



AGA KHAN FOUNDATION CANADA

Terms of Reference

Foundations for Health and Empowerment and Foundations for Education and Empowerment Gender Analysis Coordination Short-term Consultancy

Aga Khan Foundation Canada (AKFC) is seeking a short-term consultant to lead the design, coordination, and reporting of a gender analysis under the Foundations for Health and Empowerment (F4HE) Program and Foundations for Education and Empowerment (F4EE) Program. The consultant will work from home, and support the AKFC Gender Advisor & MERL Advisor remotely, between June 29, 2020, and August 31, 2020.

I. Background and Context

The Aga Khan Foundation (AKF) brings together human, financial and technical resources to address some of the challenges faced by the poorest and most marginalised communities in the world. Special emphasis is placed on investing in human potential, expanding opportunity and improving the overall quality of life, especially for women and girls. The Aga Khan Foundation works primarily in six areas: Agriculture and Food Security; Economic Inclusion; Education; Early Childhood Development; Health and Nutrition; and Civil Society. Its activities are intended to improve the quality of life of beneficiary communities by assisting in the struggle against hunger, disease, illiteracy, ignorance and social exclusion. AKF is largely a field-based organisation with programme units located in Afghanistan, Bangladesh, Egypt, India, Kenya, the Kyrgyz Republic, Madagascar, Mali, Mozambique, Pakistan, Portugal, Russia, Syria, Tajikistan, Tanzania and Uganda; resource mobilisation offices in Canada, the United Kingdom and the United States; and headquarters based in Geneva, Switzerland.

In Canada, AKFC raises funds, builds partnerships with Canadian institutions, and promotes discussion and learning on international development issues. Established in 1980, AKFC is a registered Canadian charity and an agency of the worldwide Aga Khan Development Network.

Foundations for Health and Empowerment (F4HE) is a new partnership between Government of Canada and AKF that will improve the health and wellbeing of women, girls, their families and their communities in select countries of Asia. Taking a lifecycle approach, from early childhood through adolescence to adulthood, F4HE will strengthen the foundations for equitable development and empowerment. F4HE will be active in five countries: Afghanistan, India, Kyrgyzstan, Pakistan and Tajikistan.

Foundations for Education and Empowerment (F4EE) is a new partnership between Government of Canada and AKF that will improve educational systems at the pre-primary and primary level, in addition to strengthening women's empowerment and gender equality. F4EE is active in five countries: Kenya, Mozambique, Madagascar, Tanzania and Uganda.

Advancing Gender Equality through Civil Society (AGECS) is a component of F4EE and F4HE. AGECS will promote gender equality through targeted and transformative programming delivered by AKDN and local gender equality and women's organisations partners. It will strengthen the capacity of civil society,

including post-secondary institutions, to deliver this programming, become more gender responsive, and to share learnings and best practices on how to advance gender equality.

A Gender Analysis will be conducted for F4HE and F4EE, including AGECS, in order to inform the project’s COVID-19 response programming and the Project Implementation Plan.

I. Purpose

AKFC seeks a consultant with strong gender equality and research experience, and strong coordination, communication and English writing skills to lead the gender analysis for F4HE in Asia and F4EE in Africa.

II. Specific Objectives

The selected individual will be responsible to work remotely in collaboration with the AKF Global Civil Society and Gender Equality Advisor, AKFC Gender Advisor and Program Manager, and support AKF Country Units to implement the gender analysis in alignment with the F4HE and F4EE Gender Analysis Guidelines.

Deliverables	Specific Tasks & Responsibilities	Proposed Days
<i>Manage the planning and implementation of gender analysis across ten countries</i>	<ul style="list-style-type: none"> Facilitate F4HE and F4EE gender analysis launch meetings with AKF Country Units, AKFC and AKF Global Civil Society and Gender Equality Leads for feedback Develop and manage a gender analysis implementation plan with timeline, budget, and roles and responsibilities Share planning and implementation updates in bi-weekly meetings with AKFC and Global Programs Team Support AKF Country Units to adapt the F4HE Gender Analysis Guidelines to their context 	5
<i>Coordinate document reviews</i>	<ul style="list-style-type: none"> Support AKF Country Units with guidance and resources to complete the document review portion of the gender analysis, including identifying gaps in the existing literature Provide feedback to field teams on the document reviews for revisions and finalization 	5
<i>Support the planning and implementation of consultations</i>	<ul style="list-style-type: none"> Support AKF Country Units to review existing and develop new gender-sensitive data collection methods and tools Support MERL Units and/or the advertisement and recruitment of quality facilitators/enumerators as needed for data collection Support the development and delivery of facilitator/enumerator training on gender-sensitive data collection Support AKF Country Units to trouble-shoot challenges during the implementation of consultations 	15
<i>Summarize findings from each gender analysis and develop consolidated report</i>	<ul style="list-style-type: none"> Support MERL Units to develop data outputs for the data analysis Review the data analysis of the AKF Country Units Support the AKF Country Units to develop findings Develop an outline for consolidated report Consolidate document review and consultation findings into a report Share the draft report with AKF Country Units, AKFC and AKF Global Civil Society and Gender Equality Leads for feedback Incorporate inputs and share final gender analysis report 	15

III. Qualifications and Competencies

- Demonstrated experience designing, implementing, and/or reporting gender analysis for development programs;
- Knowledge of gender equality issues, particularly in relation to women and children’s health, education, civil society and women’s rights organizations;

- Demonstrated ability to coordinate teams and assignments in a collaborative manner, remotely across digital platforms;
- Demonstrated experience conducting qualitative or quantitative research and knowledge of research methods, gender sensitive and ethical approaches;
- Knowledge of the gender equality related context in the target countries is an asset;
- Outstanding written and interpersonal communication skills in English; knowledge of additional languages relevant to the target region is an asset;
- Demonstrated ability to adapt to changing scenarios, while maintaining strong initiative.

IV. Duration of the Consultancy

The assignment is expected to begin on June 29, 2020, and completed by August 31, 2020, and will require the consultant to work from home. Deadlines for all deliverables will be confirmed as part of the consultant’s work plan, developed during first few days of the consultancy.

V. Application and Evaluation

Applicants are requested to submit their updated CV, letter of interest and a sample of previous work to Julia Falco, AKFC Gender Advisor (genderequality@akfc.org) by June 26, 5:00 PM Eastern Time.

Applications will be reviewed on an on-going basis prior to this date.

Short-listed applicants will be selected based on the following criteria:

Criteria	%
Knowledge of gender equality issues, particularly in relation to health, education, civil society and women’s rights organizations	25
Previous experience designing, implementing, and/or reporting gender analysis for development programs	25
Strong communication, writing and reporting skills in English	20
Demonstrated ability to adapt and display strong initiative	15
Demonstrated ability to coordinate teams and assignments in a collaborative manner, remotely across online platforms	15
TOTAL	100

Applications will be reviewed on an ongoing basis. Only shortlisted candidates will be contacted.

AKFC is committed to advancing gender equality and inclusion through our programming and operations in Canada and overseas. AKFC requires all contractors to review and abide by the AKFC Gender Equality Policy.

AKFC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

AKFC recognizes the importance of safeguarding and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates, and the organization as a whole are kept safe from harm.