



Terms of Reference for the Development of 2023 Sierra Leone Women's Manifesto

Introduction

Women's Political participation has and continues to be the focus of the 50/50 Group, Campaign for Good Governance (CGG) and SEND SIERRA LEONE and, as such, the production of a political document at each election, in the form of a Women's Manifesto, that highlights, critical issues that affect women as well as the aspirations, demands and expectations of women, has become central to this work. The 2023 elections calendar has been tabled, and thus, the need for producing an inclusive and all-encompassing Women's Manifesto that will fully address the needs of all Sierra Leonean women- young and older.

Scope of Work

The 50/50 Group, CGG, and SEND SIERRA LEONE, in partnership with Irish Aid, Trocaire and Christian Aid, are seeking the service of a consultant or a team of consultants to develop a National Women's Manifesto, also known as Sierra Leone Women's Manifesto, between July and August 2022. The Consultant or team of consultants will work closely with the appointed staff of 50/50, CGG and SEND Sierra Leone, who will support the process through coordination to deliver three key outputs:

1. The 2023 Sierra Leone Women's Manifesto
2. A manifesto advocacy plan
3. A complete learning report of the process

The consultant (s) should consider the following key activities:

- Desk research that includes the review of all three past manifesto documents
- Review political parties' constitutions clauses that refer to women's empowerment
- 10 District and five regional levels stakeholder consultations on the women's manifesto with the inclusion of different strata of women's groups and leaders, voices of young women and women with disabilities; rural women and CSOs
- Specialised consultation with women directly involved in politics, particularly political parties
- National validation of the National Women's manifesto
- National launching of the Women's Manifesto
- Women-led development of manifesto advocacy and tracking tools

Time frame

The Consultant or team of consultants performs this contract within the days jointly agreed in the agreement signed.

50/50, CGG and SEND are expected to carry out the following duties/responsibilities:

- Provide and make available all relevant materials and documents as required by the consultant(s)
- Oversee the overall development of the Manifesto document and provide immediate feedback on drafts submitted by the consultant (s)

- Effect payments on accomplished tasks and deliverables.
- Facilitate all coordination of workshops, KIIs and validation activities and ensure the relevant persons participate and contribute meaningfully.
- Facilitate the rollout of the document by CSOs, women’s networks, women leaders and the media to conduct advocacy
- Document learning on the implementation of the Sierra Leone Women's Manifesto

Expertise required

- The candidate should possess a postgraduate degree in a development-related discipline, gender, politics, or other relevant social science fields.
- A post-doctorate degree is desirable but not essential.

Experience required

Essential Criteria:

- Five or more years of experience in gender-transformative approaches and gender mainstreaming
- Demonstrated expertise in women's political participation programming or research.
- Experience in facilitating consultations with different strata of women’s groups and leaders, voices of young women and women with disabilities; rural women and CSOs
- Strong understanding of, and commitment to, gender equality and women's empowerment and its policy implications
- Knowledgeable about Sierra Leone’s cultural dynamics, particularly women’s participation
- Competent in writing and editing and examples of authoring relevant publications
- Knowledge and substantial experience using computer office tools and statistical software, such as Microsoft Office.
- Demonstrate strong emotional intelligence
- Willingness to travel to project locations, including remote areas.
- Committed to signing Safeguarding Policy.

Desirable Criteria:

- Ability to engage women groups in a conceptual process
- Strong understanding of gender issues and the political sphere in Sierra Leone

Fees and expenses

The Consultant, or team of consultants, shall quote the fees of this work in the bid for this Consultancy. A maximum of 50% of the consultancy amount is paid after signing this contract. The balance is produced when the Consultancy is completed. This amount is subject to a 5.5% withholding tax or Professional Services tax of 10%

Submission of Proposal

Interested parties are encouraged to submit a technical proposal that includes the following:

- A detailed methodology of the process and how you will approach and conduct the assignment concerning the specification in ToR.
- A rationale of your suitability for the role, including experience in similar jobs and evidence of similar work

- A financial proposal in Sierra Leone currency includes a work plan specifying a daily fee and the total requested amount, including all related costs.
- Curriculum vitae from the lead consultant and other team members will assist in executing this assignment.
- Submit two samples of previous work relevant to the assignment
- Name and contact information of three referees for contact regarding relevant experience.
- A conflict-of-interest statement (if any).

Application Process

Applications should be submitted to the following email addresses with the subject title: '**Development of 2023 Sierra Leone Women's Manifesto**' to recruitment@sendsierraleone.com.

For queries or questions in advance of submitting the proposal, contact ayamga@sendsierraleone.com or at +23278206853 and Sahr Kendema, sahrkendema@gmail.com or 076356691

Closing date for applications:

- 23:59 (GMT) on 18th July 2022.
- Applications submitted after the stated date and time will not be accepted.