



The Development Fund

Fighting hunger and poverty

Terms of Reference for DF Gender Assessment

Date: 10.09.2019

Assignment: Gender Assessment the Development Fund

Background

The Development Fund is an independent Norwegian Non-Governmental Organization (NGO), which support people in their fight to feed themselves and escape from poverty in a sustainable way, without degrading the environment. We contribute to fighting poverty by working for increased food security, improved nutrition, adaptation to and resilience against climate change, stronger household economy, strengthened civil society, and increased empowerment for members of the rural communities. As of 2019 we maintain programs in Ethiopia, Guatemala, Malawi, Mozambique, Nepal and Somalia. The Development Fund's head office is in Oslo, Norway. The Malawi-Mozambique, the Ethiopia and the Somalia programs are coordinated by the country offices, whereas the Guatemala and Nepal programs are coordinated from the head office. Working with a number of partner organizations in these countries we reach out to around half a million people in Africa, Asia and Central America every year.

The Development Fund works to create a just world based on human rights, equal opportunities and democratic principles. Inclusion and representation of people of different sex, ethnic backgrounds, ages and disabilities is central to achieve this, as such we aim, as stated in our strategy for 2017 - 2020, to have a particular focus on women, youth and marginalized groups in rural areas in the countries where we work. DF has for some time emphasized on promoting gender equality in our work. A gender policy was developed in 2011, based on a need to fill the gap between what we would like to do and what we up until then had actually been able to achieve. The policy was formally approved by the Development Fund's Board in 2013. A review of the strategy was undertaken in 2016, and led to an updated version. DF commitments and working standards, as stated in the policy, is attached as annex 1. The Development Fund now seek to assess our progress in regards to working on gender equality, with a focus on our program work, since the inception of the gender policy in 2012.

Purpose and scope

Overall goal: To better understand what we have, and have not, achieved in terms of promoting gender equality in DF's programs and projects since the introduction of the gender policy in 2012, and identify ways in which we can strengthen our systems to increase our relevance, impact and effectiveness.

The assessment will include the following components, focusing on DF's program work:

- Review DF's stated goals in terms of integrating gender equality in our programs, and how this relates to the literature on the relationship between gender and DF's programmatic area of focus (food security, climate adaptation, etc.)
- Assess the existing evidence of gender equality impacts of DF's programs, focusing on the period since the inception of DF's gender policy in 2012.
- Analyse the tools, methods and approaches used by DF to promote gender equality in the programs and to build capacity amongst program staff and partners.

The assessment will be a desk assignment, in which evidence from existing documentation and evaluations from DFs programs are reviewed, combined with interviews of DF staff at Oslo and phone or skype discussions with country offices, and selected partners.

Although DF's gender policy covers all aspects of DF's operations (overall organizational processes including human resources, communications and policy work, programmes and projects, partnership), due to resource limitations, this assessment will focus specifically on programming as defined in the assessment questions. In this sense, this assignment is not a full assessment of DF's gender policy.

The Development Fund is the main intended user of the learnings from this assessment, which we might consider in our 2021 -2030 strategic planning, to guide the development of future project and programs, in preparation for further funding applications, as well as for internal learning.

Evaluation Questions

1.0. Relevance

1.1. How relevant are DF's goals and strategies for addressing gender equality within DF's areas of work (e.g. food security, climate adaptation, etc.)?

- 1.1.1. What are the theories/analytical frameworks underlying DF's gender policy, current strategy (2017-2020)?
- 1.1.2. How do DF's gender policy and overall strategy relate to the approach(es) used to address gender equality within country programs (e.g. country strategies, project proposals/reports)? Are there differences among countries? If so, why?
- 1.1.3. How do DF's gender equality goals and strategies relate to current knowledge and literature on the linkages between gender and DF's areas of work (e.g. food security, climate adaptation, etc.)?
- 1.1.4. Are there strategic areas of work that are relevant to DF's area of focus that we have not addressed to date in our programs (e.g. blind spots) that DF should consider in its next strategy period (2021-2030)?

2.0. Impact

2.1. To what extent have gender equality impacts been achieved in DF's programmes and projects?

- 2.1.1. What is the nature and extent of gender equality impacts (outcomes) that can be identified in project reports, evaluations, and other documentation since 2012?
- 2.1.2. What are the factors (internal and external to the project) that have contributed or constrained the results obtained?
- 2.1.3. Are there differences between countries or over time in the type or extent of gender equality impacts achieved?
- 2.1.4. How do the impacts achieved compare with DF's goals and strategies, as identified in question 1?

3.0. Effectiveness

3.1. How effective are the tools, methods and approaches currently used by DF to promote gender equality in the programs and to build capacity amongst program staff and partners (e.g. in 2017-2020 phase)?

