

Terms of Reference (ToR)

Conducting Gender Analysis in DCA South Sudan Country Office

1. Background and context

DanChurchAid (DCA) is a decentralized Danish NGO, which primarily works with local and international NGO partners, and it is a strong member of international networks/ alliances, including the ACT Alliance and the World Council of Churches. DCA's headquarter is in Copenhagen, and it has offices in 20 countries worldwide but supports projects/ programs in at least 25 countries. DCA Goals are closely interconnected and enable us to work flexibly and adaptively across contexts. We are multi-mandated, working across the Humanitarian-Development-Peace nexus while bringing together rights-holders, diverse partners, and other actors to realize our goals. DCA's international work thus promotes long-term solutions from the earliest stages of a humanitarian crisis, introduces crisis prevention measures in development contexts, addresses the root causes of inequality, and supports emergency response when needed. We align interventions with the aim of reducing short-term humanitarian needs and supporting conflict prevention and peace efforts while simultaneously investing in recovery and long-term development. We address structural barriers to equal opportunities and engage and advocate with policymakers for sustainability and change.

DCA South Sudan, in partnership with local partners, implements interventions focusing on Food Security and Livelihoods, peacebuilding, gender equality, and protection. Besides, DCA directly implements Humanitarian Mine Action (HMA) focusing on both mine clearance and risk awareness. DCA works with local communities and is increasingly involved in building the capacity of partners, communities, and local government duty-bearers. DCA's South Sudan office is based in Juba and implements programs through its partners in Jonglei, Upper Nile, Eastern Equatorial, Unity, and Central Equatorial states.

Objective of the consultancy: To conduct a comprehensive gender analysis aimed at generating insights into gender needs, constraints, opportunities, gender power dynamics, and decision-making structures in selected counties of Eastern Equatoria, Central Equatoria, Greater Pibor Administrative Area, and Upper Nile states. The gender analysis is expected to strengthen DCA's understanding of the root causes and consequences of gender inequality in regions as well as changes in gender dynamics in the past 5 years. A nuanced grasp of gender power dynamics, unequal access to services, and resources, and the intersectional faced by the marginalised groups (e.g., age, physical impairment, ethnicity, socio-economic status, etc.) are critical for designing future gender-responsive interventions that empower the most marginalized and vulnerable. The gender analysis will strengthen the design, programme quality, and expected gender and inclusion results within DCA's programme including specific objectives, gender-sensitive indicators, and strategies for mitigating gender-related risks.

2. Consultants Responsibilities

The consultant is expected to:-

- 2.1** Identify and examine key gender inequality issues, gender norms, and power relations in the context and address how DCA can best address these dynamics throughout programme design and implementation. The analysis should consider gender norms, roles, gendered division of labour, institutional practices, and barriers along with assessing access to and control over assets and resources, decision-making structures, gendered risks, and safety issues as well as gender issues related to the conflict in the South Sudan context. Additionally, the analysis should explore gender issues related to conflict in South Sudan and assess changes in these dynamics over the last five years.

- 2.2 . Analyse and document gender responsibilities and time use patterns, examining how men and women allocate their time across various activities and considering age and other intersectional characteristics. The analysis should highlight gender-based differences in mobility, participation in meetings, social interactions, information access, leisure time, and rest, while also addressing the impact of unequal work burdens and gendered tasks.
- 2.3 Assess gender-related disparities in access to and control over key resources, including land, employment, income, education, social benefits, services, technology, and information. Examine the capacities of men and women to advocate for their rights and choose livelihood and resilience strategies. Investigate challenges hindering women's financial participation, such as access to jobs, loans, and market opportunities. Highlight previous successful practices that promote women's economic empowerment in the region.
- 2.4 Examine patterns of power and decision-making, evaluating women's access to decision-making structures at various levels and how gender norms and unequal resource access influence this access. Identify intersecting factors contributing to discrimination and marginalization. Suggest strategies for addressing unequal power relationships and decision-making structures, including engaging men and faith-based actors. Explore the role of women-led/local organizations and faith-based actors in promoting or reducing gender equality. Analyse decision-making processes within households and communities related to program purposes like food choices, household expenditures, livelihood strategies, and community resource management, highlighting gender disparities.
- 2.5 Investigate safety, dignity, and well-being concerns, focusing on the prevalence of gender-based violence (GBV) and the availability of data. Conduct a brief mapping and assessment of safe spaces, service providers, and referral pathways/networks, identifying opportunities and gaps. Examine other gendered risks in the context, including those faced by men and boys, such as involvement in armed conflict. Propose strategies for mitigating GBV risks, including engagement with men and faith leaders.
- 2.6 Evaluate national and regional laws, policies, regulations, and institutional practices relevant to gender equality and inclusiveness. Identify gaps in the legal framework and opportunities to promote gender equality through existing laws and policies. Assess women's involvement in governance and civil society, including women-led organizations and advocacy groups focused on gender justice.
- 2.7 Analyse how conflict affects women and men differently, including their roles in conflict, peace-building, and transitional processes. Examine the interaction between gender norms and conflict drivers or mitigators. Include a focus on GBV and other risks faced by women in the context. Evaluate legal services and mechanisms for holding perpetrators of violence accountable. Suggest strategies for DCA to mitigate GBV risks, involving men and faith leaders in prevention efforts.

3. Methodology

The consultancy will employ predominately qualitative methodologies, and the consultant team will further develop and propose methodology. Key elements guiding the methodology include:

- Desk review of existing literature, reports, and other relevant documents.

- Key Informant interviews with women groups (for example, protection groups, Women’s association) members, women leaders, men, community leaders, faith actors, local gender experts, etc. Also, KII with protection and gender staff of humanitarian organizations.
- Focus group discussions with male and female groups including young and elderly, and people living with a disability. Some focus group interviews should be conducted with men and women separately to ensure to capture their differentiated needs, experiences, challenges, and ideas.

