

Inclusive Legislatures for Gender-Responsive Policies

National Consultant Ghana

TERMS OF REFERENCE¹

LOCATION:	Ghana
APPLICATION DEADLINE:	10th August 2026
FOCUS AREA:	Gender-Responsive Parliamentary Engagement and Digital Tools
EXPERTISE:	Specialized in gender mainstreaming within parliamentary processes, with practical experience applying ICT and digital tools to strengthen citizen engagement, transparency, and trust in the work of Parliament.

Project Overview and Background:

The Global Affairs Canada-funded Inclusive Legislatures for Gender-Responsive Policies (ILGRP) project, implemented in Ghana, Kenya, and Togo, aims to improve development outcomes and human rights. The project supports these 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 pioneering effort to support 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), funded by Global Affairs Canada (GAC).

As part of the project deliverables to strengthen efficiency and transparency of the legislatures to represent the needs of the poorest and most marginalized people, particularly women and girls, the project has been supporting the Parliament of Ghana to enhance the capacity of parliamentarians and parliamentary staff to engage with Civil Society Organisations (CSOs) and Women's Rights Groups (WRGs) on gender equality issues particularly in legislative and oversight processes.

The ILGRP project, working in close collaboration with the Parliament of Ghana, is undertaking the consolidation and synthesis of Gender-Responsive Parliamentary Engagement Tools. Significant consultation has already been carried out with parliamentary staff and civil society organizations, and several tools currently in use have been identified. This consultancy will build on that foundation by reviewing existing information, reviewing at least one priority digital tool, preparing practical guidance for adapting gender training modules, and producing a concise synthesis document enriched with comparative insights from other parliaments.

¹ ILGRP 1310 1320 linked to 1120

Objectives

- Strengthen the usability of at least one priority digital tool to support gender sensitivity and responsiveness engagement in either legislative or oversight processes.
- Support effective use of gender training resources.
- Draw comparative lessons from other parliamentary ICT models and adapt them to Ghana's context.
- Produce concise outputs that promote citizen engagement, transparency, and trust in the work of parliament.

Scope of Work

- Review at least one priority digital tool: Assess how it currently functions and provide practical recommendations for making it more usable and gender responsive.
- Document the tool in a short guide/manual: Produce one clear, step-by-step guide for the selected tool.
- Provide an adaptation note on gender training modules: Review the modules and videos and prepare a short note with recommendations on how Parliament can promote their use (e.g., sequencing, accessibility, integration into staff training).
- Conduct desk research on comparative models: Extract lessons from Kenya's Digital Hub, IPU, CPA, and other relevant examples that can be applied in Ghana.
- Develop a presentation on Ghana's parliamentary engagement: Create a concise, visually engaging presentation highlighting achievements, gaps, and future recommendations, showing how ICT tools can strengthen citizen trust and public engagement.
- Prepare a synthesis document: Combine comparative insights and recommendations into one concise report.

Deliverables

1. Tool Guide/Manual: Practical guide for at least one priority digital tool.
2. Adaptation Note: Short note on how the gender training modules can be effectively used and promoted.
3. Presentation: Concise, visually engaging presentation highlighting Ghana's achievements, gaps, and future recommendations, with emphasis on ICT for public engagement and trust.
4. Synthesis Document: Brief report (8–10 pages) consolidating comparative lessons and clear recommendations for future improvements.

Duration of Assignment:

The assignment is to be carried out between August 2026 and October 2026. Applicants should be willing to be flexible in their schedule to meet the demands of the target beneficiaries of this assignment.

Required Qualifications And Experience:**Qualifications and Experience**

The consultant should have a solid academic background and practical experience relevant to gender, governance, and ICT.

- Advanced degree in governance, political science, gender studies, public administration, ICT for development, or a related field.
- Proven experience in gender mainstreaming within governance or parliamentary processes.
- Demonstrated knowledge of ICT and digital innovation applied to governance or citizen engagement.
- Experience conducting comparative research and synthesizing lessons from international or regional models.
- Strong analytical, writing, and presentation skills, with the ability to deliver concise outputs under tight timelines.
- Experience working with the Parliament would be an asset.
- Be immediately available.

Skills/Expertise Required

- Experience in gender mainstreaming within parliamentary processes
- Ability to review and improve parliamentary digital tools for citizen engagement
- Capacity to provide practical recommendations on the use and promotion of existing online gender training modules
- Knowledge of ICT and digital innovation for governance
- Familiarity with comparative research on parliamentary ICT models
- Ability to work independently and deliver outputs within the consultancy period

Application File:

Applications must include:

- A letter of application addressed to ACEPA;
- Technical Proposal detailing the understanding of the task and the approach to be used;
- A copy of curriculum vitae (CV);
- A financial offer (daily rate).

Applications must be sent by email with the mention "**Consolidation and Synthesis of Gender Responsive Parliamentary Engagement Tools Y5 – 2026**". The application file must be sent no later than **10th August 2026** at 17:00 GMT to the following addresses: dominic.kornu@acepa-africa.org and lillian.bruce@acepa-africa.org. If you have any questions, please send an email to gifted.adika@acepa-africa.org.

NB: Female applications are strongly encouraged.