

Terms of Reference

Consultancy: Gender Audit

General

Position Title: Consultant researcher

Location: Any (remote working)

Duration: Consultant to propose (assignment to be completed between September and November 2021)

Total days: Consultant to propose (guide: 17 days)

Reporting to: Head of Gender and Peacebuilding

About Conciliation Resources

Conciliation Resources is an international organisation committed to stopping violent conflict and creating more peaceful societies. We work with people impacted by war and violence, bringing diverse voices together to make change that lasts. Working across society, we connect community perspectives with political dialogue. Learning from peace processes around the world, we share experience and expertise to find creative solutions to violence conflict.

Our approach to gender and peacebuilding

Gender is key to Conciliation Resources' work on inclusive peacebuilding. We provide support to diverse groups of women, men and sexual and gender minorities to directly participate and influence formal mediation efforts, as well as build their capacity and support their inclusion in community mediation and peacebuilding processes.

Our Strategic Plan 2020-2025, particularly Goal 3 – inclusion, gender and influence, commits us to working towards more innovative design of peace processes, which ensures broader and more diverse participation, in terms of gender, age, disability, ethnicity, and other forms of identity and status. It sets an ambition to challenge power and privilege, and working through partnership and undertaking joint gender-sensitive analysis, programming and evaluation to increase the effectiveness of excluded groups' engagement in peace processes and focus on enhancing their ability to positively influence peace processes and peacebuilding. Refer to the Strategic Plan [here](#) for further information on the changes Conciliation Resources want to see in relation to gender and inclusion.

Conciliation Resources believes that integrating gender into all aspects of conflict analysis and programming increases inclusivity, sustainability and effectiveness of peacebuilding interventions. We have learnt that while gender constructs vary between places and change over time, gender is consistently a factor that determines who has access to power, authority and resources. We take an intersectional approach to gender and peacebuilding, in which gender develops in interaction with other power factors, age, class, ethnicity – requiring specific attention to how conflict impacts different women, men and sexual and gender minorities, and how to enable their inclusion in peace processes.

Conciliation Resources last conducted a Gender Audit across the organisation in 2016, which led to the development of the Gender Guidance Note and Action Plan that feed into Teams' Annual Planning. Since the previous review, there have been significant changes

both within the organisation and in the sector. For that reason, it is necessary to carry out this updated Gender Audit to review our progress and set out our gender-mainstreaming ambitions and objectives for the period to the end of the Strategic Plan.

Consultancy overview and scope

Conciliation Resources is seeking an external consultant with expertise in gender, peacebuilding and organisational change processes to conduct an audit of gender mainstreaming across Conciliation Resources' practice. The project will review Conciliation Resources' (1) current strategic and conceptual approach to gender and inclusion; (2) how gender features, and to what extent it is mainstreamed within, global programming, research and policy advocacy; (3) standards of internal gender mainstreaming across organisational processes, structures, systems, policies and cultures.

To accomplish this, the consultant will need to sensitively conduct a series of interviews with Conciliation Resources staff, partners, and selected donor partners on their perspectives, as well as review relevant background reports and documents identified at the inception phase.

The consultant will then draw together their findings into a report, which will:

- (1) reflect on our progress and the current state of gender mainstreaming in relation to our work and our organisation set up;
- (2) propose options for our organisational level of ambition on gender integration going forward; and
- (3) provide ideas and practical recommendations on how Conciliation Resources can improve and better integrate gender into Conciliation Resources' strategic and conceptual framing, programming and research across the organisation, and internal organisational processes, structures, policies and cultures.

Proposed workplan and deliverables

Suggested Timeframe	Activities and deliverables
2 days	<p>Activity: Inception: First meeting with Head of Gender and Peacebuilding to discuss: purpose, guiding questions, methodology, and scope of research.</p> <p>Deliverable: Draft brief inception paper for Conciliation Resources to review, with summary of agreed actions by consultant and Conciliation Resources, methodology, and guiding questions for interviews.</p>
5 days	<p>Activity: Data collection: Interviews or focus group discussions with (at least 20) staff and (at least 5) partners. Support will be provided for interview or focus group set up.</p> <p>Deliverable: Produce and share concise and accurate notes from all interviews and discussions.</p>
2.5 days	<p>Activity: Data analysis.</p> <p>Deliverable: Summary (in brief note form) of preliminary findings, main points of analysis, and recommendations, including proposal for structure for practice paper.</p>

0.5 day	<p>Activity: Third meeting with the gender team and other relevant Conciliation Resources staff to discuss findings and agree report presentation of findings, analysis, recommendations, and structure.</p> <p>Deliverable: Summary of agreed approach by consultant and Conciliation Resources</p>
5 days	<p>Activity: Draft first version of report.</p> <p>Deliverable: Draft report (between 15-20 pages in length).</p>
2 days	<p>Activity: Revisions and finalisation of draft, based on feedback from Conciliation Resources staff.</p> <p>Deliverable: Final report (between 15-20 pages in length), and meeting with Conciliation Resources Executive Management Team to discuss findings.</p>
Total maximum number of days: 17 days	

Administration

The consultant will be contracted by Conciliation Resources and report to the Head of Gender and Peacebuilding and work in collaboration with the gender team.

This consultancy may require up to 17 work days. The consultant will deliver the outputs to a high standard within the agreed time-frame (delivery by 30 November 2021).

All relevant and chargeable expenses should be agreed in advance with the Head of Gender and Peacebuilding. Expenses will be reimbursed against supporting original paperwork. We do not advance expenses to consultants.

Invoicing requirements will be set out in the consultancy agreement. Please ensure your invoice is addressed to Conciliation Resources, 106 Burghley Road, London NW5 1AL, UK and includes your transfer bank details.

Person specification

Strong knowledge of the gender, peacebuilding and conflict prevention fields, along with an understanding of the WPS and YPS agendas.	Essential
Experience of advising on organisational management, structures, systems and processes.	Essential
Experience of conducting semi-structured interviews and focus group discussions, with knowledge of research ethics and approaching sensitive topics in interviewing.	Essential
Ability to produce high-quality, concise and clear written outputs in English.	Essential
A sound understanding of industry safeguarding standards, the consultant will be required to, at all times, comply with Conciliation Resources safeguarding policy and code of conduct for the duration of the contract.	Essential
Experience of employment by and/or engagement with INGOs and government / multilateral departments with a focus on supporting peaceful outcomes in conflict-affected contexts.	Desirable
Experience of working collaboratively in diverse and multicultural teams across several continents, with experience of working with organisations in Asia, Pacific, Africa and Europe.	Desirable

Instructions for applications

To apply for this consultancy, please submit a proposal, including:

- (i) A short narrative (2-page maximum) detailing your suitability for, and the proposed approach to, delivery of the consultancy requirements.
- (ii) An estimated budget, including estimated number of days to fulfil the consultancy, a proposed day rate (inclusive of VAT) and any other anticipated reasonable expenses.
- (iii) Your CV (2 A4 pages maximum).

All proposals should be emailed to CR's recruitment email address at recruitment@c-r.org with the title 'Gender Audit Consultancy'. Please contact this email initially if you have questions.

The deadline for receipt of proposals is 23:59 BST on 18 July 2021. We will accept proposals from consultancy teams if within the total maximum number of days proposed.