

Inclusive Legislatures for Gender-Responsive Policies National Consultant (Kenya)

Terms of Reference

Lead Expert - Enhance capacity to reform parliamentary administrations for efficient gender responsive resource utilization and service delivery

LOCATION: Nairobi - KENYA¹
APPLICATION DEADLINE: November 13, 2025
PERIOD OF ASSIGNMENT: November 2025 to March 2026
AREA OF EXPERTISE: Expert on Gender Responsive Human Resource Management

TYPE OF CONTRACT: Individual /company/organization Contract

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 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 Kenya, and in partnership with the Parliament of Kenya, a set of initiatives and activities have been planned with the aim of enhancing the capacity of legislatures to reform their administrations for efficient gender sensitive resource utilization and service delivery, including gender equality aspects of human resource management policies and practices. Last project period, the project worked with the Parliamentary Research Services (PRS) and HR unit to develop a gender responsive HR supervisors guide. In Yr4, the project will work with the PRS, HR and Parliamentary Joint Services (PJS) to refine the gender responsive HR guide and further commence the review of any HR related policies (mental health, gender responsive HR service Charter and Standard Operating procedures) with guidance from parliamentary leadership.

To achieve this, the ILGRP project is seeking a Kenyan consultant to work closely with Canadian experts and the ILGRP Kenya team to **develop Human resource policies (Mental Wellbeing Policy) and practices (Standard Operating Procedures and / or Charter) that enhance gender equality in the parliamentary administrations and provide expert advice and methodological support on resource utilization and service delivery that are gender-sensitive.**

¹Y4 output 1121 and 1122

Objective:

The objective of the assignment is to provide expert support and facilitate processes to **develop Human resource policies and practices that enhance gender equality in the parliamentary administrations and provide expert advice and methodological support on resource utilization and service delivery that are gender-sensitive. This will be achieved in two fold:**

- Training and practical support of gender equality champions to support gender equality and inclusion in HR policies (mental health, gender responsive HR service Charter and Standard Operating procedures)
- Hold activities with champions to process the adoption of new and revised human resource policies, practices and management plans and strategies for gender equality and responsive parliament administrations.
- Develop Gender Equality (GE) Champions Framework

Scope of Work:

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

Key Tasks Include:

The key tasks will include;

Component 1: Development and Validation of the Gender Responsive HR Tools

1. Collaborate with the International/Canadian Consultant to design and/or review training materials (PPTs with notes, assessment tools, and checklists) using the GBA Plus framework to promote gender-responsive HR processes, policies, and practices.
2. Facilitate sessions with parliamentary staff to co-create, refine, and consolidate the Manager/Supervisor Guide: Gender-Responsive Human Resources Management, Mental Health/Wellness, and Fostering a Respectful Workplace.
3. Pre-test and validate the Guide and associated tools through pilot sessions with Trainers

of Trainers (ToTs) and selected HR staff.

4. Support participatory review sessions with Parliamentary Administration across directorates to:
5. Assess and validate existing HR policies, processes, and practices using the developed assessment tools and checklists.
6. Identify and integrate improvements into the Guide to ensure gender responsiveness and inclusion.
7. Conduct pre- and post-training evaluations to measure changes in knowledge, attitudes, and gender equality competencies.
8. Produce a comprehensive workshop report within one week after each activity.

Component 2: GE Champions Framework — Supporting the Validation and Institutionalization of the Guide

1. Develop and institutionalize a Gender Equality (GE) Champions Framework, including an engagement plan, communication toolkit, and training materials to support the Guide's rollout.
2. Conduct at least four practical sessions with GE Champions to:
3. Apply and test elements of the Manager/Supervisor Guide in real HR contexts.
4. Review and validate HR (Mental Health/ Wellness) policy, the Human Capital Service Charter, and Standard Operating Procedures (SOPs) for gender responsiveness.
5. Provide expert advice and methodological support to integrate validated gender equality principles into HR policies, procedures, and service delivery
6. Facilitate gender analysis and action planning workshops to identify systemic gender gaps and refine Guide content accordingly.

7. Support ILGRP Kenya in consolidating and institutionalizing gender-responsive reforms within the Parliamentary Administration, ensuring the Guide and related HR tools become part of standard practice.

Outputs and Deliverables

Component 1

1. Validated Manager/Supervisor Guide: Gender-Responsive Human Resources Management, Mental Wellness, and Fostering a Respectful Workplace.
2. Finalized training materials, assessment tools, and checklists.
3. Documented best practices and validated HR policies and procedures.
4. Pre- and post-activity evaluation reports (GE Competency Rating).
5. Workshop/activity reports.

Component 2

1. Gender Equality (GE) Champions Framework and implementation plan.
2. Quarterly GE Champion sessions conducted, applying and validating elements of the Manager/Supervisor Guide.
3. Developed or Revised HR (Mental Health /Wellness) policy, Human Capital Service Charter, and SOPs validated for gender responsiveness.
4. Gender analysis report and policy recommendations.
5. Documentation of institutional support for ILGRP Kenya reforms toward gender-sensitive HR management and service delivery.
6. Pre- and post-activity evaluation reports (GE Competency Rating).

7. Final activity report.

Duration of Assignment and Level of Effort:

The consultant is expected to provide short term services for a total of (LOE) of 14 days (90 hrs) between November 2025 to March 2026.

Required qualifications and experience:

- University degree, “Masters or higher (PhD preferred)” in social sciences, economics, Law, Human Resource, gender studies, International relations, Public Affairs or related fields;
- Experience in facilitating gender equality strategic planning sessions especially related to HR and providing training for male and female Members of Parliament and Parliamentary staff.
- Experience in facilitating gender responsive human resources management, mental wellness and fostering respectful workplace.
- Experienced in and is constantly engaging with parliamentary senior administration, Senators and MPs
- 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);
- Experience working with the Parliament would be an asset.

Skills:

- Have very good writing and communication skills;
- Ability to analyze and synthesize;
- Must have ability to guide mental well discussions
- Meet commitments; Experience in mental health
- 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 The African Centre for Parliamentary Affairs (ACEPA)
- A curriculum vitae (CV) highlighting experiences with similar work;
- A financial offer (daily rate)
- Technical proposal detailing the understanding of the task and the methodology to be used

Application Process

The completed applications must be sent by email not later than **November 13, 2025** at 17:00 pm EAT should be sent to priscillah.mungai@acepa-africa.org with the email subject reading **"Gender consultant - Expert support for efficient gender responsive resource utilization and service delivery-Y4"**. Firms and/or teams of consultants are encouraged to apply. The firms or teams must indicate their lead consultant. This TOR represents the requirements for an open and competitive process. If you have any questions, please send an email to jeniffer.githegi@acepa-africa.org

NB: applications from females are strongly encouraged!