight work with African Parliaments, CSOs/WRGs, development partners and the international community of practice.

To facilitate this, ILGRP project seeks a Ghanaian consultant to work in close collaboration with an International/Canadian consultant and the ILGRP Team to provide technical, practical and methodological support to enhance the capacity of Members of Parliament, Parliamentary Staff and CSOs/WRGs in Ghana on conducting oversight of the executive branch.

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

To provide technical expertise and practical support to the Parliament of Ghana (Members of Parliament and staff) and CSOs/WRGs on conducting oversight of the executive branch

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<sup>1</sup> ILGRP Activity 1221.1 1221.2 1222.4

especially oversight of the executive branch's work and/or spending in achieving specific gender equality commitments.

**Scope of Work:**

**A] Conduct a training and practical session for Parliamentary Staff and CSOs with a focus on understanding oversight of the gender equality commitments of government, models/tools for conducting oversight and practical experience of conducting oversight of those GE commitments (Activity 1221.1).**

- Develop/Update training and practical session materials on oversight of the gender equality commitments of government, models/tools for conducting oversight and practical experience of conducting oversight of those GE commitments;
- Design and conduct training and practical sessions for Parliamentary Staff and CSOs with a focus on understanding oversight of the gender equality commitments of Government of Ghana, models/tools for conducting oversight and practical experience of conducting oversight of those GE commitments;

**B] Provide practical support (technical expert accompaniment) to Parliamentary Staff/CSOs on models/tools and in conducting oversight of the executive branch's work and/or spending in achieving specific gender equality commitments (Activity 1221.2).**

- Carryout practical support (technical expert accompaniment) to Parliamentary Staff/CSOs on models/tools and support them in applying the oversight tools and models;
- In collaboration with Parliamentary Staff/CSOs identify the gaps based on the application of the checklist/tools/models;
- Revise the tools /models/ checklist.

**C] Organize discussions and conduct socialization of findings from analysis of project experience (from 1222.1-parliamentary oversight) with African Parliaments, funder and international community of practice (Activity 1222.4).**

- Design and implement socialization sessions findings on oversight work with target stakeholders including with African Parliaments, funder and international community of practice

**Approach:**

The consultant has to perform the following tasks in close collaboration with the international consultant and with the ILGRP team and must also be flexible and accommodating when it comes to scheduling activities.

**Output and Deliverables:**

1. Training and Practical support approach/methodology/materials
2. Training and Practical Sessions held
3. Socialisation session conducted
4. Training Practical sessions reports (s) including evaluation
5. Report on socialisation sessions

**Duration of Assignment and Level of Effort:**

The consultant is expected to devote 8 days (60 Hours) to the project, spread between 30th May to 28th June 2024.

**Required Qualifications And Experience:**

- University degree, Masters/and or a doctorate in social sciences, Development studies, Public Affairs or Politics or related fields;
- At least five (05) years of experience in oversight work, monitoring and evaluation work;
- Demonstrate a solid knowledge of gender and inclusion issues in Ghana;
- 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 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
- Flexible and accommodating when it comes to scheduling activities.

### **Application File:**

Applications must include:

- A letter of application addressed to ACEPA;
- Technical Proposal detailing the understanding of the task and the approach to be used;
- An updated copy of curriculum vitae (CV);
- A financial offer (daily rate).

Applications must be sent by email with the mention "**GH - Parliamentary Oversight and Gender Equality – 2024**". The application file must be sent no later than 27<sup>th</sup> May 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 [agnes.titriku@acepa-africa.org](mailto:agnes.titriku@acepa-africa.org) and [gifty.adika@acepa-africa.org](mailto:gifty.adika@acepa-africa.org).

***NB: Female applications are strongly encouraged.***