

## FOUNDATION FOR PARTNERSHIP INITIATIVES IN THE NIGER DELTA

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### TERMS OF REFERENCE TO ENGAGE A GENDER EQUALITY AND SOCIAL INCLUSION CONSULTANT TO UPDATE THE CURRENT PIND GENDER POLICY TO INCLUDE SOCIAL INCLUSION COMPONENTS

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#### BACKGROUND

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PIND is a Nigerian non-profit Foundation established in 2010 with initial funding by Chevron. PIND is a Nigerian non-profit Foundation established in 2010 with initial funding by Chevron Corporation to support a portfolio of socio-economic development programs for Nigeria's Niger Delta to improve standards of living of communities in the region. PIND supports projects in collaboration with a diverse range of donor partners including bilateral and multilateral aid agencies, federal and state government agencies in Nigeria, private companies and foundations. With an overarching goal of increasing income and employment in the region, the Foundation has two distinct but interrelated program areas, and enablers. They are:

- An economic development program focused on generating opportunities for pro-poor market development and employment generation.
- A peace-building program that strengthens conflict resolution mechanisms for enabling integrated peace and economic growth
- The enablers: PIND's program delivery is enabled by an integrated approach that encompasses capacity building, advocacy, communications, gender, and social inclusion.

#### PIND and Gender Mainstreaming

PIND Foundation has been promoting gender equality in the Niger Delta region through its programs, projects and operations since its inception. PIND envisions an egalitarian and peaceful society that guarantees equal rights and equitable access to and control of productive resources; ensuring that individuals are empowered to create wealth and overcome poverty and disease irrespective of sex and other demographic differentials.

PIND developed a gender policy in 2014 to further strengthen its commitment to supporting youths, women and men, in achieving their economic growth in a peaceful and enabling environment. Following the development of the Policy, PIND engaged a gender consultant to help lay foundation for the actual implementation of the Policy/Strategy.

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With support of the consultant, PIND has built capacity of its staff through trainings, development of gender mainstreaming tools and appointment of Gender Desk Officers who provide support to other program officers in driving gender activities within the organization.

### **PIND and GESI Mainstreaming:**

The first two strategic phases of the Foundation ran from 2010 to 2019 and towards the end of the first phase (in 2019), PIND conducted an intensive Participatory Stakeholders Review (PSR) that sought feedback from a wide array of its stakeholders as well as the general public on its performance so far and their inputs on future direction. The PSR process recommended an addition of Social Inclusion to PIND's Gender Mainstreaming Policy and Strategy to bring it in order with global best practice. This new addition is intended to bring other vulnerable segments of the population to a common fold for improved attention to their issues and contributions to sustainable development.

To that end, PIND in the current phase (in 2020) started the conscious mainstreaming of GESI in its programs and projects and reported against GESI indicators in all its reporting. However, there is the need to concretely incorporate the new strategy into the existing PIND gender policy. Focusing on the PSR recommendations, three categories of stakeholder to be classified within the GESI frame are women (particularly women in rural communities), Youth and People Living with Disabilities (PLWDs). During this strategy period (2020-2024), GESI focus will be on women, youth and PLWDs. PIND may decide to review and expand list of stakeholders and beneficiaries to be considered as socially excluded. Objective of GESI as a Cross Cutting (CC) theme is to: Mainstream Gender and Social Inclusion into PIND organizational and programmatic framework.

To achieve the above, PIND is seeking a competent and qualified gender and social inclusion expert to update her current gender policy to include component of social inclusion and to further strengthen the capacity of PIND teams in mainstreaming GESI in their various projects. A key objective of this task is to update PIND's Gender Mainstreaming Policy and Strategy in line with global best practice in bringing other vulnerable segments of the population to a common fold for improved attention to their issues and their contributions to sustainable development.

### **Purpose of the Assignment**

The purpose of this consultancy service is to update PIND's Gender Mainstreaming Policy and Strategy to include social inclusion in line with global best practice; and then build the capacity of PIND teams in mainstreaming GESI in their programs and projects.

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### Specific Objectives

- To update PIND gender policy to include social inclusion strategies and approaches in line with global best practice.
- To increase PIND's internal capacity to use GESI Mainstreaming (GESI) tools and templates in tracking progress and results.
- To increase PIND Staff knowledge on GESI concepts and further engrain GESI culture and practices within PIND.

### 1 SCOPE OF WORK

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- Review PIND's current gender policy and update it to a GESI policy.
- Desk review of related PIND reports and documents for context and understanding – PSR Report, Strategic Plan etc.
- Read PIND's annual and quarterly reports and other PIND's reports to determine extent to which GESI issues and results are being tracked and reported.
- Review teams gender matrix and have discussions with team on global best practices.
- Design modules and hold work sessions with the various PIND teams in the three offices to familiarize them with various GESI toolkit for tracking GESI results.
- Deliver training on effective GESI mainstreaming for PIND staff across the three offices.
- Work with programs and project teams to review their Women Economic Empowerment (WEE) and other social inclusion indicators in relation with their impact indicators.
- Produce updated policy.
- Draft action plan for the implementation of the updated policy.
- Make presentation of the updated policy to PIND's management and staff at the end of the tasks.

