

## Consultant Gender Expert – Terms of Reference

### Organization Background:

Welthungerhilfe (WHH) is a private, non-profit-making, politically independent and non-denominational organization that supports people living in deprivation and poverty, irrespective of the color of their skin, their religious beliefs or their worldview. WHH is working in the fields of development cooperation and humanitarian aid, relief aid, rehabilitation, and reconstruction. In Lebanon, WHH implement projects through local implementing partners where agriculture, livelihoods, food security and social stability are the main working fields.

### Objective of the Consultancy:

WHH (Welthungerhilfe) is seeking a gender consultant to conduct a comprehensive review the outreach strategies, ensuring they are inclusive and effective from a gender perspective.

The consultant will assess partner documents and plans to validate the integration of gender mainstreaming principles. Through this review, they will provide actionable recommendations to enhance the outreach strategies, ensuring they are responsive to the diverse needs and experiences of women and men.

This consultancy role is vital in strengthening our commitment to gender equality and empowering all individuals within the communities we serve.

### SCOPE OF WORK

A consultant is required to provide support at the level of:

#### 1- Reviewing Partner Documents and Outreach Strategies:

This involves examining the documents prepared by project partners, which may include reports, plans, or strategies related to project outreach. These documents could outline how partners intend to engage with communities, stakeholders, or target audiences to achieve project objectives. During the review, attention should be given to the clarity, feasibility, and alignment of these strategies with the overall project goals.

#### 2- Validating Gender Mainstreaming Approach:

Gender mainstreaming is the process of assessing the implications for women and men of any planned action, including legislation, policies, or programs, in all areas and at all levels. In this task, the goal is to ensure that the documents and strategies provided by partners are inclusive of gender considerations. This means examining whether gender perspectives are adequately integrated into outreach strategies, ensuring that the project accounts for the diverse needs and experiences of both women and men.

### 3- Providing Corrective Actions/Practical Recommendations:

Based on the review and validation process, this task involves offering feedback and recommendations to partners. Corrective actions may include suggesting revisions to outreach strategies to enhance their effectiveness or proposing additions to ensure gender mainstreaming is properly addressed. Practical recommendations should be actionable and aimed at improving the quality and impact of partner documents and strategies, ultimately contributing to the success of the project.

Geographical area:

Region/area: Governorates South And Nabatieh, Greater Beirut

#### Deliverables:

- Assessing MSMEs, cooperatives and startups business plan and providing guidelines on their potential sustainability
- Supporting implementing partners in the development of technical support programs adapted to community members, smallholder farmers and food processors.
- Support in the design and monitor the assessments to be conducted by partners in the target areas.
- Supporting in reviewing the gender impact of the program.
- Preparing appropriate reports and presentations.
- Any other duties as defined.

#### Required competencies:

- Required degree in Required degree in social sciences or related topic.
- Extensive knowledge of gender sensitivity and gender mainstreaming concepts within projects implemented with vulnerable population.
- Experience on gender related to agriculture environment is a plus.
- Must be computer literate.
- Excellent verbal and written communication skills in English and Arabic

#### Timeframe:

The consultancy should be designed to be done in 10 working days through 1 year period (1 days per month).

#### Documents to be Submitted:

You are kindly requested to provide us with an official technical and financial proposal as follow:

#### Technical Proposal:

- **02. A2- Annex I Supplier Declaration (to be filled, signed and stamped), if stamp is not available Consultant / Trainer Signature is enough.**
- **03. A3 - Annex III Terms and Conditions of International Procurement of Goods and Services to be filled, signed and stamped), if stamp is not available Consultant / Trainer Signature is enough.**
- Technical Proposal Including Working Methodology.
- Consultant Resume and Cover Letter
- Copy of Consultant ID or Passport
- Company / establishment Registration Certificate (if any)
- MOF Registration (if any)
- VAT Registration (if any)

**Financial Proposal:**

- Financial offer (financial breakdown for the consultancies / services will be provided)
- **05. RFQ Form - put your Grand total for the financial offer (to be filled, signed and stamped), if stamp is not available Consultant / Trainer Signature is enough.**

Please make sure too to provide Minimum information on your quotation:

- Name, address, phone and contact person.
- Total price including 11% VAT (in case you are registered in VAT)
- Validity of the quotation (Minimum 1 month)
- Please consider specifying transfer fees in your RFQ (10 USD and not considered for VAT).
- In **Annex I Supplier Declaration**, please insure providing too your bank details using the table below since the payment will be done via bank transfer, you can fill the below table and skip the blank in the Declaration form.

<b>Bank name:</b>	
<b>Branch Name</b>	
<b>Bank Address:</b>	
<b>Account number:</b>	
<b>Account Holder:</b>	
<b>IBAN:</b>	
<b>SWIFT CODE</b>	

Payment will be done as following:

- Cash payment for total invoice amount below 250 USD
- Wire transfer for total invoice amount above 250 USD (Fresh Dollar account) within 15 - 20 days.

**Submission Deadline:**

Applications should be sent to [procurement.lebanon@welthungerhilfe.de](mailto:procurement.lebanon@welthungerhilfe.de) before Monday, April 15, 2024, at 16:00 (Beirut Time)

If you need further information or clarification, contact [procurement.lebanon@welthungerhilfe.de](mailto:procurement.lebanon@welthungerhilfe.de)