TERMS OF REFERENCE

WOMEN LEADERSHIP SPECIALIST

<table>
<thead>
<tr>
<th>Title:</th>
<th>Women Leadership Specialist</th>
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<tr>
<td>Project location:</td>
<td>Banjul, The Gambia</td>
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<tr>
<td>Application deadline:</td>
<td>04/10/2020</td>
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<tr>
<td>Language(s) required:</td>
<td>English</td>
</tr>
<tr>
<td>Start of contract:</td>
<td>ASAP</td>
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<tr>
<td>End of contract:</td>
<td>February 2020</td>
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<tr>
<td>Contract value:</td>
<td>Allocated budget between £3,000 – £8,000 depending if specialist covers one or both workshops</td>
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PROJECT CONTEXT

WFD is delivering a project on Strengthening Civic and Political Participation of Women in The Gambia. WFD seeks to contribute to the implementation of The Gambia’s National Development Plan 2018-2021 and the National Gender Policy 2010-2020 by supporting Gambian female leaders to strengthen their skills to overcome some of the barriers and blockages holding them back to fully participate in politics. This initiative will support 20 female leaders and potential political leaders through a series of practical workshops on leadership and effective communication.

Women constitute only 11.3% of the National Assembly and 6.7% at local councils. They are highly active in political parties and party activities, but mainly as supporters, mobilisers and voters. In the current National Assembly, for example, there are only three elected women representatives out of 53 members while only three women are nominated members out of 5. At the local level, women councillors constitute only 8 out of 120 countrywide representing 6.7%. There are fourteen registered political parties in the Gambia, and none of them has a female leader with only one party having a female deputy leader. However, for the first time, the country voted a female mayor for the City of Banjul in 2018.

In the design of this programme, we recognise that despite low numbers, women are already exercising valuable political leadership in The Gambia that is organic and authentic to them. However, they are less likely to have access to the roles, salaries and higher profiles that have been created to legitimise formal politics over community leadership. The project aims to create a forum to discuss and address some of those challenges and support participants to gain practical knowledge and skills on how to overcome them.

The project is centred around the delivery of two key workshops on leadership and effective communication. These will be delivered through a blended approach in which core content will be delivered online by local and remote international facilitators. In between workshops, as a form of action learning, facilitators will ask participants to complete specific tasks as an opportunity to practice and develop greater proficiency with the knowledge and skills being explored in the programme. This blended learning
model will also allow participants to build a network of 'colleagues' with whom they can share tips and support each other. There will be a facilitating team with WFD Country Representative in The Gambia, two local consultants and the women leadership expert to design and deliver the workshops.

Project objective: Greater engagement of participants in formal and informal political participation in The Gambia.

Output 1: Participants have access to greater personal and professional resources that can be used to challenge persistent barriers to women's political participation and leadership in The Gambia.

The specific objectives of the project include:
• Support participants to develop a practical understanding of the fundamental concepts and elements of inclusion, participation and representation
• Provide practical knowledge and skills practice in areas that support political leadership
• Provide practical knowledge and expertise on effective communication to build support for ideas and influence decision-making
• Equip participants with knowledge, skills and strategies to engage effectively in competitive political environments and systems of governance

SCOPE OF WORK

To help us achieve this anticipated output, we are seeking the services of an international women leadership expert to work remotely with the WFD country office to do the following:

A. Conduct an initial assessment of participants' profiles to understand their background and identify their needs.
B. Participate in a meeting with the Facilitating Team to discuss the approach.
C. Draft baseline interviews for participants before the first workshop to establish what has stopped them from participating in politics and what opportunity they see now.
D. Working with our in-house Monitoring and Evaluation Team, draft follow-up surveys to establish whether and how things have changed about how they view the landscape and whether their interest has increased or diminished.
E. Design training curriculum and materials for both workshops (depending on the expert's background and expertise they might design one or both curriculum)
F. Discuss and draft workshop agenda with Facilitating Team
G. Facilitate and/or deliver some remote sessions during workshops (depending on the expert's background and expertise they might participate in one or both workshops)

DELIVERABLES, TIMEFRAME AND LEVELS OF OUTPUT

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<th>Deliverable</th>
<th>Due date</th>
<th>Estimated Time Commitment</th>
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<tr>
<td>1. Review candidates' profiles and participate in kick off meeting with Facilitating team</td>
<td>Beg October</td>
<td>1 day</td>
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2. Submit baseline interviews to WFD and address comments (if any) for final sign off  
   Beg October 1 day

