



## TERMS OF REFERENCE

### CONSULTANCY FOR GENDER ANALYSIS AND PARTICIPATORY DEVELOPMENT OF POLICIES

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#### 1. Project background

Climate Academy Project is a 2 year initiative (July 2017 – June 2019) that aims to increase the climate change resilience of coffee farmers through training and subsequent application of insights, skills and techniques designed to better adapt to climate change. Farmers learn from experts and from each other (Farmer field school methodology). The project is premised on the assumption that climate change can best be tackled when the farmers are on the driving seat; making their own decisions. It adapts an inclusive approach in which women and youth are involved at all levels on engagement and implementation.

#### 2. Project objectives

1. To improve coffee producer institutional and management capacity to enable them to make decisions and take action to more effectively tackle climate change
2. To improve farmer's resilience to climate change through sustainable agricultural land management practices and Disaster Risk Management
3. To increase opportunities for Machakos Cooperatives Union, selected primary societies and women members to promote an energy switch to renewable energy
4. To increase opportunities for households of smallholder coffee farmers to diversify and engage in alternative income generating activities

This project targets Machakos Cooperative and Kipkelion District Cooperative Unions and their 1<sup>st</sup> grade cooperatives societies that are Fairtrade Certified. The two year implementation period will result in a Climate Academy Guide which will be made available for other coffee small producer Organizations. The project is funded by Dutch Postcode lottery and fund administered through Maxhavellar Netherlands. The project is implemented by Fairtrade Africa (FTA) and WE EFFECT in Kenya.

#### 3. Consultancy objective

FTA seeks the services of an experienced consultant(s) to carry out a gender analysis and capacity building on social policies as well as guide the producer organizations in mainstreaming processes in their operations. This is in line with the project outcome of realising improved institutional and management capacity of coffee SPOs capable of making decisions and take action to more effectively tackle climate change. This is



hinged on FTA aspirations of strong producer organisations that foster sustainable livelihoods in line with Fairtrade Theory of Change<sup>1</sup>.

#### **4. Scope of Work**

Under the supervision of the FTA's Social Compliance Manager, and in close collaboration with partners and project staff, the consultant(s) will undertake the following tasks:

- a) Carry out gender analysis to identify barriers to women's participation
- b) Conduct training on social policies that covers gender inclusion and child protection
- c) Guide the producer organizations in participatory development of social policies

#### **4.1. Consultancy Activities**

**Task 1:** Carry out gender analysis to identify barriers to women participation

- Review existing gender dimensions in the targeted cooperatives
- Review existing child protection policies and propose measures for improvements.
- Field data collection from the project beneficiaries and stakeholders.
- Identify key areas of focus in gender mainstreaming.

**Task 2:** Participatory development of social policies

- Proposes areas of improvement on the barriers identified
- Guide the POs develop policies e.g. gender policy, child policy and other social policies in line with FTA areas of interventions.
- Guide on the establishment of structures that promote gender mainstreaming and other social policies.

**Task 3:** Training on social policies- gender inclusion, child protection

- Develop a training materials on social policies for select structures established.
- Conduct training on gender awareness and mainstreaming
- Develop a feasible implementation/roll out plan to other cooperative members

#### **5. Deliverables**

- Inception report from the review of documentation and interviews including a clear methodology and work plan.

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<sup>1</sup> The Fairtrade Theory of Change (ToC) seeks justice and fairness through exercising rights and freedoms, empowerment through strengthening the assets and capabilities of the most marginalized farmers and workers, and the attainment of sustainable livelihoods through building resilient agro-based trade systems and societies



- Comprehensive gender gap analysis report in English (3 hard copies and a soft copy on CD ROM) outlining the findings of gender gap analysis, and providing clear guidance on how the projects could respond to the identified gaps.
- Developed social policies with the producer organizations
- Report on the trainings conducted – agenda, no. of participants, training modules, notes and other tools
- Organize a one-day dissemination workshop for FTA project team, Machakos Union leadership, stakeholders and key partners.

## **6. Duration of the assignment**

A work plan for this assignment should be developed in relation to the methodology suggested by the consultant and the number of days set for this assignment which not more than 30 business days. This should include a one day briefing on the findings to get input from project team and partners, as well as build consensus around the recommendations.

## **7. Skills, Qualifications and experience**

The consultant(s) should possess the following

- Advanced degree in social sciences, community development, monitoring and evaluation or project management with experience in similar assignment.
- Extensive experience in gender analysis in cooperative societies/ smallholder producer organizations
- Knowledge and experience in working with marginalized groups such as women, persons with disability, youth and children
- Knowledge and experience in adult learning and participatory methodologies and approaches
- Extensive experience in Training of Trainer's (ToT)
- Good understanding of Fairtrade principles, standards and gender strategy
- Knowledge and experience in research and participatory methodologies and approaches such as PRA, gender analysis and problem analysis.
- Knowledge of community mobilization and development.
- Knowledge and experience of Fairtrade will be an added advantage
- Experience in data analysis, presentation methods and report writing.
- Fluency in Swahili and local language will be an advantage

## **8. How to apply**

Interested consultant(s) are/is requested to submit their technical & financial proposals outlining relevant qualifications, experience, a breakdown on proposed budget and contact details of three professional referees to [recruitments@fairtradeafrica.net](mailto:recruitments@fairtradeafrica.net) by 24<sup>th</sup> August 2018. Please reference "**Consultancy for Gender Analysis – Climate Academy**". Successful consultancy firm(s) should be available to commence the assignment immediately.