



Terms of Reference for ChildFund Australia gender assessment of international programs.

1. Organisational context

ChildFund is an independent and non-religious international development organisation that works to reduce poverty for children in developing communities. We work in partnership with children and their communities to create lasting change by supporting long-term community development, responding to humanitarian emergencies and promoting children's rights. We want every child to be able to say: "I am safe. I am educated. I am heard. I can make a difference. I have a future."

ChildFund Australia implements programs through Country Offices and local partners in Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, and Vietnam. Our organisation manages projects delivered by partner organisations throughout Asia, Africa and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations. A significant component of our program funds are received from the Australian Governments National Cooperation Program (ANCP).

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 and accredited 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.

2. Background

ChildFund is committed to strengthening gender inclusive programming. A key objective of our ANCP FY18-19 AD Plan is to enable an improved approach to inclusion, with a specific focus on strengthening our work on gender and women/girl's empowerment. This includes conducting an independent assessment of ChildFund Australia gender programming across its international program design, project cycle (including M&E) and program policies. Consideration of how to build technical expertise at Country Office level to enable sustainability of an inclusive gender approach towards programming is a priority as is development and delivery of tailored training and capacity support to Country Office staff and partners.

ChildFund Australia acknowledges that stronger gender inclusive development analyses would provide greater understanding about how this cross cutting issue can be more

integrated into ChildFund projects as core components of effective development. In alignment with the ChildFund Australia Strategic Plan 2015 -2020, ChildFund Australia is committed to refocusing our programs to respond to the children's changing needs and to strengthen our organisation's agility and ability to respond to change and opportunity. Deepening our understanding and implementation of gender inclusive programming is seen as a logical and important consideration for ChildFund Australia's work.

3. Objectives and Scope of Consultancy

Reporting to the ChildFund Australia Head of Programs, and under the direction of the International Program Director, the consultant will undertake a gender assessment of selected international programs managed by ChildFund Australia. This gender perspective review will examine the ability of programs to monitor and respond to gender issues in both technical and programming policy and practice. Analysis and recommendations will be provided in a final report, which will also inform development and delivery of gender inclusive training with a focus on program design.

The Consultant should address the following objectives for this work:

- Provide an insight into the way in which ChildFund Australia Country Office projects are addressing gender equality, women/girl's empowerment and inclusion of girls/women, boys/men in the design of projects and across the project cycle (including gender analysis, M&E, benefits/impacts/budget attribution). Consideration of existing large-scale gender-specific projects (PNG Gender based hotline, ChildFund Pass it Back) and transference of good practice or existing tools that could be translated into non-gender specific projects should be included.
- Provide specific recommendations for future integration of gender across IPT (International Program Team) program, policy and Country Office (CO) implementation of our broad scope of development projects.
- Inform development of key high-level gender indicators that can be integrated into ChildFund Australia's Monitoring and Evaluation (MEL) Framework.
- Identify current and appropriate tools to enable gender mainstreaming and gender specific project designs, including delivery of a Gender Action Plan to enable programming.
- Develop/identify relevant technical partners and ways of working with current partners that may influence a stronger gender focus.
- Develop and deliver a training approach and identify existing evidence-based supporting materials to effectively enable gender mainstreamed vs gender specific project design, organisational equality and effective ME.
- Identify significant future opportunities for program funding including regular grants and possible grants opportunities in the pipeline.

The Consultant will utilise a desk review of international program proposals/evaluations and key informant interviews for information gathering and should work closely with the Head of Programs during the course of work. There is an option for the Consultant to propose one visit to two Country Offices to explore partnerships, undertake further project review/research and/or gain understanding of staff capacity, as appropriate. The Consultant

will also be expected to deliver 2/3-day training workshops on gender inclusive design in 3 Country Offices (with an expectation that all 6 Country Offices attend).

