

Terms of Reference (ToR) for a consultant for promoting women economic empowerment and mainstreaming of gender aspects in the project implementation

Economic Participation of Internally Displaced Population (IDP) and vulnerable population of selected host communities in the South Caucasus

Location of the project office – Baku, Azerbaijan, frequent travels to the project implementation sites is expected

Duration: 15th September, 2021 – 31th January, 2023

The Economic and Social Participation of Vulnerable Displaced Persons and Local Population in the South Caucasus – EPIC – is a regional South Caucasus programme, commissioned by the German Federal Ministry for Economic Development and Cooperation (BMZ), that has been launched in 2017.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a global service provider in the field of international cooperation for sustainable development and worldwide operations and experience. GIZ is a public-benefit federal enterprise that supports the German Government and many public and private sector clients worldwide in achieving their objectives in international cooperation. With this aim, GIZ works together with its partners to develop effective solutions that offer people better prospects and sustainably improve their living conditions.

In Azerbaijan, EPIC implements its project activities in Mingachevir city, Barda and Aghdam districts with the support of the field offices and from the central project staff in Baku and Tbilisi.

To reach its aim of improving the economic and social participation of vulnerable internally displaced persons (IDP), refugees and members of the local population in the South Caucasus EPIC project carries out activities in the following 5 fields of action:

1. Capacity development of state and non-state actors, in particular of host communities, to promote the economic and social participation of vulnerable internally displaced persons and the local population;
2. Fostering income opportunities of vulnerable internally displaced persons and members of the local population, especially women and young people;
3. Improvement of economic perspectives of vulnerable internally displaced women and women of the local population, with and without disabilities;
4. Increasing the opportunities for participation of vulnerable internally displaced persons and members of the local population, especially young people and women, and their organizations in their communities;
5. Improvement of capacities for dialogue among state and non-state actors and vulnerable internally displaced persons and the local community.

Throughout all project activities, participation and empowerment of women and youth is a priority which is also reflected in the programme's indicators. This is both applicable to the economic and social empowerment, giving it a cross-cutting character of great relevance across all project's components. Therefore, activities under the social participation component of the project will be implemented in close cooperation with the implementation of economic activities.

The promotion of gender equality is a central objective of all EPIC project activities. Therefore, the project is looking for a consultant to support EPIC staff in developing and mainstreaming relevant gender approaches in the project implementation in all five fields of action and, in particular, to support the implementation of EPIC's third component that focuses on improving the economic perspectives of vulnerable women.

1. Services and dates

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The consultant is to provide the following services:

- General support to the project team (gender mainstreaming).
 - o Conducting gender needs assessment across all components, identifying gender-related issues and developing recommendations to the Project team on addressing them with adequate gender-focused measures.
 - o Design implementation strategy for gender-related activities in all five fields of action.
 - o Support project officers in mainstreaming gender transformative approaches into all project activities.

- Under component 3 (improvement of women's economic perspectives): Supporting project advisors in working with women groups, especially in developing women cooperatives and cooperation-based production as well as service development for improving female beneficiaries' economic perspectives, particularly in Aghdam and Barda districts (activities in other districts can be required).
 - o Design networking and organisational development activities in support of current and potential female project beneficiaries.
 - o Design gender-transformative approaches in the work with women groups and female beneficiaries.
 - o Developing recommendations for reaching out to potential partners, including public and private sector entities and international cooperation actors.
 - o Carry out independently all assigned task relevant for the achievement of the component's aim and support the project advisor in the design, implementation and steering of the component.

- Monitoring and Evaluation.
 - o Support project officers in designing and carrying out Monitoring and Evaluation for gender-related activities.
 - o Collect information and contribute to reporting on gender related impacts, including description of best practices and impacts and success stories in all 5 fields of action.

- Design and implementation of gender-related trainings.
 - o Support project officers in the design and drafting of gender-related trainings.
 - o Support and / or conduct trainings on gender-related topics for partners (state partners on national, regional and local level; non-governmental organizations) and beneficiaries (vulnerable displaced women and local population with and without disabilities; men of the local vulnerable communities).

