

Inclusive Legislatures for Gender-Responsive Policies

National Consultant (Ghana) Terms of Reference¹

LOCATION: Ghana
APPLICATION DEADLINE: Tuesday 30th July 2024
AREA OF EXPERTISE: Gender Responsive Budgeting - Analysis

Title	Practical support provided to parliamentary committees and women's caucuses to evaluate and scrutinize selected legislation, including budgets, for their gender responsiveness
Project	ILGRP
Purpose of Assignment	To provide technical support/accompaniment to Parliamentary Staff to conduct gender analysis of state budgets. (1211.3/1211.6)
Period	July, 2024 to September, 30, 2024

Background:

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 in Ghana, a set of initiatives and activities have been planned with the aim of increasing capacities of legislatures to improve inclusive, gender sensitive, responsive law-making and budgeting.

¹ ILGRP Y3 GHANA – Terms of Reference for Gender Analysis/ Gender Responsive Budgeting – Technical support and Analysis Activities 1211.3/ 1211.6

The ILGRP project is rolling out a set of activities aimed at providing practical support to parliamentary committees (MPs and Staff) and women's caucuses to evaluate and scrutinize selected legislation, including budgets, for their gender responsiveness.

This request for proposal focuses on providing methodological support to parliamentary staff to enable them conduct gender analysis of state budgets. It is imperative that the staff who support MPs during the budget process, particularly those from the Research and Committees departments are equipped with the necessary skills and tools on gender analysis so they can effectively support MPs in that regard.

The objective of this is to provide technical support to Parliamentary Staff to apply tools such as checklists to conduct gender analysis of state budgets.

Scope of work

Task 1: Review/revise/finalize tools/checklists to be applied by staff for gender analysis of budgets

Task 2: Provide technical and practical support to parliamentary staff to conduct gender analysis of state budgets using the 2024 National Budget and the mid-year review report presented by the Minister of Finance to Parliament.

Task 4: Support staff to present/share the information/ results from their analysis with MPs and other stakeholders; the consultant will develop a presentation template to guide staff to present/share such analysis (gender analysis of state budget) to MPs.

Deliverables:

- Revision of tools/checklists: tools for gender analysis of budgets revised and finalized (e.g. checklist).
- Analysis of state Budget and related documentation: working and practical sessions with technical support to analyze the most recent state budget/ mid year review and related documentation be conducted.
- Development of presentation Template/dissemination of information product : Presentation Template developed (to present analysis to MPs).Other modes of dissemination of information identified and used.
- Reports submission: Report on working/practical sessions (including evaluations) produced and submitted.

Duration of assignment and Level of Effort:

The consultant is expected to provide short term services for a few days/hours at a time not more than six (6) days (45 hours) from now until the end of September 2024.

Required qualifications and experience:

- University degree, Masters/and or a doctorate in Economics, Finance, social sciences, law, Public Affairs or Politics or related fields;
- Demonstrate a solid knowledge of the Gender Responsive Budgeting and the Budget Cycle in particular;

- Demonstrate a solid knowledge of gender and inclusion issues in Ghana;
- Demonstrate a solid knowledge and skills in Gender Analysis and intersectional analysis ;
- 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);
- Technical proposal detailing the understanding of the task and the methodology to be used

Applications must be sent by email with the mention " **Gender Responsive Budgeting - Analysis**" The application file must be sent no later than 30th July at 17:00 GMT to the following address: agnes.titriku@acepa-africa.org. If you have any questions, please send an email to gift.adika@acepa-africa.org and agnes.titriku@acepa-africa.org

NB: Women are strongly encouraged to apply