- 3.1.1. To what extent is gender analysis undertaken at global and country level? What are the tools used and how appropriate/effective are they? Is there

evidence that the practical and strategic needs of women beneficiaries are adequately reflected in program design?

3.1.2. Are there specific budgets for activities designed to achieve gender equality?

3.1.3. To what extent are gender considerations integrated to the monitoring and evaluation system? What is the quality and appropriateness of the integration undertaken?

3.2. How effective are DF's efforts to build capacity and support programme staff and partners in integrating gender equality within their programs?

3.2.1. How appropriate and effective are the approaches used by DF to identify capacity building needs (gender audit) and build capacity among staff and partners?

3.2.2. Do staff and partners feel they have adequate understanding to address gender (in)equalities in programmes/activities?

3.2.3. Do staff and partners feel that gender equality is a priority for them and for the management? Do they feel supported to design programs that promote gender equality and/or, where appropriate, programs that target women?

3.2.4. Is there evidence of learning or improvement in DF's practices since the introduction of the gender policy?

Methodology

The assessment will be undertaken as a qualitative analysis. It will be carried out as a desk study, involving review of documentation and literature. Interviews with the Development Funds staff in Oslo and country offices, and selected partner organizations will also take place. The consultant and DF will agree on who to be included in this.

Example of key documents available for review:

- DF Gender policy (2012) – see Annex 1
- Gender mainstreaming guide
- DF organizational strategies (2012-2016 and 2017 -2020)
- Program evaluations
- Applications and final reports from previous programs, and latest annual report from current programs
- Most Significant Change stories
- Travel and monitoring reports
- Gender audit templates (partners, projects, project documents, departments, DF), examples of audit reports, and analysis of baseline data

Desired competencies and skills of the consultant

There shall be one consultant undertaking this assessment. The consultant will liaise closely with DF staff.

The consultant should hold the following qualifications and skills:

- In depth gender expertise, encompassing both analysis of gendered issues and impacts, as well as development and use of tools, methods and system to promote gender equality in development programs
- Documented knowledge, experience and good understanding of the spheres of agriculture, food security and nutrition, climate change and natural resource management, income

generating activities and business development in regards to rural poor in developing countries is an advantage

- Proven analytical skills reviewing, synthesizing findings and develop recommendations from a large amount of documentations
- Good communication and document presentation skills
- Excellent writing and presentation skills in English, and reading proficiency in Spanish
- Identify with DF's values and principles
- Demonstrated ability to meet deadlines

Expected deliverables

The expected deliverables are outlined below. Timeline (see below) for delivering these will be presented in the proposal and agreed upon with DF.

1. Inception report that includes the assessment process and questions, conceptual framework, methodology and data collection tools to be used in carrying out the assessment, all responding to the ToR. The consultant and DF will meet to discuss the inception report and agree on the way forward.
2. Draft assessment report to be submitted to DF for comment and feedback from the respective staff at DF.
3. A report presenting the main findings and suggesting appropriate options and recommendations, and including an executive summary. The report should be no longer than 50 pages + references and annexes.
4. Presentation to the staff summarizing the key findings.

All data collected and the data collection tools for this study shall remain the property of the Development Fund of Norway as its custodian. Any work product resulting from this review must cite DF and/or the participating implementing partner staff as a primary or contributing author.

Timeline

The duration of the study is estimated to be between 21 and 30 days. The study should be finalized not later than December 20th 2019 (for timeline to include in the proposal, see below).

Roles and Responsibilities

The main responsibility for ensuring that all responsibilities are carried out lies with the consultant. The consultant will undertake the following activities:

- Conduct review of data sources, reports and relevant literature.
- Develop appropriate study methodology, design and tools
- Submit an inception report and finalize assessment plan
- Conduct interviews with staff, and selected partners
- Synthesize findings
- Organize validation meeting with DF staff
- Produce draft report
- Produce final report, including incorporating comments from DF and selected implementing partners
- Present findings to DF and partner staff as required by DF

Other responsibilities of the consultant:

- Adhere to all terms/conditions stipulated in the contract
- Pay income tax or other taxes as required
- Obtain insurance as need be
- Adhere to DF's code of conduct while undertaking the assignment. Conducting him/her in a respectful manner, while undertaking assignment, which includes not making any commitments to any persons, on behalf of DF
- Adhere to the agreed time-frames with regard to all activities outlined in the timeline
- Consultant's own laptop and phone to be used during the assignment
- Pay for own accommodation as need be

DF will be responsible for the following:

- Provide consultant with all required documents
- Link consultant to staff and partner organizations and other relevant stakeholders as need be, assist in and set up meetings as required
- Plan (in collaboration with staff, the consultant and possible partners) the interviews

As need be implementing partners will be responsible for the following:

- Avail themselves for the consultant for phone /skype /WhatsApp meetings

Contract and payments

DF will sign a consultancy contract with the consultant. Forty percent of the total amount will be paid upon signing the contract and the remaining amount upon submission and approval of the final report and all deliverables.

