

# Gender Consultant

## Organisational Context

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists more than 14 million children and their families in over 60 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government's overseas aid program.

ChildFund began working in Laos in 2010, and works in partnership with children, their communities and local institutions to create lasting change and promote children's rights. Projects are implemented in Xieng Khouang and Huaphanh Provinces, some of the country's poorest regions with significantly high unexploded ordnance contamination, as well as the Vientiane Municipality.

With a focus on upholding child rights and improving access to quality education, ChildFund Laos also prioritises projects which focus on child nutrition, maternal and child health, and youth empowerment, through media literacy and job readiness projects.

## Background and Scope of the Assignment

Gender justice has been recognised as a fundamental human right by many international policies, namely the Declaration of Human Rights (1948), the Convention on the Elimination of All Forms of Discrimination against Women (1979) and the Convention on the Rights of the Child (1989). In addition, the 5<sup>th</sup> goal of Sustainable Development Goal (2015) emphasizes "Achieve gender equality and empower all women and girls" is a fundamental means to achieve global sustainable development, and ChildFund Australia also recognizes that equitable access to gender justice is one of the most significant factors affecting child wellbeing. In order to reduce poverty and achieve sustainable development for children and their communities, ChildFund Australia as well as ChildFund Laos has to ensure that gendered perspective must be integrated into their programmes and projects, and that genders' issues, concerns and experiences are integrated in all stages of the programs/projects' cycle.

The United Nations Development Programme (UNDP) states "Gender analysis is the critical starting point for gender mainstreaming: The first step in a mainstreaming strategy is the assessment of how and why gender differences and inequalities are relevant to the subject under discussion. **Without it gender mainstreaming is not possible.**"<sup>1</sup>

This assignment will undertake a **Gender Analysis** of ChildFund Lao (CFL) Programs and its operation in relation to the Improving Gender Equality at both program/project and organizational levels and provide capacity building for the CFL staff and government counterparts on gender sensitization and for Project Working Team (PWT) on gender mainstreaming in health, education and youth participation. The study will consist of both qualitative and quantitative data collection, focusing on how ChildFund Lao Program contributes to changes relevant to gender perspective in the community.

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<sup>1</sup>[https://info.undp.org/sites/bpps/SES\\_Toolkit/SES%20Document%20Library/Uploaded%20October%202016/UNDP%20Guidance%20Note%20how%20to%20conduct%20a%20gender%20analysis.pdf](https://info.undp.org/sites/bpps/SES_Toolkit/SES%20Document%20Library/Uploaded%20October%202016/UNDP%20Guidance%20Note%20how%20to%20conduct%20a%20gender%20analysis.pdf)

The assignment will be located in 1) CFL head office in Vientiane and 2) 4 villages from two provinces: Xiengkhouang province: Khoun (2 villages) and Houaphanh Province: Houamueng (up to 4 villages) Districts. **The Provincial Area Managers will work closely with the consultant to select partner villages in order to ensure that they are fair representation of communities from different ethnicity.**

### Objective and scope of the Consultancy

1. To analyse gender interactions across the following dimensions:
  - Study the existing Gender Analysis conducted in 2014 and other relevant documents/policies.
  - How ChildFund Lao program contribute to changes relevant to the gender role, power in decision making, legal rights and status and power in resource owned in the communities or/and ethnicity under ChildFund Lao Program.
2. To recommend an appropriate strategy to mainstream gender in ChildFund Laos at the organizational and programme/project levels based on an analysis of findings.
3. To assess the capacity of the senior management team (SMT) and Program Technical Team (PTT) and to develop a realistic/relevant training workshop that includes gender mainstreaming and monitoring tools at the organizational and program levels.
4. To develop specific simple tools for both SMT and PTT to apply in implementing gender mainstreaming at the organisaitonal and program levels.

### Methodology

The consultant (s) will involve work closely with the Program Manager (PM) and Policy and Partnership Development Manager (PPDM) in planning methodologies and approaches to complete a gender analysis as described above. The gender analysis should be done using participatory method and all data collected (qualitative and quantitative data) has to be disaggregated by sex.

The consultant (s) will also be required to work closely with the Program Technical Team (PTT), Project Working Team (PWT), which is composed of the Project Officers and relevant district government offices, including but not limited to the Women's Union at the provincial and district levels.

### Key Tasks

#### Gender Analysis

- Work with the PM and PPDM to identify an appropriate participatory methods and tools to undertake a gender analysis of CFL at the organizational and programs/project levels.
- Work with the PM and PPDM to agree on target groups (balancing between men and women & boys and girls) and actual areas for the analysis.
- Develop a detailed gender analysis proposal including identifying relevant CFL staff to be involved and get an approval from PM.
- Train relevant CFL staff involved in conducting the analysis.
- Conduct the analysis including desk review and field work.
- Debrief initial findings and recommendations to CFL SMT and PTT members.
- Prepare the gender analysis report and submit to PM and PPDM by copying the SMT.
- Actively collaborate with PM, PPDM and SMT to collect feedback and comments, then finalise the report.
- Submit the final report.

