

TERMS OF REFERENCE

Title:	Practical support to women's committees and caucuses to solicit and use input from CSOs and women's rights groups in oversight work.
Project:	Inclusive Legislatures for Gender-Responsive Policies (LIPSG)
Period:	February 25 to March 21, 2025
Level of effort:	A maximum of 9 days/67.5 hours to be paid in XOF.

The use of the masculine in this document is for the sole purpose of lightening the text

1. Background and Rationale for the Activity

As part of the Inclusive Legislatures for Gender-Sensitive Policies (LIPSG) project, assessment activities were carried out to determine the needs and gaps in parliament in terms of gender equality. The results of these activities demonstrate the need to strengthen the capacity of Members of Parliament to carry out their legislative and oversight functions in a manner that takes into account gender equality and gender-responsive budgeting.

As part of this initiative the ILGRP project seeks the service of a consultant to engage parliamentarians to strengthen engagement with women's rights groups and CSOs in their work to provide input in parliamentary oversight of commitments to gender equality and including the budget.

2. Description and objective(s) of the activities

The objective of the assignment is to facilitate processes and practices that improve engagement with CSOs and women's rights groups during the legislative, budgetary and parliamentary oversight processes aimed at promoting gender equality.

3. Duration of the contract

The consultant will have 09 days over the period from February 25 to 21 March 2025. Deliverables must be received no later than the end date indicated above.

4. Scope of Work

The consultant will work closely with the project team and with the Canadian/international consultant on this assignment.

Working in close collaboration with the ILGRP Teams in Togo and Canada and with key stakeholders in the National Assembly of Togo, the National consultant will provide specific services/deliverables as described below: The consultant is expected to:

1. **Develop/revise tools, modules and materials** to engage parliamentarians to solicit and use input from CSOs and women's rights groups in oversight work.
2. **Facilitate a training session** for parliamentarians.
3. **Produce a training report.** A first draft will be produced for review by the project team. The report will be finalized based on feedback and input received.

5. Deliverables

The deliverables of the mission are:

- Training materials,
- Revised tools and modules;
- Parliamentarians' recommendations for collaborative work with CSOs/SFMs;
- A training report.

6. Qualifications and experience required

V-1. Profile:

- Hold a BAC + 5 university degree (master's, DESS, DEA) or a doctorate in social sciences, law, public affairs, politics or related fields;
- At least five (05) years of experience in research;
- Strong workshop facilitation skills;
- Demonstrate a solid knowledge of gender and inclusion issues in Togo;
- Have analytical skills and good dialogue skills;
- Demonstrate strong team management, workshop facilitation, coordination of workshop work and work in a multi-stakeholder and multicultural context;
- Have proven communication skills (oral and written);
- Have a perfect command of the French language;
- Be truly proactive, available and flexible to adapt to the period of the assignment.
- Provide some references of the organizations on whose behalf the consultant conducted study activities.
- Experience working with the National Assembly would be an asset.

V-2. Skills:

- Have very good writing and communication skills;
- Ability to analyze and synthesize;
- Respect commitments;
- Capacity for innovation;
- Good team player;
- A sense of responsibility;
- Assume all responsibilities and honour commitments ;
- Compliance with professional technical standards and quality;
- Be available immediately.

VI- Application file

Applications must include:

- A letter of request addressed to the Director of the African Centre for Parliamentary Affairs (ACEPA);
- An up-to-date copy of the curriculum vitae (CV);
- Financial offer specifying the methodology and the main lines of the training content;
- A financial offer;
- Certificates of completion of similar missions.

The offer must be sent by email with the mention "**Application for the position of consultant 1312.3**". The application file must be sent no later than 26 February 2025 at 17:00 GMT to the following address:

- komitse.amouzouvi@acepa-africa.org
- ayawavi.djahlin@acepa-africa.org
- isdeen.ganiyou@acepa-africa.org

If you have any questions, please send an email to the addresses above.

NB: Female applications are strongly encouraged.