

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

Parliamentary tools and practices on amending and passing of inclusive and gender-responsive legislation, including budgets, developed and institutionalized

LOCATION: KENYA¹
APPLICATION DEADLINE: June 11, 2024
AREA OF EXPERTISE: Gender responsive parliamentary tools, manuals and practices on Lawmaking

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 to advance inclusiveness and gender equality. 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 and the legislature to be inclusive and gender responsive in the law-making, representative and budgeting processes.

To facilitate this, the ILGRP project seeks a national consultant to work in close collaboration with ILGRP Project team, to conduct a gender analysis and lead in the review or strengthening of Parliamentary tools, methodology and/or processes on amending and passing of inclusive and gender-responsive legislation, including budgets, developed and institutionalized under the thematic area of **'Gender responsive analysis of parliamentary tools, manuals and practices'**. The successful candidate will work closely with the ILGRP Team especially in Kenya and Canada. within the period 13th June to 28th June, 2024.

Objective of the activity:

The objective of the assignment is to conduct a gender analysis and inform the review and / or development (where appropriate) of parliamentary tools, manuals, methodology on practices and processes used in initiating, scrutinizing, amending and passing of inclusive and gender-responsive legislation and budgets, for adoption and institutionalization.

Activity 1213.1 Conduct Analysis of practical experience with a view of developing or reviewing and testing parliamentary tools, manuals and checklists for debating, amending, and passing to ensure they advance gender-responsiveness of the entire law making process.

- Assessment /review of current parliamentary practices and practical experience on entire law making process with a view of developing parliamentary tools/manual/checklist for reviewing bills and the process to ensure they promote inclusivity and gender-responsiveness

¹ Gender responsive parliamentary tools, manuals and practices on lawmaking; Activity 1213.1, 1213.3 and 1214.3

- Identify emerging parliamentary practices and tools for the entire law-making process to inform the enhancement of proposed parliamentary tools/manual / checklists being developed under this activity for the advancement of gender equality in Kenya.

Activity 1213.3: Support to the formulation/testing and approval of parliamentary tools on debating, amending, and passing inclusive and gender-responsive laws

- Assessment /review of current parliamentary practices and tools on the Law-making process with a view of closing gender gaps and applying gender analysis
- Formulation of parliamentary tool for applying a gender lens in the entire law making process, in preparation for adoption.

Activity 1214.3: Support to the formulation and approval of manuals and/or tools on Parliamentary Practices for initiating, scrutinizing, amending and passing an and inclusive and gender-responsive legislation

- Technical support to review revise and document parliamentary practices in order to incorporate methodological processes and practices that will advance for gender-responsiveness in the legislature and legislation

Scope of Work and Deliverables:

The National consultant in Kenya will work in close collaboration with the ILGRP team Canadian/International Consultant and CPST, to provide specific services/deliverables as described below.

Key Tasks include:

Collaborate with the International/Canadian consultant in the design/review of the training materials (PPT with notes and related documentation for training) and the checklist and other tools on mainstreaming Gender using the GBAPlus and other Gender responsive Tools (e.g IPU and CPA tools) and for the training sessions from a Kenyan context.

Activity 1213.1: Conduct Analysis of practical experience in debating, amending, and passing inclusive and gender-responsive laws and formulation of best practices and lessons learned

- **Conduct analysis of tools on parliamentary practices and processes:** undertake gender analysis of current parliamentary practices and practical experience on formulation and/or amendment, scrutiny and debating bills with a view of developing engendered tools for the entire law making process;
- **Gender responsive review of practices/processes:** develop tools/criteria/ checklist for analysis in the entire lawmaking process;
- **Lead in the development of** a technical methodological process to guide the analysis and the practical experience to modify and implement new gender – responsive draft laws. The consultant with the ILGRP and the parliament of Kenya will agree on the format for documenting the best practices, lessons learnt and recommendations towards gender responsive lawmaking in Kenya

Activity 1213.3: Support to the formulation/review and testing and approval of parliamentary tools on debating, amending, and passing inclusive and gender-responsive laws