4. Indicative Timetable

Note that this is subject to negotiation with the Consultant

Indicative dates	Outputs and Activities	Number of Days
08 March 2019	<ul style="list-style-type: none"> • Submission of Expression of Interest 	0
12 – 15 March	<ul style="list-style-type: none"> • Screening, interviews, reference check 	0
18-19 March	<ul style="list-style-type: none"> • Contract • Discussion of work plan with the Consultant • Gathering of relevant ChildFund Australia documents • Setting up interviews with relevant staff in Sydney and Country Offices 	1 day
20 – 30 March	<ul style="list-style-type: none"> • Document review <ul style="list-style-type: none"> ○ Gender Policy(ies) and program guidance (ChildFund Australia International Program Manual) and Strategic Plan ○ Sector Program Approaches ○ Relevant gender reports and trainings ○ Project documents including project design, reports and evaluation and budgets • Interviews with relevant ChildFund Australia/Country Office managers and staff • Drafting of documents as per objectives • Determination of CO's and projects to visit (limit 2 CO's) 	7 days
2 nd April	<ul style="list-style-type: none"> • ChildFund Australia to review draft document with initial findings and rationale regarding CO's and projects selected for drill down and schedule identified. 	0
5 th April	<ul style="list-style-type: none"> • ChildFund Australia to send consolidated feedback 	0
April (date TBD)	<ul style="list-style-type: none"> • In-country Country Office project reviews, staff discussions and capacity development needs identified. 	8 days*
30 April	<ul style="list-style-type: none"> • Finalise and submit report not later than 29 April 	3 days
2 nd May	<ul style="list-style-type: none"> • Acceptance/sign-off of final report (date maybe extended based on the quality of submitted report) 	0
6 – 9 May	<ul style="list-style-type: none"> • Development of 2/3 day gender inclusion and project design workshop based on findings of final submitted report. 	4 days
10 May	<ul style="list-style-type: none"> • Submit training method, tools and presentations for Country Offices 	0
14 th May	<ul style="list-style-type: none"> • ChildFund Australia to send feedback regarding training proposed. Sign-off of final training (date may be extended based on the quality of submitted report) 	0
16 – 17 May	<ul style="list-style-type: none"> • Training preparation and coordination with Country Offices 	2 days

Indicative dates	Outputs and Activities	Number of Days
Late May – Early June TBD	<ul style="list-style-type: none"> Delivery of 3 x gender inclusive design workshops in 3 x Country Offices for 2/3 days 	6 – 9 days
15 June	<ul style="list-style-type: none"> Finalise training and deliver training report of key findings no later than 15 March. 	1 day
Total number of days		32 - 35 days

6. Management and Reporting Arrangements

The Consultant will report to ChildFund Australia **Head of Programs** . All reports must be written in English and provided in an electronic format (Microsoft Word).

7. Confidentiality

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

8. Child Safeguarding

The successful applicant will be required to comply with ChildFund Australia’s Child Safeguarding Policy and Procedures and to sign a Code of Conduct. The consultant will also have in place an Australian Federal Policy Criminal Background Check or equivalent, e.g. Working with Children Check.

9. Counter-Terrorism

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.

10. Insurance

The successful applicant will be required to have in place insurance arrangements appropriate to provision of the requirement in this TOR including (without limitation) travel insurance.

11. Acknowledgment and Disclaimer

ChildFund, its Board and staff make no express or implied representation or warranty as to the currency, reliability or completeness of the information contained in this ToR. Nothing in this ToR should be construed to give rise to any contractual obligations or rights, expressed or implied, by the issue of this ToR or the submission of Expression of Interest in response to it. No contract would be created until a formal written contract is executed between ChildFund and a selected consultant.

Selection Criteria for Consultant

ChildFund Australia is seeking a consultant with knowledge and experience in gender assessment, analysis, training and gender inclusive programming in an international development context, preferably across the Asia-Pacific Region. A practical capacity to apply a gender lens and proactively inform gender transformative change in different cultural contexts is critical. The Consultant must be available for distance and face-to-face meetings, as necessary.

The Expression of Interest should include:

- A Curriculum Vitae with 3 referees that reflects required competence for required work
- A full proposal that addresses the key objectives of the ToR's (pg. 2) including a proposed schedule that identifies approach and methodologies, professional fees and timeline based on the Terms of Reference.
- Submit CV and proposal by **08 March 2019** to **Philippa Nicholson, Head of Programs ChildFund Australia (+612 0401070782)** at pnicholson@childfund.org.au.