

TERMS OF REFERENCE FOR REGIONAL GENDER ANALYST & COORDINATOR

Call GT Reference No 2: Regional Gender Analyst & Coordinator
GAAA/CAWTAR-Sida /01-05-18-13 /FBHZ/TN Gender & Trade.

Title: Regional Gender Analyst & Coordinator

Type of Contract: Individual Contract

Post Type and Level: Regional

Duration: 4 months

Location: Algeria, Egypt, Jordan, Lebanon, Morocco, and Tunisia

Start Date: February 2018

End Date: June 2018

Application deadline: 25 January 2018

BACKGROUND

Established in 1993 to contribute to the empowerment of Arab women, economically, socially and politically through Gender and Human rights approaches the Center of Arab Women for Training and Research/CAWTAR¹ is a non-profit independent regional centre, enjoying an international legal personality.

CAWTAR Vision's states: "We seek to establish equal rights, both in law and in practice, for women and men in all places of the Arab Region, in order to overcome the gender gaps and allow women and men to act equally for the prosperity of the community. CAWTAR is committed to the empowerment of women based on human rights and gender principles." CAWTAR's Mission is "to contribute to the empowerment of Arab women to fully exercise their human rights, economically, socially and politically through Gender and Human rights approaches".

To achieve its mission, CAWTAR generates knowledge in order to produce a base of evidence and enhance technical and institutional capacity in the region (governmental institutions and non-governmental organizations) in promoting and advocating for gender equality and the promotion of women to decision-making positions" in ways that enable women and men in the Arab states region to become fully empowered and to enjoy their human rights as an integral part of the development of their communities and societies.

To achieve its mission, CAWTAR's strategic approach is to generate knowledge in order to produce a base of evidences that will support/ enhance technical and institutional capacity in the region in ways that enable Arab women to become fully empowered and to enjoy their human rights equally with men as part of the

¹ www.cawtar.org

development of their communities and societies. Production of evidences is essential to advocate for change towards elimination of all forms of discrimination and violence towards achievement of Gender Equality.

For that purpose, CAWTAR seeks the services of qualified and experienced Policy analysts/gender auditors, 2 per country -with a total of 12 for the six countries covered by the project- and 1 regional gender analyst coordinator to assess and analyze the situation of women in national economies with focus on Gender & trade.

WHY THE GENDER ASSESSMENT, AUDIT & ANALYSIS/GAAA?

Economic participation of women in the MENA Region faces up diverse and multiple obstacles and barriers. Gender construction influences both causes and consequences of poverty. As many other regions in the world, women are involved in trade but it is petty trading used to support their reproductive role and improve their contribution to the economic resources of their family. They are excluded from public policies as a whole and consequently from those adapted to trade opportunities, higher technology and higher wages.

Even if they are not gender sensitive, there is no intended discrimination in the Trade Agreements but it is not the case as regard to the way their provisions are implemented in the ground. Indeed the effect of trade policy on economic and social activities tend to be different between men and women as they have different economic and social roles and different access to and control over resources. Women tend to be more affected by the negative side effects of trade liberalization and are facing bigger challenges than men when it comes to taking advantage of the opportunities trade offers. They also have a different impact and influence on trade patterns and policies. This is because, worldwide, women and men have different access to ownership and control of productive resources (land, credit, their own labour...), decision-making and participation.

It is fair to claim that historically gender hasn't been studied alongside trade, because it was thought of as being "gender neutral". It aims to bring to light gender issues in the area of Trade for the reason that this complex component (i.e. gender) and its impacts have often been left out analysis when it relates to effects of structural adjustment and Trade Liberalization on women.

Accurate information related to the status and place of women in economy and business at international, regional and national levels is limited, even if a number of constraints and challenges facing women enjoyment of their economic rights are well identified to only quote: women's limited access to credit, trade-related information as well as weak capacity in terms of knowledge and skills with absence of participation to decision making with limited liberties in both private and public life. Gender based-discrimination and differences are obvious thanks to sex-disaggregated statistics when they are available to only quote employment, salaries, labour-time use, access

to productive inputs and social entitlements, as well as the allocation of paid and unpaid work between women and men².

Whatever are the number and/or type of economic interventions in the MENA region and countries covered by this project, it will be important to know what are the economic activities, including Trade related activities; women are taking part in, and how. The available data and indicators could assess how it works for them in terms of input and benefits and at both public and private levels and examine if the economic rights and liberties are part of the life of men and women; hence, understand the gaps in these rights and liberties.