The consultant is expected to support gender-related activities across all components in all project regions upon request. Regular travels to the project regions are expected; international travels to participate in larger project activities in Georgia might be requested.

2. Deliverables

The consultant is expected to develop and hand-over the following products (documents in word, PPT) to the project:

- Needs assessment (3-5 pages per region), including
 - o Brief description of the situation in each project region including existing challenges and potential addressing methods.

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- listing of main findings, based on interviews and focus group discussion (and other sources);
- outline of main fields of action, including recommendations for specific activities.
- Implementation strategy, including needs assessment
 - Written document (10-15 pages, A4, including graphics and/ or tables), including
 - key findings of the needs assessment;
 - lines of action based on identified needs;
 - recommendations for gender-transformative activities, adjusted to the realities in the regions;
 - coherent strategy for promoting gender equality through project activities.
 - Support to developing participation guideline for beneficiaries and consultants on gender related issues.
- Concepts, presentations and working materials (and other inputs) developed and used for trainings, workshops and meetings with beneficiaries and partners as well as for the direct support of the project team.
- Minutes of meetings of trainings, workshops and meetings with beneficiaries and partners.
- Bimonthly monitoring and evaluation excel sheet (to be provided by the programme).
- Collected stories of beneficiaries, best practices and success stories.
- Final report (20-25 pages, A4 in electronic and printed version), including
 - Brief outline of activities and provided support according to actors (EPIC team, partners, beneficiaries);
 - Main impacts in regard to improving the economic perspectives of women in the project regions;
 - Main impacts in regard to promoting gender equality;
 - Main challenges;
 - Recommendations for further activities in the field.

3. Time frame and specification of inputs

Up to 130 working days in the period from 15th September 2021 to 31th January 2023 have been scheduled for this assignment.

Fee days	Up-to working days	Comments
Conducting gender needs assessment across all components identifying gender-related issues	10	
Designing implementation strategy for the next phase of the project	5	
Regular support to the Project team on mainstreaming gender-transformative approaches into all project activities, including support to gender related activities across all components in all districts (also in the regions).	40	
Supporting project advisors in working with women groups (also in the regions)	25	
Travel days for on-site appraisal and/or presentation of findings on-site	5	

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Design and implement trainings on gender-related issues with partners and beneficiaries (also in the regions)	25	
Monitoring & evaluation and reporting.	20	
Travel expenses	Number of days/ nights up to	Comments
Per-diem allowance		
Overnight accommodation allowance		
Other travel expenses		Comments
Number of domestic trips	Up to 15	
Number of foreign trips	2	In case of foreign trips accommodation and transport
Ancillary travel expenses (e.g. visa, airport transfers)		
Flights	Up-to flights	Comments
International flights	2	
Domestic flights	0	
Other expenses		Comments
Total	130	

4. Contact structure

The consultant will set-up a work plan and coordinate all activities and products with the appointed **contact person(s)** from the programme (contact to be communicated with the winning bidder). The consultant reports regularly and upon request to the appointed project officer.

The consultant will meet with and consider inputs from GIZ Gender Focal Points at regional level and for Azerbaijan (contacts to be communicated with the winning bidder).

5. Profile of the contractor

The contractor should have the following qualifications and expertise:

- **University degree or equivalent professional experience** in gender studies, development cooperation, human rights or a similar field;
- Sound knowledge of and at least 5 years' practical experience in gender and providing advice on gender mainstreaming;
- Proven working experience in promoting women economic empowerment, including but not limited to such fields as agriculture, MSME support (e.g. legal support, technical trainings, networking), networking, value chain development, support to cooperatives;
- Proven experience in designing and implementing workshops and trainings on gender-related topics for beneficiaries;
- Good knowledge of local, national and international stakeholders in the field of promoting gender-equality in Azerbaijan;
- Experience in working with development and international cooperation, in transitional aid or in humanitarian assistance is an asset;
- At least 3 years' practical experience in the Azerbaijan and its regions;
- **Language skills:** English and Azerbaijani (compulsory), German is an asset.

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- At least 3 years' experience in **collecting and evaluating baseline data** and in **conducting interviews, focus group discussions, workshops, trainings**;
- Good networking skills;
- Team player.