

---

## Terms of Reference for Gender Equality, Disability and Social Inclusion Review

### 1. Organisational context

ChildFund Australia is an independent international development organisation that works to reduce poverty for children in developing communities. We partner to create community and systems change which enables children and young people in vulnerable situations, to assert and realise their rights. At ChildFund Australia, we want every child and young person to be able to say: “I am safe. I am educated. I contribute. I have a future.” At ChildFund Australia we directly manage and implement programs with a range of local partners in Cambodia, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other countries in the Pacific. We also manage projects delivered by partner organisations throughout Asia, Africa, and the Americas. ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists almost 36 million children and their families in 70 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.

### 2. Background

ChildFund Australia is committed to embedding gender equality, disability and social inclusion (GEDSI) across its organisational operations and development programs. ChildFund aims to ensure its policies and practices align with international best practice in this area and contribute to improved equitable and inclusive outcomes.

To ensure ongoing alignment with emerging practice and in compliance with standards set by the Department of Foreign Affairs and Trade (DFAT) and the Australian Council for International Development (ACFID), ChildFund Australia is undertaking a comprehensive review of its GEDSI practices at both the organisational and programmatic level.

This review will assess compliance with the following DFAT accreditation standards:

- A1.4 ANGO demonstrates an organisational commitment to gender equality and equity.
- A1.5 ANGO demonstrates an organisational commitment to disability equity and rights, and social inclusion.
- B2.1 ANGO demonstrates its commitment to gender equality in its programming.
- B2.2 ANGO demonstrates its commitment to disability equity and rights, and social inclusion in its programming.

The review also coincides with the development of the next ChildFund Australia Strategic Plan and, therefore, the review findings will inform how we prioritise and address GEDSI in this next Strategic Plan.

### 3. Purpose

The primary objective of this review is to assess and strengthen ChildFund Australia’s approach to GEDSI. Specifically, this assessment aims to:

- **Evaluate the effectiveness** of ChildFund Australia’s existing GEDSI policies, procedures, strategies, and practices.

- **Assess the implementation** of GEDSI policies and procedures across organisational and programmatic operations.
- **Identify gaps and areas for improvement** to enhance GEDSI efforts at both organisation and programming levels.
- **Analyse the impact** of GEDSI integration within ChildFund's development programs.
- **Provide actionable recommendations** to strengthen GEDSI integration in both the organisation and its programming.

The findings will inform strategic improvements, ensuring that ChildFund Australia continues to uphold sector standards, enhance GEDSI performance, and drive positive GEDSI outcomes into the next phase of the organisation's strategy.

#### 4. Scope of the Review

This review will encompass two key areas:

##### 1. Organisational GEDSI Practices

- Assessment of ChildFund Australia's GEDSI-related policies, strategies, frameworks and leadership commitment.
- Evaluation of workplace culture, operational equity and inclusion initiatives, and internal capacity for GEDSI across ChildFund Australia offices.

##### 2. Programmatic GEDSI Integration

- Review how effectively GEDSI is integrated into ChildFund's development programming; i.e. program design, implementation, monitoring and reporting mechanisms and procedures.
- Consult with staff and partners to gather insights and perspectives on GEDSI programming practices, including collaborations with local communities, government bodies and organisations led by or for women or marginalised groups, and assess capacities to implement GEDSI initiatives.
- Identify existing good practices.

#### 5. Methodology

The consultant is expected to adopt a comprehensive, mixed-methods approach, incorporating both qualitative and quantitative analysis to ensure a robust assessment. Proposed methodologies include:

- Desk review of organisational policies, reports, program documents, and relevant external frameworks. This would include an appraisal of project documentation (i.e. project proposals, reports and budgets) for a sample of ChildFund projects ensuring a representation across offices and programming sectors and covering two regional projects (sample size to be determined together with the consultant).
- Key informant interviews with ChildFund staff, leadership, implementing partners, and relevant external stakeholders.
- Focus group discussions with ChildFund program teams to assess GEDSI integration practices in projects, both partner-led and ChildFund-led.
- Short surveys or participatory assessments to capture perspectives from a broader range of stakeholders.

- Case studies of good/ promising practices within ChildFund programs, especially regarding the use of a twin-track approach to GEDSI in programming.
- Comparative analysis of ChildFund Australia's GEDSI approaches against similar organisations, sector standards and global good practice.

## 6. Deliverables and Indicative Timetable

Indicative dates	Outputs and Activities	Number of Days
Inception Report	Workplan and methodology	1
Data Collection	Document review, interviews, FGDs, surveys, etc.	6
Draft Report	Preliminary findings and recommendations	4
Validation Workshop	Presentation of key findings to ChildFund Australia	1
Final Report	Incorporating feedback, final recommendations	2
<b>Total number of days (negotiable)</b>		<b>14 days</b>

## 7. Management and Reporting Arrangement

The Consultant will report to Dr Jayshree Mangubhai, GEDSI Adviser. All reports must be written in English and provided in an electronic format (Microsoft Word).

## 8. Confidentiality

All discussions, data and documents relating to this assignment will be treated as confidential and used solely for the purposes of this review.

## 9. Safeguarding

The Consultant must work in a manner consistent with the mission, vision and policies of ChildFund Australia. The Consultant must adhere to the *Organisational Code of Conduct*, *Child Safeguarding Policy* and *PSEAH Policy*. ChildFund Australia has a zero-tolerance policy to abuse, exploitation and harassment in all its forms. The selected consultant will be required to undergo relevant background checks (including criminal record and reference checks).

## 10. Counter-Terrorism and Anti-Money Laundering

ChildFund Australia acknowledges its obligation under the Australian laws relating to counter-terrorism and anti-money laundering. In order to meet its obligation, the consultant is obligated to provide information required for ChildFund to undertake counter terrorism screening before engagement. The consultant's name, date & place of birth and ID number will be checked against Department of Foreign Affairs and Trade (DFAT) consolidated list, National Security Australia list, World Banks listing and the Asian Development bank listing to ensure not engage with entities or individuals appearing on the lists.

### **11. Conflict of Interest**

The Consultant must disclose any financial, personal, family (or close intimate relationship) interests that may affect the integrity of their work.

### **12. Fraud and Corruption Prevention and Awareness**

ChildFund Australia has a zero-tolerance policy on fraud and corruption. The Consultant will be required to comply with ChildFund Australia's Fraud and Corruption Prevention and Awareness Policy and act against any form of fraud or corruption and not offer, promise, give or accept any bribes.

### **13. Insurance**

The Consultant must hold appropriate insurance coverage, including professional indemnity and travel insurance.

### **14. 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 seeks a Consultant with:

- Proven experience in conducting GEDSI reviews and assessments at an organisational level.
- Proven experience in international development, particularly in gender equality, disability and social inclusion (GEDSI) programming.
- Strong understanding of gender equality, disability inclusion, and social inclusion frameworks.
- Familiarity with DFAT accreditation and ACFID Code of Conduct requirements regarding gender equality, disability and social inclusion.
- Excellent analytical, communication, and report writing skills.

### **Application Process**

Interested consultants should submit an Expression of Interest including:

- CV of no more than 4 pages.
- A detailed proposal outlining their approach to the review.
- Examples of previous work on GEDSI reviews
- A financial proposal including daily consultancy fee.
- References from previous similar work.

**Deadline for Submission: Monday, 5 May 2025 by 5:00 pm AEST**

**Submission to: Dr Jayshree Mangubhai, [jmangubhai@childfund.org.au](mailto:jmangubhai@childfund.org.au)**