This project intends to produce data and information to present evidences that show a correlation between Gender and Trade to be used in advocacy, policy dialogue and planning for change towards Gender Equality.

Appropriate means material and tools will be made available for that purpose and also to support women as individuals and in cooperatives, SMEs, family business or corporates, to find their place equally with men in their economies including in Trade markets, their societies and families.

Specific measurable expected output:

A Gender Assessment, Audit & Analysis/GAAA of the situation of women in national economy & Trade to be conducted from gender and Human rights perspectives to establish a baseline in the 6 covered countries and accordingly develop mainstreaming guidelines as well as select a set of pertinent indicators.

The findings of the GAAA exercise and guidelines will have to be discussed with and validated by concerned national bodies and regional organisations.

SCOPE OF WORK/ WORK ASSIGNMENTS:

In the context of his/her tasks related to the GAAA exercise to be conducted by the GAAA teams in each covered country and at regional level, the Regional Gender Analyst & Coordinator is expected to work under the direct supervision of and coordination with the Team leader/Project Manager.

Overall responsibility

The main responsibility of the Regional Gender Analyst & Coordinator is to:

- Prepare a sampling among the Regional Organisations namely: The League of Arab States/LAS, the Arab Maghreb Union/AMU, the Arab Industrial Development and Mining Organization/AIDMO, the Arab Organization for Agricultural Development/AOAD and the Arab Telecommunication Union/ATU to establish their profile and assess, audit and analyse their policies & programmes including human resources;

² Gender, Trade and the WTO: Speaking Notes for the WTO Public Symposium Challenges ahead on the road to Cancún Geneva, June 16, 2003, Heather Gibb, The North-South Institute, Canada

- Coordinate with GAAA country teams to ensure harmonization of methodology's utilisation and findings' consolidation
- Ensure the final products/deliverables are consistent with the expected results and of quality.
- Prepare an analysis & synthesis report (findings at regional and country levels)

S/he is also required to accompany, support and contribute to all steps of the process as herewith described but not restricted to:

Preparatory step

1. Prepare preliminary lists for the review/assessment of available data and information as well as institutional and spatial mapping with special attention to confronting power towards change (at home)
2. Attend the technical & training workshop (in one of the covered countries) to be organised for the 6 country teams and regional coordinator to:
 - a. Contribute to the finalization and the harmonization of the GAAA methodology and tools adapted at country and regional level (to be prepared by an international expert);
 - b. Review/complete the preliminary review/assessment of available data and information as well as institutional mapping and confronting powers (draft to be prepared before the technical & training meeting);
 - c. Prepare the whole implementation process till the finalization of the exercise with related work plan and calendar.

Implementation step

Based on the findings of the preparatory phase including the training workshop:

1. Finalise the GAAA workplan in each country, with concerned stakeholders,
2. Finalise the list of data collection sources to fill the gaps and ensure complete and comprehensive information
3. Complete the list of policy documents and other related references to be proposed for the desk review
4. Finalise the list of the national concerned stakeholders (bodies and entities), potential donors and partners as well as "clients" among the international, and regional institutions/organizations in each country,
5. Attend the regional seminar (to be organised in one of the covered countries) to review and validate with concerned national bodies & regional organisations the findings of the 1st technical meeting and above 1, 2, 3 and 4.
6. Undertake a field testing of the methodology & tools and report on the findings to be shared with/validated by the regional core & coordination,
7. Conduct the GAAA exercise to assess, audit and analyze the situation of women in economy & Trade from Gender and Human Rights perspectives in the 6 covered countries and related organizations, according to these various steps:
 - a. Profiling (country) and mapping (of concerned stakeholders and institutions/power of change),
 - b. Desk Review (policies, strategies, legislations and any other related pertinent documents,

- c. Stakeholders' Analysis at country and regional levels (interviews and focus group discussions).

Harmonised methodology & tools as well as the work plan will be finalised for each country and at regional level during the training & technical meeting and validated at regional seminar.

Reporting and validation step

1. Analyze collected/available data on Gender & Trade and the GAAA findings related to the situation of women in economy and trade from gender and human rights perspectives,
2. Select a number of good practices -per country and for the region- if any and/or lessons learnt to build evidences that show correlation between gender and trade as well as effects on the economic situation of women in comparison to men
3. Select a platform of recommendations-per country and for the region- to limit these effects and increase women participation in economy and trade,
4. Prepare the first draft of the report based on the adopted structure in order to be reviewed, including from peers, (profiling & mapping and findings of the GAAA), to be consolidated and finalised for each country and regional organisation.
5. Organize one-day review meeting in each country to present, discuss and validate the country final findings and related platform of evidences and recommendations.