#### Note:

Please note that in addition to the listed tasks above, additional tasks may be added during Start-up meeting with the Consultant.

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### 2 ACTIVITIES AND TIMELINES

Category	S/N	Description of activities	No of days	Associated Deliverables (Codes)
Desk Review	T1.	Start-up activities with Contracting Office and GESI team	3	Meeting report and schedules of activities. (D1)
	T2.	Desk review: Review for this task will include reviewing PIND's current Gender Policy and Strategy, PSR report, Draft GESI strategy, programs and project documents, teams' Gender Matrices, annual and quarterly reports, reports of activities of previous service providers who provided related GM services, WEE Indicators, IWD forum reports, 16Days of Activism reports.		Report on key issues identified and work session plan based on outcomes of review. Meeting plans with teams. (D2)
Staff Engagement	T2	Engage with teams to review gender matrices, or to develop or refocus existing gender matrices to include social inclusion component and provide refresher course to increase their knowledge of GESI concepts and practices including PIND's GESI policy	7	Progress report on work sessions with teams and revised developed/revised gender matrices of teams. (D2)
	T3	Work with the M&E team to determine progress in responding to WEE and social inclusion indicators and make recommendations on improvement.		Report on review of WEE and social inclusion indicators and progress and recommendations. (D3)
	T4	Work session with GESI team on understanding and implementation of policy		Report of GESI team understanding of the process required. (D4)

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Policy Development	T5	Produce updated policy and workplan for its implementation.	7	A comprehensive report of task performed, outcomes of tasks and recommendations to help PIND increased Gender Mainstreaming performance (GESI Policy Produced). (D5)
	T6	Presentation of GESI policy and incorporation of feedback (Validation).		Validation session by PIND and submission of final GESI Policy. (D6)
Capacity Building	T7	Training on effective GESI mainstreaming for PIND staff and development of report	3	Increased understanding of GESI mainstreaming strategy and tools. (D7)

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### 3 DELIVERABLES

Item	Due date (tentative)
D1. Start-up meeting report/schedule of tasks, sessions and travels.	November 1, 2021
D2. Desk Reviews	November 8, 2021
D3. WEE indicators revised and Social Inclusion indicators recommended	November 19, 2021
D4. Work session with GESI team report	November 29, 2021
D5. Development of policy	November/December, 2021
D6. Presentation of GESI policy and incorporation of feedback	December, 2021
D7. Report of capacity building sessions for staff and submission of knowledge enhancement materials.	January, 2022
D8. End of tasks report	January, 2022

### 4 DURATION

The Consultant will be engaged for a total of 20 days starting from November, 2021 to January, 2022, to give room for report submission and post session engagements. These days are captured above.

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### 5 COSTS

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The Consultant will be engaged based on previous relevant experience and will be remunerated on a daily rate as based by PIND procurement policy. PIND will provide accommodation, transportation and per diem to cover all approved travel related to this engagement in line with PINDs travel policy and guidelines. This assignment will cover PIND's three offices in Abuja, Warri and Port Harcourt.

### 6 QUALIFICATIONS

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Interested candidates are expected to meet the following criteria:

An Advance degree in International Development, Gender and Social Inclusion Studies, Sociology, Political Science, Economics, Public Administration or any other related discipline. Minimum of 10 years of national/international professional experience in the Gender Mainstreaming, program/project development and implementation experience is desirable. Experience in implementing, facilitating, and developing Gender and Social Inclusion policy and strategy is desirable. Excellent writing, research, analysis, communications and presentation skills is essential. Experience in conducting Gender and Social Inclusion Mainstreaming training. Ability to work in an independent manner and organize the workflow efficiently within limited time period is essential.

### 7 HOW TO APPLY

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Eligible individuals are invited to submit a **detailed technical proposal** which should include evidence of carrying out previous similar activity (add website references or contact references as maybe necessary), an outline of proposed approach for delivering on the objectives and a suitability statement on why you are the best candidate for the assignment, and a **cost proposal AS SEPARATE DOCUMENTS** which should be emailed to [procurement@pindfoundation.org](mailto:procurement@pindfoundation.org) along with the following mandatory item/supporting documents listed below. All complete applications should be submitted on or before October 29, 2021 by 12 Noon.

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### **Mandatory Required items from vendors/consultants who intends to bid any work or service in PIND**

1. Certificate of Business Registration/Mean of Personal Identification
2. Profile of organization or Resume in case of a consultant
3. Completed PIND bio data form in case of consultants
4. Most Recent Tax Clearance Certificate
5. Tax Identification Number
6. Full physical contact address
7. Bank Reference Letter
8. Bank details as follows:
  - I. Name of Account
  - II. Account Number
  - III. Name of Bank
  - IV. Address of Bank

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