



TERMS OF REFERENCE

Gender Mainstreaming Consultant

1. Background

In response to the humanitarian challenges posed by a devastating earthquake in northwest Syria and Turkey in February 2023, SARD is committed to apply a gender lens to ensure an impactful intervention and sustainable outcomes for the whole population, men, women, girls and boys.

In times of crisis, pre-existing gender inequality can be exacerbated, and women and girls disproportionately suffer for the aftermath of human and natural disasters, during which their vulnerability can be increased due to cultural, economic and social factors. In addition, gender-based violence can be even more wide-spread and impunity strengthened. It is necessary to reinforce gender awareness and approach.

For this reason, SARD aims to actualize its commitment towards a humanitarian response more tailored to women and girls' needs, and is seeking for a consultant to provide Gender Mainstreaming guidance and training.

2. Purpose and Objectives

SARD is seeking to engage a consultant who can work in close collaboration with SARD teams in order to achieve three objectives:

- 1) Conduct Gender Training for Staff:** The consultant will lead an in-person training session in Turkey (location to be determined), in order to build a gender-open working atmosphere, and to mainstream gender equality into the organisation's work. The training will target all SARD employees living in country. Expected duration will be between 2 or 3 days. Translation from English to Turkish and Arabic will be provided by SARD. Additionally, the consultant will conduct a diagnostic phase preceding the training to identify specific needs and challenges related to gender mainstreaming within the organization.
- 2) Conduct a Training of Trainers (ToT):** The consultant will organize an in-person ToT training for a select number of employees in Turkey (location to be determined) with the aim of enhancing the capacity of SARD staff and ensuring a sustainable commitment to gender mainstreaming. Expected duration will be 2 days. Translation from English to Turkish and Arabic will be provided by SARD.
- 3) Mainstream Gender into SARD Operations** The consultant will review various documents, including SARD policies and a selected number of project proposals, to ensure gender mainstreaming into the organisation's programmes and operations.

3. Consultant Qualifications

- MA in Gender studies or similar academic background.
- At least 10 years of experience in trainings, project development, or evaluations and strategy developments.
- Previous work within the Middle East or SWANA region.
- Proven experience in protection and gender mainstreaming.

- Solutions-oriented and ready to deal with sensitive situations.
- Excellent inter-personal and communication skills.

4. Target audiences

- SARD employees.

5. Timeline

- The timeframe for the contract will take place between March and June 2024.
- The in-person training shall be conducted in the second half of May, 2024.
- Final Invoice is due June 15, 2024.

6. Expected outputs and deliverables

- Work plan (provided at the beginning of the consultancy).
- A brief report summarizing findings from the diagnostic phase conducted prior to training session, outlining specific needs and challenges related to gender mainstreaming within the organization.
- Training outline outlining the structure, key topics, learning objectives, and session durations for the gender training session for staff.
- Training materials/PowerPoint presentations for the gender training session for staff.
- Training outline outlining the structure, key topics, learning objectives, and session durations for the Training of Trainers (ToT) session.
- Training materials/PowerPoint presentations for the Training of Trainers (ToT) session.
- Comments and suggestions for improving gender mainstreaming in a pre-selected set of documents, including SARD policies and project proposals, accompanied by a report highlighting recommended changes and enhancements.

7. Proposals submission

- All Proposals to be submitted to SARD through email: procurement@sardngo.org
- Proposals should include a team presentation, timeframe, an outline of methodology, and fee (including any taxes).
- Proposals should also include 5 of the following to demonstrate appropriate experience and qualifications in gender studies, gender mainstreaming, and gender training: reference letters, work samples, contracts, certificates, and/or other relevant evidence of experience and qualifications.
- **The deadline to submit proposals is 02 March 2024 Time in Turkey: 11:59 PM. Proposals submitted after the deadline will not be evaluated.**
- For inquiries, please e-mail: procurement@sardngo.org – The email inquiries subject line should start with: “Inquiries - Gender”

8. Selection Criteria:

- Proposals will be scored according to the criteria below:
 - Total Price of the offer 20%
 - Methodology and adherence to timeframe 30%
 - Experience and Qualifications 50%
 - Reference letters, work samples, contracts, certificates, and/or other relevant evidence of experience and qualifications demonstrating appropriate experience

and qualifications in gender studies, gender mainstreaming, and gender training:
(Each document needs to be signed or won't be considered as valid).

- The maximum points are 25 (5 Points for each certificate, contract or letter).

9. Exclusion criteria:

- Proposals submitted after the deadline will not be evaluated.
- Any Financial Offer that is not clear will be rejected.
- Any Experience and References score that is less than 15% of 25% will be rejected.
- Any proposal that does not include the requested deliverables within the requested timeline will be rejected.