

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

**Increased engagement in the legislative and oversight process by CSOs and women's rights groups– Parliament of Kenya**

**LOCATION:** KENYA<sup>1</sup>  
**APPLICATION DEADLINE:** August 9, 2024  
**AREA OF EXPERTISE:** Gender Impact Assessment /Gender Responsive 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. 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, gender sensitive and responsive in the law-making and budgeting processes.

**Objective:**

The objective of the assignment is to enhance the capacity of legislatures to initiate, debate, amend and pass inclusive and gender responsive laws, including gender responsive budgets and legislation through conducting an economic and gender analysis and present results to parliamentary committees and caucuses to initiate draft laws and scrutinize state budgets. Further described below:

**A] Results of gender analyses and/or gender impact assessments presented to committees and parliamentary caucuses:**

- Further, generation and synthesis of more evidence that speaks to the economic costs for a country by ignoring gender inequalities building on activity 1211.3.
- Two information sessions (workshop) for committees and women's caucuses to present/ disseminate findings of gender analyses/ or gender impact assessments on economic costs for ignoring gender inequalities by a country (Activity 1211.4)

**B] Training and Practical sessions for committees and women's caucuses on engaging CSOs and women's rights groups in the legislative process. (Activity 1311.1)**

- Conduct one training session for committees and equity seeking (women, youth, PWD)

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<sup>1</sup>Gender Impact Assessment /Gender Responsive Lawmaking 1211.4 1313.1

caucuses on engaging CSOs and women's rights groups in the legislative process

- Practical Workshop with CSOs and WRGs to understand their engagement with Parliament committees and women caucuses as well as wins/challenges. This includes practical sessions for the CSOs and WRGs to conduct a gender impact analysis on draft legislation and submit memorandum or petition or statements.
- Working Sessions with Parliamentary committees and equity seeking (women, youth, PWD) caucuses to identify wins/challenges on engaging CSOs and women's rights groups in the legislative process.

**Scope of Work and Deliverables:**

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

- **Key Tasks include:**

Design/review training materials (PPT with notes and related documentation for training) and the checklist on mainstreaming Gender using the GBAPLUS and other Gender Sensitivity/responsive Tools (IPU and CPA) and for the training, practical and working sessions from a Kenyan context.

**Activity 1211.4: Results of gender analyses and/or gender impact assessments presented to committees and parliamentary (women, youth, disability) caucuses**

- Further, generation and synthesis of more evidence that speaks to the economic costs for a country by ignoring gender inequalities building on activity 1211.3.
- Two information sessions (workshop) for committees and women's caucuses to present/disseminate findings of gender analyses/ or gender impact assessments on economic costs for ignoring gender inequalities by a country.

**Activity 1311.1: Training sessions for committees and women's caucuses on engaging CSOs and women's rights groups in the legislative process**

- The consultant will work closely with the parliament of Kenya and the ILGRP team to revise materials for training, practical and information sessions for effective parliamentary engagement during legislative processes (for parliament and for effective engagement of CSO/WRGs).
- Conduct of hands-on practical sessions with CSOs/WRGs that address gender inequalities using draft legislation, the CSOs/WRGs and conduct gender analysis as well as propose recommendations that will be shared to parliamentary committees.
- Conduct hands-on practical session with committees and caucuses (Cohort 1): The consultant and the ILGRP team in collaboration with the parliament of Kenya will work with parliamentary committee and caucuses to identify wins/challenges on engaging CSOs and women's rights groups in the legislative process and submitting gender responsive recommendations on the draft legislation that is informed by the CSO/WRG gender responsive analysis conducted on select draft legislation.

## **Outputs and Deliverables:**

### **Deliverable A - A gender and economic analysis conducted**

1. Gendered economic analysis focusing on the economic costs of ignoring gender inequalities by a country, largely informed by activity 1211.3
2. Revised gender responsive legislation checklist

### **Deliverable B- training, practical and information sharing sessions**

3. Provide (4) training, practical and information sharing sessions
  - a. with parliamentary committees and caucuses on economic costs using a gender lens on a draft bill.
  - b. with CSOs/WRGs using gendered and intersectional analysis (this may include the economic costs of ignoring gender inequalities in a country) on at least 2 on-going legislation and support staff amend draft laws sponsored by MPs.

### **Deliverable D - Report submission**

4. 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 Five (5) days (37.50 Hours) to the project, spread between August to September 30, 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;
- Practical experience in conducting Gender impact assessment and economic costs of state budgets.
- Experienced in engaging with parliamentary senior administration, Senators and MPs;
- Experienced in engaging with women's caucuses;
- Experienced in engaging and supporting Civil Society Organizations (CSOs) and Women 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 **August 9, 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 – Gender Impact Assessment /Gender Responsive Lawmaking - 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](mailto:ellyjoy.masila@acepa-africa.org) and [jeniffer.githegi@acepa-africa.org](mailto:jeniffer.githegi@acepa-africa.org)

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