The study will be conducted in selected counties from the below states of South Sudan. The final locations will be sampled together with the selected consultant)

- Eastern Equatoria – Budi, Kapoeta East, and Magwi counties
- Central Equatoria – Juba County (Luri and Rajaf Payams)
- Greater Pibor Administrative Area-Pibor County
- Upper Nile – Ulang, Maiwut and Fashoda counties
- Jonglei – Akobo County

4. Data protection

Data will be handled considering the 6 Key principles for personal data collection¹. Specific context-relevant limitations will be communicated to the evaluator during the inception phase.

DCA has multiple mitigation measures adopted on how to protect the data of the individuals:

- Defining a clear purpose for processing personal data.
- Process the minimal amount of personal data needed.
- If we use personal data for a second time that it is only used for the same purpose, we documented when we processed that same data in a previous instance.
- The analyzed data as a form of reports will be shared upon request with a few donors and stakeholders. No individual household data will be shared with third parties.
- We do not store personal data longer than necessary and we delete it when we have no use for it any longer. This is the case for both our servers and datasheets in PCs.

5. Deliverables

The Consultancy will deliver the following: -

- Inception report: A detailed inception report outlining the conceptual framework, assessment questions, methodology, data sources, and sampling along with a timeline for developing data collection documents.
- Presentation of the first draft: Organise a presentation of the initial draft and hold a debriefing meeting with DCA, partners, and other stakeholders to discuss and receive feedback on the draft report.
- Draft report: Incorporate feedback from DCA and partners into the initial report.
- A summary report (maximum of 35 pages), A concise report highlighting key findings and recommendations for policymakers and donors.

➤ Final report. The Gender Analysis report should include at least:

¹ <https://gdpr.eu/what-is-gdpr/#:~:text=Data%20protection%20principles&text=Lawfulness%2C%20fairness%20and%20transparency%20%E2%80%94%20Processing,subject%20when%20you%20collected%20it.>

- Executive summary.
- Background
- Methodology and documentation of the process
- Limitations and challenges
- Findings of gender analysis - analysis of findings and key recommendations for how DCA can reflect the analysis findings in programme design and implementation.
- Conclusion and recommendations
- Workshop on gender analysis findings and gender mainstreaming to staff and partners

6. Timeline

The specific timeline for the consultancy will be determined based on the scope of data collection and analysis, allowing sufficient time for a thorough review, feedback, and discussion including input from colleagues at HQ.

Activity / Milestone	Duration (days)
Consultant preparation upon signing contract.	2
Consultant travels (applicable if international consultants)	2
Meeting with the project management team in Juba – administrative matters, reviews of background documents, tools finalization, presentation of the project inception report, etc.	3
Fieldwork – selected states and counties	20
Debrief from field	1
Preparation of draft report and distribution to DCA and partners	5
Presentation of the draft report	1
Final report	5
Total number of days	39

7. Terms and Conditions:

- **Logistics:**
 - DCA will cover field-related costs food, and accommodation.
 - The consultant shall budget for the daily payment of data collectors in the field.
 - DCA will cater for in-country flight bookings and payment to field locations.
- **Professional fee:** Interested consultants are expected to provide a budget for the exercise. DCA will consider proposals that are within the approved rates as per its policy on professional fees.
- **Tax and insurance:** 20% income tax payable to GoSS shall be deducted from the consultant's fee during payment. This should be clearly indicated in the financial proposal.
- A contract will be signed by the consultant upon commencement of the assessment, which will detail additional terms and conditions of service, aspects of inputs, and deliverables, including DCA's Code of Conduct.
- Data collection and data processing costs are included in the account of the consultant.

- The consultant is expected to use his/her own computer.
- Provide A summary of the project team, including the CVs of the project team members.
- Submit three references at most, along with a sample of prior work related to this ToR's deliverables.
- The consultant will be subject to due diligence and anti-terrorism background check.
- Adhere to child safeguarding policy and sign a code of conduct.

8. 7. Skills and Experience

Education: Advanced university degree in gender studies or other social sciences.

8.1 Experience:

- A minimum of 5 years of experience working in humanitarian aid, and gender relations, preferably in east or central Africa (or perhaps the exact location);
- Experience working in country/context would be advantageous, but not required.
- The team must contain at least one experienced expert in conducting gender analysis.

8.2 Language requirements

- English

8.3 Other qualifications

- Excellent interpersonal and communication skills;
- Solid written and oral presentation skills;
- Flexibility, Confidence, and proven track record in working with people of different faiths, backgrounds, and capacities;
- Strong ability to lead and facilitate discussions with a wide range of stakeholders;
- Ability to meet deadlines in a timely fashion;
- Strong research and analysis abilities;
- Ability to translate strategic and analytical thinking and innovative ideas into practical operational recommendations.

9. Application

The consultant is expected to submit the following:

- Brief explanation about the consultant(s) with emphasis on previous experience in similar work
- Profile of the consultant(s) to be involved in undertaking the consultancy.
- Technical proposal for undertaking this assignment as detailed in the TOR.
- Financial proposal including cost estimates for services rendered including daily consultancy fees.

SUBMISSION OF TECHNICAL PROPOSAL AND FINANCIAL PROPOSAL

Interested Individual Consultants or Consulting Firms are invited to submit Technical and Financial Proposals to ssk.recruitment@dca.dk by **20th of September 2023 (05:00 PM GMT+2)** mentioning 'Conducting Gender Analysis in DCA South Sudan Country Office' as their email subject line. Only short-listed applicants will be communicated.