- **Conduct gender analysis of current parliamentary practices and tools** on the Lawmaking process as well as review of existing practices in law making to identify the gender gaps;
- **Present the proposed parliamentary practices of the Parliament of Kenya:** present the findings of the gender analysis and propose practices and tools on debating, amending, and passing inclusive and gender-responsive laws identified in 1213.1
- **Validation of the revised tools and practices** on initiating, scrutinizing, debating, amending and passing gender-responsive laws
- **Conduct meetings with the Leadership of parliament of Kenya:** schedule meetings with management and if possible, the senior leadership of the Parliament, to present the tools and the practices developed, the formulated best practices and lessons learned for their consideration and approval.

Activity 1214.3: Support to the formulation and approval of manuals and/or tools on parliamentary practices for initiating inclusive and gender-responsive legislation including

- **Conduct a gender analysis of current** manuals and/or tools on practices for initiating inclusive and gender-responsive legislation (identify gender gaps) in existing practices in law making and identify the gender gap
- **Revise the manuals and/or Tool and ensure they are gender responsive: Using the gender analysis report,** lead in revising tools and manuals on practices for initiating inclusive, gender-responsive legislation

Conduct validation of the reviewed gender responsive manuals and tools on practices and process methodology with parliamentary leadership.

Outputs and Deliverables:

Deliverable A: Gender Analysis report on

1. Current parliamentary practices and practical experience on formulation and/or amendment, scrutiny and debating of inclusive and gender-responsive draft laws and reviewing bills with a gender lens
2. Current parliamentary tools on passing laws
3. Current parliamentary manuals and/or tools on initiating inclusive and gender-responsive legislation

Deliverable B- Hands-on support

4. Gender responsive review and hands on support of formulation/review/testing and approval of:
 - parliamentary practices for initiating inclusive and gender-responsive legislation
 - parliamentary tools for applying gender lens to amending and passing legislation and budget
 - parliamentary manuals and/or tools on practices and on applying gender lens when initiating inclusive and gender-responsive legislation

Deliverable C- Validation and adoption

5. Validation of revised
 - parliamentary practices
 - parliamentary tools
 - parliamentary manuals and/or tools on practices and on applying gender lens when initiating inclusive and gender-responsive legislation

Deliverable D – Document best practices

6. Document best practices and associated tools, manuals and practices for inclusive and gender-responsive legislation
7. Presentation of validated manuals and/or tools on practices and on applying gender lens when initiating inclusive and gender-responsive legislation to Parliamentary Leadership for their consideration and revision in line with recommendations of the Parliamentary Leadership

Deliverable E - Report submission

8. Lead in the 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 Six (6.2) days (46.5 Hours) to the project, spread between 13th June to 28th June, 2024.

Required qualifications and experience:

- University degree, “Masters or higher (PhD preferred)” in social sciences, economics, Law, gender studies, International relations, Public Affairs or Politics or related fields;
- At least five (5) years of research experience in gender responsive law making and intersectional analysis;
- Demonstrate a solid knowledge of gender and inclusion issues in Kenya; including understanding of parliamentary practices;
- Practical experience in formulation/development of parliamentary tools for initiation, amendment, scrutiny and debating of inclusive and gender-responsive draft laws and reviewing bills with a gender lens;
- Experienced in engaging with parliamentary senior administration, Senators and MPs;
- Experienced in engaging with women’s caucuses;
- Experienced in engaging with Civil Society Organisations (CSOs) and Womens’ Rights Groups (WRGs)
- 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, 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 Parliament 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 use;
Samples

of previous assignments (where applicable)

Application Process

The completed applications must be sent by email no later than **June 11, 2024** at 17:00 pm EAT should be sent to priscillah.mungai@acepa-africa.org; with the email subject reading "**Gender Analysis and Formulation of parliamentary tools on amending and passing of inclusive and gender-responsive legislation including budgets**" in the Parliament of Kenya.

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 and jeniffer.githegi@acepa-africa.org

NB: applications from females are strongly encouraged.