



## ***TERMS OF REFERENCE FOR CONSULTANCY TO DEVELOP THE GENDER POLICY FOR ZANEC***

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### **1.0 INTRODUCTION**

The Zambia National Education Coalition (ZANEC) is a network of Civil Society Organisations registered under the Registrar of Societies Act on 3<sup>rd</sup> July, 2002 on certificate number ORS/102/35/2581. The organisation currently has eighty-nine (89) Member Organisations comprising of Community Based Organisations, Faith Based Organisations, Non-Governmental Organisations, Teacher Trade Unions and Student Unions. The organisation works across the five education subsectors namely Early Childhood Care, Development and Education (ECCDE); Basic Education (Primary and Secondary School); Skills and Tertiary Education; Youth, Adult Literacy and Education (YALE); as well as Gender and Equity.

ZANEC's mandate is to coordinate civil society advocacy for quality, equitable and inclusive education for all Zambians. The organisation is involved in research, advocacy and member capacity building on different aspects of Education and Skills Sector in Zambia. ZANEC's focus is therefore on the implementation of national plans and international frameworks that advance education in Zambia. ZANEC takes particular interest to ensure that no one is left behind in accessing education, thus its emphasis on taking gender as a cross cutting issue in its advocacy work.

### **2.0 PURPOSE OF CONSULTANCY**

In line with the National Gender Policy and its values, ZANEC would like to engage a consultant to draft a detailed Gender Policy for the organisation. The ZANEC Gender Policy is expected to guide the organisation in the promotion of gender equity and equality. This policy should provide provisions that will guide the Coalition's operations at the level of the Board of Governors, membership, staff and programme implementation.

#### **2.1 SPECIFIC OBJECTIVES:**

To draft the ZANEC Gender Policy in line with its mandate.

#### **2.2 SCOPE OF WORK**

ZANEC wishes to hire a consultant for ten (10) working days to come up with a Gender Policy for the organisation. Specifically, the consultant will be required to do the following:

- i. Convene virtual consultative meeting with ZANEC Member Organisations to get their views on the gender policy as well as gaps that could be addressed.

- ii. Provide a contextual analysis on national and international gender issues including policies and protocols that should inform the gender policy.
- iii. The Policy should also make reference to regional and international protocols on gender.
- iv. Draft the content of a holistic Gender Policy aligning to ZANEC mandate
- v. Provide implementation guidelines to the policy.
- vi. Develop a clear monitoring and evaluation strategy for the policy.

### **3.0 KEY DELIVERABLES**

- i. An inception report outlining the methodology, key deliverables and timeframes;
- ii. A satisfactory draft Gender Policy to be reviewed by ZANEC Secretariat;
- iii. A satisfactory second draft to be reviewed by the Secretariat and the Gender and Equity Sub-sector of ZANEC;
- iv. Final ZANEC Gender Policy;
- v. PowerPoint presentation of the key content or sections of the Gender Policy in summaries.

### **4.0 REQUIRED COMPETENCIES**

- Must possess Masters' Degree in Gender, Education or a related field;
- Proven experience in working around the education and gender sector;
- Proven experience in Policy formulation especially related to gender;
- Proven knowledge and experience in national, regional and international frameworks on gender;
- Strong analytical, facilitation, writing and communication skills;
- Ability to devote full time towards meeting the assignment deadlines.

All expressions of interest with a clear presentation on the understanding of the task, methodology, competencies and proposed cost must be submitted through email or hand delivered to the address below by **Friday, 1<sup>st</sup> July, 2022**.

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