Expected deliverables/end Products:

The Regional Gender Analyst & Coordinator is expected to deliver:

1. A Gender profile of the targeted regional organisations & Mapping of the influential stakeholders and institutions
2. A validated GAAA analysis & synthesis report (findings at regional and country levels)

In addition to his/her expected deliverable to the process and end-results, s/he will contribute to the consolidation and quality control of the following:

1. 6 country profiling completed.
2. 6 country actors' of change mapping established.
3. 6 GAAA country reports finalised & validated.
4. A platform of priority recommendations validated for the advocacy, policy dialogue and planning for change.

A calendar/timeframe for each deliverable will be agreed upon during the technical/training meeting

2nd language of each report's summary will be decided during the same above meeting.

QUALIFICATIONS

Education:

- Academic Qualifications (Master or more) in Social/Economic Sciences, Anthropology.... or any other field consistent with the core tasks and expected deliverables
- Knowledge in sex disaggregated and gender statistics, gender, human rights and development issues.

Knowledge, skills and experience:

- A minimum of five years in research design, implementation and management (Essential).
- Good qualitative and quantitative review and analytical skills and experience in conducting Gender Assessment, Audit and Analysis of policy and programmes documents and/or stakeholders analysis on economic, social and gender issues (Essential)
- Experience conducting research specifically on gender including women empowerment and human rights issues (desirable).
- Good working knowledge of, and networks/contacts relevant to, national Women empowerment and gender equality systems as well as economic institutions and organisations from both public and private sectors (Desirable)
- Understanding of the UN international Human Rights framework such as CEDAW and CRC, the legal framework and the relevant national policies and plans for and relating to Women empowerment and gender equality as well as Trade organisations & agreements at international, regional and national levels (Essential).
- Required extensive knowledge of Women Empowerment and Gender Equality for each concerned country team. (Essential)
- Experience in computer data entry for research analysis (Essential).
- Excellent written and spoken Arabic and English/French. (Essential).
- Proficient in Microsoft Office (Word, Excel, Powerpoint) and relevant internet and email software (Desirable)

COMPETENCIES :

- Highly organized; able to plan, implement and monitor work with good attention to detail.
- Highly motivated to work on Gender & HR issues with focus on economic rights
- Ability and willingness to work as part of a team; demonstrated ability to work with others including governmental bodies and professional organisations.
- Ability to take the initiative within clearly defined parameters.
- Analytical and conceptual ability; excellent communication skills.
- Proven ability to keep to deadlines.
- High tolerance for operating in an environment characterized by uncertainty and sensitiveness.
- Willingness to comply with Code of ethics in relation with research as a whole and Gender Audit in particular (codes of conduct relating to behavior and communications, neutrality, confidentiality...).

INSTITUTIONAL ARRANGEMENTS:

Consultant's Work Place:

In Country with limited travel outside the country (from Algeria, Egypt, Jordan, Lebanon, Morocco, and Tunisia to the country where the event/activity will be organised)

Work Schedule:

The contract is expected to start no later the 1st February 2018. The length of the contract 4 months up until May but no later than June 2018 (depending on the signature of the contract, the progress of the research, adjustments may have to be made in the timeframe).

HOW TO APPLY

Interested individual applicants must submit the following documents/information to demonstrate their qualifications:-

1. Cover letter: (not more than 450 words) why you are the most suitable for the work.
2. Intervention framework and field work:
 - a. Describe in one paragraph the GAAA's main principles in economy and trade to ensure: 1) an accurate gender diagnosis; 2) a relevant identification of the influential actors of change.
 - b. To maximize the fieldwork, describe the process you would recommend to undertake the GAAA and its different steps.
3. Financial proposal: indicate daily fee expectations, which should be inclusive of all other costs, as no other allowances will be paid under the contract.
4. Personal CV including past experience in similar projects and at least 3 references in relation with the position requirements.
5. All quoted required certificates and specific recommendations will be requested in case of selection in the short list

Interested applicants should send their applications to the following mail or email address:

Centre de la Femme Arabe pour la Formation et la Recherche/CAWTAR
Call GT Reference No 2: GAAA/ CAWTAR-Sida /11170520/FBHZ/TN Gender & Trade.

Postal Address: P.O. Box n°:105 1003 Cité El Khadra Tunis- Tunisia
registry@cawtar.org

Please put in the subject/ **Call GT Reference No 2: GAAA/CAWTAR-Sida /01-05-18-13 /FBHZ/TN Gender & Trade.**