

Sample Consultant Terms of Reference: Masculinities, Power and Politics

TO: [CONSULTANT/LOCAL ORG]

FROM: [Contracting Organization]

DATE:

RE: Partnership re: Early Party Development Masculinities Program

OVERVIEW

This document outlines the terms of reference (TOR) for the work that [CONSULTANT/LOCAL ORG] will complete alongside [Contracting Organization] for the **Masculinities Program** in X. The document spells out the timeline of [CONSULTANT/LOCAL ORG]'s engagement with the project, deliverables associated with the project, and total compensation and allowable costs for the project.

SUMMARY OF [CONSULTANT/LOCAL ORG] DELIVERABLES

- ▶ Develop an agenda for a workshop on patriarchal social norms in nascent political parties
- ▶ Moderate a full-day workshop with X political parties
- ▶ Commitment-to-Action Activities implemented with political parties

Assistance to be provided by [Contracting Organization] is detailed in **Section 1**. [CONSULTANT/LOCAL ORG] will undertake the described activities in order to produce the deliverables described in **Section 2**. Payment terms are detailed in **Section 3**.

1. ASSISTANCE FROM [CONTRACTING ORGANIZATION]

[CONSULTANT/LOCAL ORG] will be provided with all materials and documents related to [Contracting Organization]'s approach to working on masculinities with political party members, and [Contracting Organization] will undertake the following tasks to prepare [CONSULTANT/LOCAL ORG] for their activities. A member of the [Contracting Organization] staff will provide input throughout the program implementation:

- ▶ Recommendations on key political party leaders to engage for the pilot (This list will remain confidential to [Contracting Organization] and [CONSULTANT/LOCAL ORG])
- ▶ Recommendations from [Contracting Organization] on women's rights organizations and coalitions working specifically on women's political participation, both regionally and within [COUNTRY]
- ▶ Lead design of workshop I and II agenda and workshop Moderator Guide
- ▶ Lead design of activities to implement between workshop I and II

2. DELIVERABLES

- ▶ Recommendations on who from political parties could be allies based on their previous work with local government
- ▶ Recommendations on women's rights organizations and coalitions working in the [CONSULTANT/LOCAL ORG] network that should be engaged
- ▶ Review and provide feedback on workshop agenda and Moderator Guide to reflect local context
- ▶ Review and provide feedback on/help develop **Commitment-to-Action Activities**:
 - ▶ Provide examples to [Contracting Organization] of how this has been supported at community and individual level
 - ▶ Suggest adaptations that may work for men in politics and collaborate with NDI to adapt them.
 - ▶ Recommend how [CONSULTANT/LOCAL ORG], [Contracting Organization] and women's rights partners can support these activities during a four month period (i.e., does training need to be provided and/or regular meetings scheduled where men can safely gather and discuss challenges and efforts, etc., moderated by [CONSULTANT/LOCAL ORG] and a women's rights organization?)

- ▶ Participate in training on Masculinities and Politics approach remotely or inperson
- ▶ Available for consultations with [Contracting Organization] via phone or online as needed to plan for workshops and/or Commitment-to-Action Activities
- ▶ Identify moderators/point people in X to participate in all of the workshops and provide program support throughout the project timeline

3. COMPENSATION AND ALLOWABLE COSTS

[Contracting Organization] will pay [CONSULTANT/LOCAL ORG] a total sum of xxxx for work on this project, inclusive of all fees, expenses, and taxes that may result from [CONSULTANT/LOCAL ORG]'s work. The amount will be paid to [CONSULTANT/LOCAL ORG] upon completion of all deliverables, and upon receipt of a valid invoice from [CONSULTANT/LOCAL ORG].