

Terms of Reference

International Consultant
Gender Awareness and Mainstreaming at UNDP STP
First stage: Interest and Needs Assessment
2005

Rationale:

As part of the efforts to initiate the new CCA/UNDAF exercise, UNDP Sao Tome & Principe wishes to strengthen its Gender Mainstreaming strategy throughout its programme. Through technical support and policy dialogue an inter-sectoral approach to gender equality would be promoted and links between gender, poverty, governance and HIV/AIDS reinforced.

This process will begin with an internal exercise aimed at reinforcing the gender sensitivity of the country office; its programmes and projects. In this regard, UNDP contracts an International Consultant that will, assess gender mainstreaming in current UNDP programmes and certain entry projects.

The UNDP programme strategy and the recently developed National Gender Strategy will be used as basic documents. Specific project will be identified for the assessment. Each UNDP programme officer chooses an entry project. The project staff and their managers will be interviewed.

The final aim of the assessment is to have clear image of necessary training for all staff that will develop a common understanding of the UNDP Gender Policy and practice. This will assist staff and partners in the translation of the UNDP Gender Policy into concrete action and to familiarize them with tools and skills necessary for effective mainstreaming of gender issues into UNDP operations.

The consultant will work in the framework of the office's programmes and projects and will work closely with a local Gender officer to ensure that training and other outputs are developed in an approach that is

appropriate for the National context.

Methodology:

- Document review, interviews with programme and project staff, basic training needs assessment as part of staff interviews.
- Interviews with selected Sao Tomean Counterparts in order to have a good level of understanding of development and related gender issues. This will enable more targeted and relevant capacity building.
- Based upon the assessment, the appropriate training methodology that best meets the needs of the participants should be identified.

The assessment will be conducted in French and Portuguese.

Major Duties and Responsibilities:

The consultant will be requested to assess UNDP's efforts and progress to date on mainstreaming gender. Based upon this assessment and after consultations with programme and project staff the consultant will develop a training programme according to UNDP Sao Tome & Principe context.

Precise actions required:

- Determine pre-training participants' needs.
- Assess existing programmes and projects on Gender content.
- Interview project and programme staff.
- Design training content.
- Develop organisational change package.
- Assist the participants to formulate a training follow-up action plan.
- Upon completion of workshop, evaluate the effectiveness of the training and make recommendations for improvement.
- Develop proposed guidelines for implementing Gender into UNDP programmes and projects based on assessment and training exercises.
- Draft training report.

Minimum Qualifications

- Masters Degree in Gender Studies with at least 8 years of experience in gender and socio-economic analysis and training
- The candidate should have sound experience in gender training, should be able to lead dynamic gender training sessions, and to develop appropriate strategies to deliver the required training.
- The candidate should have proven experience in developing strategies for effective gender mainstreaming.
- Fluency in French and Portuguese is essential
- Previous work experience in and knowledge of socio-economic related to UNDP is desirable

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International Consultant

Gender Awareness and Mainstreaming at UNDP STP

Second stage: Capacity Building Training

2005

Rationale:

As part of the efforts to initiate the new CCA/UNDAF exercise, UNDP Sao Tome & Principe wishes to strengthen its Gender Mainstreaming strategy throughout its programme. Through technical support and policy dialogue an inter-sectoral approach to gender equality would be promoted and links between gender, poverty, governance and HIV/AIDS reinforced.

This process has begun with an internal exercise aimed at reinforcing the gender sensitivity of the country office; its programmes and projects. In this regard, UNDP contracted an International Consultant that in close collaboration with a national counterpart conducted an interest and needs assessment. Based on the outcome of this assessment in the second stage the consultants will:

1. In one day workshop provide general gender sensitisation and awareness to UNDP Programme and Operations staff.

2. In a three day workshop train selected UNDP programme and project staff in the methodology for gender mainstreaming.

3. Train selected staff to develop a common understanding of the UNDP Gender Policy and practice. This will assist staff and partners in the translation of the UNDP Gender Policy into concrete action and to familiarize them with tools and skills necessary for effective mainstreaming of gender issues into UNDP operations.

4. Develop tailor made guidelines for gender mainstreaming in terms of programme/project design, implementation, and evaluation. These guidelines will be based on results of the assessment and training.

The consultant will work in the framework of the office's programmes and projects and will work closely with a local Gender officer to ensure that training and other outputs are developed in an approach that is appropriate for the Sao Tomean context.

Methodology:

- Based upon the assessment, the appropriate training methodology that best meets the needs of the participants should be identified. Participatory, adult learning methodology will be used comprising presentations, brainstorming, case studies, group discussion, role-plays, plenary discussion, games and energizers. The training consultants will jointly prepare handouts/reading material.

- Developing guidelines coming out of training and assessment as well as consultations with CO Managers.

The training will be conducted mainly in French but the facilitator should also be fluent in Portuguese to switch between the two languages as necessary

Major Duties and Responsibilities:

1. In close collaboration with the local Gender officer design and deliver a training workshops on gender mainstreaming focusing on the existing UNDP Programme and the National Gender strategy and

existing projects upon which were the basis of the needs and interest assessment.

Target groups are specific UNDP management, project and programme staff. The training will need to be tied to a clear system for implementing Gender into existing programmes and projects.

The objectives of the one-day Gender Sensitisation workshop is as follows:

- Familiarize UNDP Programme and Operations staff with basic gender concepts.
- Raise awareness on gender constraints based upon results of Needs and Interest Assessment in the Sao Tomean context.

The objectives of the three-day Gender Mainstreaming workshop are as follows:

- Familiarize participants with basic gender concepts and gender analytical tools and their practical application in development projects.
- Improve participants' skills in gender sensitive problem analysis for programme purposes by introducing problem/solution tree technique.
- Enhance participant's skills in project design and monitoring by introducing the logical framework tool.
- Familiarize the participants with the basic elements of gender-sensitive participatory monitoring.
- Develop in a participatory way the organisational change package for project managers.

2. Develop tailor made guidelines for gender mainstreaming in terms of programme/project design, implementation, and evaluation. These guidelines will be based on results of assessment and training and specific to the Sao Tomean context, taking into consideration the recently developed National Gender Strategy and UN partner interventions in the country.

Precise actions required:

- Assess documents that were not included in initial needs and interest assessment.
- Prepare training agenda/schedule.
- Identify necessary reading material/handouts.

- One day training of trainers for the national gender officer.
- Undertake four-day gender training Sao Tome in collaboration with the national gender officer.
- Develop organisational change package.
- Assist the participants to formulate a training follow-up action plan.
- Upon completion of workshop, evaluate the effectiveness of the training and make recommendations for improvement.
- Develop proposed guidelines for implementing Gender into UNDP programmes and projects based on assessment and training exercises.
- Draft training report.

Minimum Qualifications

- Masters Degree in Gender Studies with at least 8 years of experience in gender and socio-economic analysis and training
- The candidate should have sound experience in gender training, should be able to lead dynamic gender training sessions, and to develop appropriate strategies to deliver the required training.
- The candidate should have proven experience in developing strategies for effective gender mainstreaming.
- Fluency in French and Portuguese is essential
- Previous work experience in and knowledge of socio-economic related to UNDP in Lusophone countries is desirable