**Capacity Building**

- Based on the findings and results of the gender analysis, work with PM, PPDM and SMT to design the capacity building plan focusing on Gender Sensitization and Gender Mainstreaming, and get an approval for the capacity building plan.
- Develop a simple specific guideline how to mainstream gender in Health, Education and Youth Development programs of ChildFund Laos.
- Conduct a training workshops based on the capacity building plan.
- Support the PWT and SMT to develop a monitoring tool and plan at the end of the training workshop in order for the SMT and PTT to be applied and implemented.

**Working Relationships**

The consultant will report to the Program Manager and PPDM.

The consultant holds no management responsibility.

The consultant will work closely with Provincial Area Managers for Xiengkouang, Houaphanh and SMT.

**Expected Outputs:**

The following outputs are expected from the consultant:

- An **approved methodology and tool** including relevant questionnaires, forms, etc. for undertaking gender analysis.
- An **approved detail gender analysis plan** including identified target groups and areas, timeframe, persons involved and supportive resources.
- A **comprehensive gender analysis** of each identified villages in Xiengkouang Province, Houaphanh Province and Vientiane Capital.
- A **finalized Main Gender analysis report** including specific recommendations including on-going implementation and mainstreaming of gender policy at the organizational and programme/project levels.
- An approved **capacity building plan** for SMT and PWT on gender sensitization and gender mainstreaming.
- A **detailed design of a training workshop plan** including all relevant handouts and workshop is conducted.
- A **specific simple guideline of gender mainstreaming** in Health, Education and Youth Development programs of ChildFund Laos.

**Indicative Timeframe:**

No.	Details	Number of Days
1	A desk review of existing documents and meet with the SMT at the Vientiane office	2
2	Design a methodology and tool for undertaking the analysis	1
3	Develop a detailed analysis plan including a methodology, tool, target group & area, relevant staff involved, etc.	1
4	Conduct a training workshop on how to collect data/information to relevant staff involved including testing tools	3
5	Reflect and adapt/revise tools if required	1
6	Data collection at the field (Xiengkouang and Houaphanh Provinces)	5
7	Prepare the initial finding and present it to the PWT	2
8	Draft a Gender Analysis Report including the capacity building plan for SMT and PTT	4

9	Collect feedback and comments and finalise the report	2
10	Prepare a training workshop	1
11	Conduct a gender sensitization training workshop for SMT and PWT	2
12	Conduct a gender mainstreaming training workshop for PTT including develop mainstreaming guideline and monitoring tools.	4
13	Prepare and finalise the training workshop report	2
<b>Total</b>		<b>30</b>

The 30 work days will be distributed over the period of September – November 2018. The detail action plan for the field work will be discussed between the consultant (s) and PWT.

### Working Conditions

The Consultant will be managed by and report to the Program Manager and Policy and Partnership Development Manager.

All discussions and documents relating to this ToR will be treated as confidential by both parties.

The successful applicant will be required to comply with ChildFund Australia's Child Protection Policy by signing the Code of Conduct. A police check will also be undertaken by the ChildFund HR Manager.

The consultant will be expected to understand and adhere to ChildFund's informed consent policy.

ChildFund Australia acknowledges its obligation under the Australian laws relating to counter-terrorism. In order to meet its obligation, the consultant's name will be reviewed against Department of Foreign Affairs and Trade (DFAT) and National Security Australia lists at the onset of any financial relationship.

The successful applicant will be required to have in place insurance that covers accident or injury for the duration of the consultancy. ChildFund Laos will be responsible for all travel and accommodation costs. ChildFund Laos is an equal opportunities employer.

### Required Qualifications, Experience and Personal Qualities

- University qualification (preferably postgraduate) in social studies, gender and development or relevant field (e.g. development studies).
- At least 5 years' experience of conducting gender analysis or working with INGOs or development agencies in the field of gender, with livelihoods, health and education experience as advantage.
- Demonstrated knowledge of the Lao PDR gender context and understanding of gender in ethnic groups.
- Previous experience and interaction with Lao PDR government bodies and other relevant organisations.
- Experience of previous written gender mainstreaming guideline and capacity building for INGOs, governments and/or communities.
- Fluency in English both speaking and written, with working knowledge of Lao an advantage.
- Ability to work in a team and to liaison with Lao government, particularly at the province and district levels.
- Capacity to work independently.

### Application Information

Applications can be made by email to [hr@childfund.org.la](mailto:hr@childfund.org.la); ChildFund will ONLY accept applications that include:

- Letter of Interest;
- Resume
- Brief proposal including proposed budget (exclusive of travel and accommodation, but inclusive of any per diems) that address the criteria above.; and
- Copy of previous relevant gender mainstreaming guideline written by a candidate. Lao or English version is fine.

ChildFund Laos will not return any applications and does not require interested candidates to submit copies of certificates, ID cards or any other information.

ChildFund Laos is an equal opportunities employer and has a strict child protection policy and background checks will be undertaken prior to any offer of employment. All candidates should submit two professional referees including their current or most recent employer.

Please send all applications to [hr@childfund.org.la](mailto:hr@childfund.org.la) and must be received by 5:00 pm October 19, 2018

*ChildFund is an equal opportunities employer.*