3. Submit follow up surveys to WFD and address comments (if any) for final sign off   
   Beg Dec 1 day

4. Submit training curriculum and materials for workshop 1  
   Mid-Oct 6 days

5. Facilitate online sessions during workshop 1 (number of sessions to be agreed)  
   End Oct 2 days

6. Participate in post workshop meeting with Facilitating team after workshop 1 and 2  
   Beg Nov 1 day

7. Submit training curriculum and materials for workshop 2  
   End Nov 6 days

8. Facilitate online sessions during workshop 1 (number of sessions to be agreed)  
   Beg Dec 2 days

NOTES

Although the anticipated key programme deliverables have been set out above, there may be some flexibility on these deliverables. We recognise that the meeting with the Facilitating Team may produce unexpected decisions that may need to be incorporated into our programming and WFD prides itself on its flexible and adaptive approach to programming and believes that allowing space for honest discussions about how programmes can develop is essential if truly adaptive programming can be achieved.

The level of input set out in the table above is an indication of what we believe will be required for each set of deliverables, but we would be keen to discuss this with the consultant and would be open to hearing their views on timescales / level of input needed to achieve each deliverable.

We recognise that this programme is asking the expert to develop a training methodology that will need to be innovative, inclusive and engaging, particularly as the workshop is likely to be fully delivered online. The programme has a limited timeframe in which to achieve a high level of impact and measurable progress. As such, WFD is seeking applications from experts well-versed in leadership and effective communications for supporting women’s participation in politics.

QUALIFICATIONS

Minimum requirements:

Education: The gender specialist should possess a postgraduate university degree in development related disciplines, gender, politics or other social science fields. A PhD is desirable but not essential.

Relevant Work Experience:

Essential
- A minimum of five years’ practical experience in gender equality and gender mainstreaming;
- Experience in women’s political participation;
- Experience delivering training online
- Experience in design and delivery of training with a focus on gender issues;
- Familiarity with gender analysis tools and methodologies in the specific area of leadership and democratic decision making;
- Familiarity with communication strategies in a political context for effective communication, persuasion, and advocacy;
- Strong communication skills, and ability to liaise with various stakeholders, including government/parliament officials.

Languages:
- Fluency in written and spoken English is required.

REQUIRED COMPETENCIES

Core values:
Respect
Equality
Diversity
Impartiality
Professionalism

Technical/Functional Competencies:
- Strong understanding of and commitment to gender equality and women's empowerment and its policy implications;
- Excellent writing skills;
- Excellent organisational skills;
- Excellent knowledge and strong experience of using computer office tools and statistical software;
- Strong understanding of adult learning and instruction delivery techniques;
- Familiarity with results-based programme management and human rights-based programming will be an asset.

Behavioral Competencies:
- Excellent interpersonal and strong communication skills;
- Ability to work in an international and multi-cultural environment;
- Strong organisational and time management skills, ability to meet deadlines;
- Ability to approach work with energy, commitment, and a positive, constructive attitude.

**BIDS**

The selected contractor shall demonstrate proven experience in the areas outlined in the terms of reference. Knowledge and experience of The Gambia is desirable although not essential. The proposals should include personal profiles, detailing academic and professional qualifications and specific experience/expertise. A clear explanation as to how they meet the specification in the terms of reference, including how the online training will be designed and delivered (ensuring participants are engaged, effective management of breakout rooms and good time management of sessions), how they will approach working with local facilitators and outlining resources needed and whether the expectation is for WFD to conduct certain tasks. Proposals should also include a transparent quotation of the charge for the good(s) or service(s), in GBP sterling (inclusive of taxes).

Please send a detailed CV and proposal for how the terms of reference will be delivered to WFD's Programme Manager, Pilar Tejon, at pilar.tejon@wfd.org. The proposal or quote should include the RFQ Reference Number: TGWFD2020.

**Recruitment Process**

Consultancy Placement Advert, Shortlisting, Online Interview

Questions / comments in respect of these terms of reference should be directed to:

**Pilar Tejon**

Programme Manager, Africa. Westminster Foundation for Democracy
Artillery House, 11-19 Artillery Row, London SW1P 1RT, United Kingdom
pilar.tejon@wfd.org