Presentation of proposals

Interested candidates are requested to submit the following documents to vera@utviklingsfondet.no by Wednesday, September 25:

1. Brief proposal (2-3 pages) outlining suggested approach, timeline (see table below) and a budget to produce the deliverables mentioned above.
2. CV and brief presentation of consulting company
3. References of similar work conducted in last 2-3 years, with examples of work produced if possible.

For any questions about the assignment, please contact Vera Borgen Skjetne (vera@utviklingsfondet.no).

Timeline to complete and include in proposals:

Tasks Required	Level of effort (days)	Completed by	Responsibility
Literature Review			Consultant
Prepare inception report, including initial preparations of data collection methodology and tools as need be			Consultant
Submit draft inception report			Consultant
Meeting with DF to discuss the inception report			DF
Analysis of DF practices, policies and procedures			Consultant
Conduct interviews with staff and possible partners (phone, Skype, WhatsApp)			Consultant
Meeting with DF on preliminary findings for feedback and learning			DF
Analysis of impacts			Consultant
Conduct interviews with staff and possible partners (Phone, skype, WhatsApp)			Consultant
Data analysis and development of draft report			Consultant
Validation meeting with DF			
Submission of draft report			Consultant
Receive comments from DF			DF
Submission of final report			Consultant
Presentation of findings			Consultant

Annex 1: DF's Gender Policy (2012)

Gender and inclusion

The Development Fund works to create a just world based on human rights, equal opportunities and democratic principles. Inclusion and representation of people of different sex, ethnic backgrounds, ages and disabilities is central to achieve this. We want diverse voices of the south to be heard in processes that affect their lives.

The Development Fund's Gender Policy

The Gender Policy defines DF's commitments to promote gender equality and describes common standards for DF to ensure that a gender approach is fully incorporated in our work.

The Development Fund will:

- Contribute to reduce the barriers that causes gender-based poverty, injustice and discrimination.
- Promote equal opportunities and rights for women, men, girls and boys, including access to and control over resources and technology.
- Strengthening participation of women in political processes, and work to influence plans and policies to reflect women's needs and rights.
- Ensure gender equality in our own organization, on all levels, applying these commitments within DF and across our work.
- Ensure that our key organizational policies, systems and practices support women's rights and gender equality.
- Integrate gender perspectives and measures in our program, advocacy and communication work.
- Address systemic and structural practices that create barriers to the realization of women's rights and gender equality, and make efforts to create an inclusive and barrier free society.
- Engage, challenge and coordinate with partners, governments, funders and civil society organizations to promote and support effective, creative and impactful ways to promote gender equality.
- Build capacities in farmers' and civil society organization on equal rights.
- In collaboration with our partners work for gender equality in the partner organizations and in the project they implement.
- Allocate funding to realize our commitments.

Working standards – What we do:

At the Development Fund – overall:

- Organizational learning and capacity building of staff.
- Action plans on gender equality at various levels of the organization (departments, offices, programs). Regular reporting on progress.
- Gender audits and follow up of the work to identify status, achievements and gaps.
- Allocate funds to meet gender requirements.

In communication and policy work:

- Gender sensitive communication throughout.
- Include gender perspectives and illustrate women's experiences and situation in our communication.

- Include consideration and proposals that strengthen women's rights and benefits in policy inputs.
- Produce articles and reports and conduct seminars that focus in particular on barriers and solutions for gender equality and the strengthening of women's rights.

In programs and projects:

- Gender analysis carried out in all project (needs, opportunities and constraints). Project and program design, planning and implementation based on analysis.
- Disaggregated data by sex, age and other relevant diversity factors (ethnicity, religion, caste, disability) collected on project and program level, and guide planning and implementation.
- Gender equality goals set for all projects and programs. Own indicators tracking results on gender dimensions applied.
- Assessment of project proposals and plans with a view to gender equality is an integral part of standard Project Cycle Management.
- Gender aspects systematically incorporated in our monitoring and evaluation system.
- Evaluations and studies with focus on gender related issues as key area of learning, addressing information gaps.

With partners:

- Gender audits carried out with all partners to assess commitment and capacity needs.
- Capacity building of partners in gender and equality.
- Anchoring gender and work on gender equality in the organization, at management and staff level.
- Encourage partners to make and / or review own gender policy.
- Partners to set organizational annual targets on gender equality and report on these.
- Training in and development of methods and tools for efforts on integrating gender and gender equality in projects

Other measures:

- Equal participation of men and women at conferences, seminars, capacity building and decision-making using quotas / standards for participation.
- Own projects tailor-made for gender equality and empowerment of women.
- Development of innovative initiatives.