

Terms of Reference Evaluation (TOR)

Conducting Gender Equality Self-Assessment at Sahel Consulting.

About Sahel Consulting

Established in 2010, Sahel Consulting Agriculture and Nutrition Limited is committed to transforming Africa's agriculture and nutrition landscape. Sahel partners with government agencies, private sector companies, and leading international development organizations to conduct in-depth market research on key value chains, analyze and shape policies, develop strategies, launch innovative businesses and ecosystem solutions, organize convenings, and provide training programs that promote sustainable agricultural development across Africa.

Our mission is to transform Africa's agriculture and nutrition landscape through tailored, innovative, and market-based research, strategic advisory services, training, and innovative business and ecosystem solutions, impacting communities and achieving sustainable growth.

Context of Assessment

The Gender Equality Self-Assessment (GESA) will enable Sahel consulting to self-assess its progress toward embedding gender equality and inclusion from the 'inside out'. It will serve as a mechanism to assess, evaluate, and reflect upon how gender, diversity, equity, and inclusion (GDEI) is embedded within and throughout Sahel Consulting systems, processes, practices, and programs, ultimately resulting in an action plan. This GESA will support assessing how the organization's commitment to gender equality, diversity, and inclusion is addressed across the organization and programs.

Scope of Work

The Consultant is being commissioned to support Sahel Consulting in conducting a GESA using the GESA toolkit that the consultant will develop. The content of the GESA will cover the areas of inquiry, which will include Programming and advocacy, capacity, Leadership, accountability, People, and Culture. Using the GESA Analytical Framework, the purpose of the GESA process is to:

- Evaluate the organization's commitment, actions, and progress in embedding gender, diversity, equity, and inclusion across all corners of its work
- Identify the strengths, challenges, and opportunities to improve Sahel's work on gender equality, diversity, and inclusion.
- Define concrete steps for improvements and develop a Gender Equality, Diversity, and Inclusion strategic action Plan.

Objectives of the GESA

- To evaluate the organization's commitment and action to embed gender, diversity, equity, and inclusion across all corners of our work
- To assess how gender inequality issues are addressed in strategies, programmes, advocacy, and organizational systems, processes, operations, and practices
- To understand the interplay of structural, organizational, individual, and programmatic obstacles to equality and inclusion.

Deliverables

The GESA will be led by the consultant, who will work closely with DEI and the GDEI technical team. It is expected that the consultant will:

- Support finalizing the GESA work plan, including refining the data collection and analysis methodology and developing final data collection tools that align with Sahel consulting.
- Lead the data collection process, including:
 - A review of a sample of documents provided (project proposals, reports, M&E tools, Internal policies, communication material. etc.)
 - Consultation through interviews, focus group discussions, and surveys with staff, key partners, and board members.
- Analyse the data and validate the findings with GDEI TWG members.
- Formulate recommendations based on the findings.
- Produce a final GESA report that is high quality, including:
 - A summary of the GESA methodology.
 - Strong and actionable recommendations.
 - Annexes:
 - ✓ GE&I action plan
 - ✓ Data collection tools
- Facilitate a restitution and validation workshop with the GDEI TWG.
- Facilitate the development of a GDEI action plan for Sahel Consulting, using a participatory approach and involving all Sahel GDEI TWG in the process that will guide Sahel's strategic direction and positioning around gender equality and inclusion.
- Maintain ongoing communication with Sahel GDEI focal points throughout the entire process.

Timeline

The entire GESA process will be undertaken over a time period from October 7th, 2024, to November 19th, 2024, following the below indicative timeline:

Milestones	Estimated work days	Due date
Finalization of the GESA work plan including refining the GESA and DEI data collection and analysis methodology and adapting existing data collection tools	3 days	October 9th, 2024
Validation of the GESA and DEI data collection tools	1 day	October 10th, 2024
Review of Sahel documents and policies to develop a draft report to guide the data collection process	5 days	October 17th, 2024
Consultation through interviews, focus group discussions, and questionnaires with staff, key partners, and board members	5 days	October 24th, 2024
Drafting of the GESA report with findings of data collection	5 days	October 31st, 2024
Meeting for restitution and validation of the draft GESA report	3 days	November 6th, 2024
Finalization of the GESA report	4 days	November 14th, 2024
Development of GDEI strategic action plan with the GDEI TWG	3 days	November 19th, 2024

Budget

- The payment will be made based on satisfactory submission of deliverables.
- Sahel commits itself to giving regular feedback to draft reports and questions.

Data protection

In carrying out this assessment, the evaluator must respect the following confidentiality rules:

- All data relating to this process are confidential.
- The information is only accessible to those whose access is authorized.

Expected qualification of the consultant

We are open to applications from both individuals of a small group of 2-3 consultants.

The Consultant should have the following qualifications:

- Demonstrated commitment to intersectional feminism.
- Over seven (7) years of experience as a gender technical specialist in the field of international development and humanitarian aid.
- Experience in designing tools and undertaking a gender and inclusion assessment in private, public or other INGO sectors.
- Strong facilitation and engagement skills and hands-on experience working in participatory ways with diverse groups of people.
- Demonstrated proficiency in working collaboratively with staff to plan and implement safe, effective, and inclusive consultation processes.
- Experience working with a multi-diverse team with a strong sensitivity to people diversity.
- Excellent analytical, communication, writing, and teamwork skills.
- An understanding of the linkages between children's rights, gender equality, and inclusion.
- Sound grasp of feminist leadership and anti-racism principles.
- Female consultants, including persons with disability, are highly encouraged to apply.

Application process

All interested applicants should submit:

- A copy of their CV.
- A letter of interest (no more than 2 pages) detailing their experience and approach to conducting the gender equality self-assessment processes.
- A breakdown of expected costs and fees and the number of days allocated to each stage of the consultancy

Please send your application on or before 7th October 2024 to nkadala@sahelconsult.com and recruiting@sahelconsult.com The subject of the email: "Application Consultant for GESA."