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Gender Audit

Terms of Reference & Request for Proposal

Overall Purpose	To carry out an analytical assessment of gender mainstreaming of MJF's gender integration agenda
Technical and Financial Proposal submission date	Soft copy by 5 th December 2020. subarna@manusher.org followed by hard copy.
Duration	30 working days spread over one and half months

Background:

In line with the MJF's (Manusher Jonno Foundation) core principle and mandate which has recognized gender equality as one of the important cross-cutting issues. Manusher Jonno Foundation is making efforts to ensure gender mainstreaming and women's human rights initiatives at all levels of its programme themes and operations. Manusher Jonno Foundation has initiated the process of a gender audit to support the identification of organizational policies- practices and programming that can advance the commitment of MJF towards one of the core principles of gender equality. Manusher Jonno Foundation considers gender audit as a tool to assesses and check the institutional practice of gender equality in the organization, including in policies, programs, projects and or provisions of services, structures, proceedings, and budgets.

Objectives:

To promote organizational learnings on how to implement gender mainstreaming effectively in MJF's and downstream partner's policies, programs and projects and to assess the progress made in achieving gender equality.

The specific objectives of this consultancy are the following:

- To explore how effectively the particular needs of women and men have been accounted for in MJF's all five thematic programmes and projects to date.
- Identify gaps and challenges and thinking about how these can be addressed.
- Identify key lessons and tools to inform the shape and direction of future programme work and ensure how gender can be mainstreamed more efficiently /practically and effectively.
- To review the implementation status of Gender mainstreaming among partners and gender mainstreaming guidelines and practices.

Scope of work:

MJF is expected to deepen and widen its gender mainstreaming approach towards gender equality. This Consultancy is expected to strengthen the gender dimension of intersectionality approaches of MJF in addressing exclusion, deprivation, injustice and inequality.

1. The Gender Audit will cover the gender mainstreaming work of thematic downstream partner's interventions and MJF to provide the gender mainstreaming status and r progress.
2. A two-pronged approach should be used for partners and MJF at three levels by using a set of questionnaires.
3. Review the implementation of such policies and legal frameworks as well as their compliance for further improvement, innovations with specific recommendations.

4. Assess the relevance of mainstreaming gender in general and MJF's work approach in particular, and in the context of program theme, projects/partners, determine the extent to which MJF has been able to articulate it and make progress, if any, conceptually and operationally.
5. Identify the strengths and weaknesses of MJF and partners with respect to gender mainstreaming and provide actionable recommendations including short- and medium-term steps necessary to deliver on gender-related indicators.
6. Share the draft findings through a multi-stakeholder workshop, and submit a final report including a substantive executive summary that could be used as organizational policy document.
7. Gender Audit with recommendations for internalizing gender equality in MJF's policies, programs, projects, and practices as an institution.
8. 30% of partners should be covered through physical verification and the rest through online assessment.
9. Identifying opportunities for specific projects with a gender focus.
10. Budget, M&E, workplace culture, safeguarding will also be integral parts of this gender audit.

Deliverables:

The Consultant's /Consultant firms' main two outputs are as follows:

1. One report with the following two major sections (MJF and Partners) : Executive Summary with key findings and recommendations; Introduction (Objectives and scope; methodology and timeline; constraints and limitations); Key findings based on the scope of work and recommendations.
 - a. Validate the usefulness of existing/proposed gender checklist tailored to the programming context of MJF and Partners, with focus on five thematic areas: Tackling Marginalization and Discrimination, Security and Rights of Women and Girls, Decent and Safe Work, Strengthening Public Institutions, Youth and Social Cohesion, (visit: www.manusherjonno.org)
 - b. Compilation/documentation of good practice examples that will emanate from selected programme field visits and interviews; and
2. Draft a gender mainstreaming strategy that will inform innovation and improvement of the Gender mainstreaming approach and interventions.

Gender Audit methodology:

MJF's Gender Advisor will coordinate, facilitate, provide documents and manage the Gender Audit exercise with the recruited Consultant/s or firm. Propose a methodology of the gender audit framework and plan of work

Planned Timeline

For the assignment one major constraint is the timing. This would need to be completed by the end of January 2021 and the final report may be extended to the 1st week of February 2021.

Remuneration of the External Consultant/Firm

MJF will pay the remuneration of an external consultant/firm subject to the timely and satisfactory completion of the contracted job through the following installments. All the payments will be made through account payee cheque.

- 25% of the contracted amount on the signing of contract and submission of inception report along with the work plan.
- 40% on submission of 1st draft final deliverable outputs
- 35% on submission upon the final report

Tax and VAT will be deducted at source as per govt. rules and regulations. The invoice with appropriate documents must be submitted in this connection.

Proposal and Budget:

The request for Proposal is aimed at identifying a Gender Auditor/Consultant. Interested person/organization is requested to submit a technical and financial proposal of no more than 2-3 pages outlining your understanding of the assignment and plan of work through the email given below within December 7, 2020. The received proposal will be assessed and shortlisted, please note only short-listed consultant or firm will be communicated for presentation and finalized after negotiation. If your proposal is accepted, a contract will be signed with you, following which you will have the freedom to further elaborate the Terms of Reference (ToR), plan, and method of your work in consultation with Manusher Jonno Foundation. You are requested to forward an updated curriculum-vitae and work evidence link as sample /example soft and hard copy together with your proposal.

Financial proposal should consist of:

- 1) Consultancy days and fees (mentioned for key members of the team)
- 2) Unit cost of each deliverable output
- 3) 15% VAT and 10% taxes
- 4) Total amount

Qualifications and competencies required

- The Consultant (individual(s) or organization should have relevant experience in Gender analysis, gender indicator settings, gender plan of action, and knowledge on gender audit framework.
- A minimum of 8 years of progressively responsible experience in the areas of gender mapping and analyses, auditing, promotion of gender equality, and mainstreaming.
- Proven track record and experience in gender-related work; Excellent command of oral and written English; and Knowledge of the development field.
- Experience in working with international organizations and/or donors as well as with development organizations/NGOs
- Minimum 8-10 years of gender audit, gender mainstreaming experience working in development sector National, local and or International/UN organizations.
- Excellent analytical, planning, and organizational skills
- Excellent ability to meet deadlines
- Master's degree in gender studies, development studies, development economics, or any other relevant social science subject
- Excellent report design and writing skill in English

How to apply

Hard copy of technical and financial proposal along with CV/organizational profile, copy of TIN etc. should be submitted to Manusher Jonno Foundation, Plot # 3 & 4, Hazi Road, Avenue # 3, Rupnagar Housing Estate, Mirpur-2, Dhaka-1216 and soft copy by e-mail to: subarna@manusher.org and copy to ramesh@manusher.org by **5th of December 2020**.

Disclaimer:

Manusher Jonno Foundation reserves the right to accept or reject any or all proposals/ application without assigning any reason whatsoever.

Discloser of information:

It is understood and agreed that the Consultant(s) shall, during and after the effective period of the contract, treat as confidential and not disclose, unless authorized in writing by Manusher Jonno Foundation (MJF), any information obtained in the assignment of the performance of the Contract. Information will be made available for the consultant/firm on a need-to-know basis.

Safeguarding/Protection/Gender Policy:

The individual consultant/team/firm shall comply with the MJF's Policy on Safeguarding, Child Protection, and Gender policies. Any violation/deviation in complying with MJF's Policy on Children Protection and vulnerable adults will not only result-in termination of the agreement but MJF will also initiate appropriate action in order to make good the damages/losses caused due to noncompliance of MJF's safeguarding policy.