



Terms of Reference | TRAINING ON GENDER MAINSREAMING

To conduct a 2-day Gender training workshop on mainstreaming gender in FMT's programmes and operations.

RFP ID:

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Prepared by FinMark Trust

FinMark Trust

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1. About FinMark Trust

FinMark Trust (FMT) is an independent trust whose purpose is to make financial markets work for the poor by promoting financial inclusion and regional financial integration. FMT does this by conducting research to identify the systemic constraints that prevents consumers from accessing financial markets, and by advocating for change on the basis of research findings. Thus, FMT has a catalytic role, driven by its purpose to start processes of change that ultimately lead to the development of inclusive financial systems that can benefit all consumers.

2. Background and Contextual information

Gender equality is fundamental to achieving economic growth and poverty reduction. FMT is committed to accelerating efforts towards gender equality and empowerment of women through mainstreaming gender in programmes, projects and operations. This involves integrating gender in our organizational culture and incorporation of the perspectives of men, women, boys and girls in planning, design, implementation and monitoring and evaluation of projects. To ensure the achievement of its gender equality commitment, building of gender aware working culture with shared norms and implementation of the gender mainstreaming process, FinMark Trust is conducting a two-day training workshop for all staff members and seeking an external consultant to facilitate the training.

The overall objectives of the training are to:

- Increase staff members awareness of gender, gender equality and gender mainstreaming approaches.
- Strengthen the knowledge and practical skills of staff members to mainstreaming gender in programs, research, and policies.

It is expected that at the end of the training, staff members will have a clear understanding of the importance of gender, gender equality, women and youth empowerment, diversity in the workplace, issues of gender in the workplace, and how to effectively integrate and mainstream gender at all levels of programming and operations.

3. Scope of Work

The consultant is expected to undertake the following activities:

- i. Design a 2-day participatory training workshop plan & all relevant materials to be used.
- ii. To familiarize FMT staff with basic gender concepts and gender analytical tools and their practical application in development projects.
- iii. Conduct training on gender mainstreaming processes in programmes, projects and operations.
- iv. Guide staff members in developing gender-action plans relevant to their programmes/workstreams with indicators, budget, and timelines (internal monitoring and evaluation).

- v. Develop gender mainstreaming toolkits which provide step by step guidelines in designing gender inclusive projects, guidance on integration of gender throughout project cycles and checklists or gender marker to assess the level of gender integration in projects.
- vi. Assist MRM Officer with integrating gender equality in monitoring and evaluation systems.

4. Approach

The consultant will be required to design and facilitate a 2-day participatory training workshop which will equip staff members with the knowledge and skills to mainstream gender in programmes, throughout project cycles and in operations. The consultant will be required to work under the guidance and supervision of FMT's gender specialist and review relevant FMT's policies, programmes, projects, action-plans, and reports in preparation for the training.

- i. The first day of the training will aim to refresh FMT staff on gender concepts, increase staff capacity to recognize and address gender issues in the workplace, and understand gender mainstreaming processes in programmes. The consultant should aim to include emerging global gender topics and areas of focus relevant to the financial inclusion community.
- ii. The second day of the training will involve discussions with each workstream to determine how to integrate gender in their programs and processes and to develop workstream gender action plans. The action plans will include gender indicators, budgeting, timelines, and reporting. Managers of each workstream, and team members will be responsible for implementation of the action plan. The gender specialist will compile inputs of each workstream into the overall gender strategy and follow up with managers on implementation.

5. Results & Deliverables

The consultant will be expected to:

- i. Provide a detailed training work-plan including workshop materials and presentations prior to the training workshop.
- ii. Conduct a 2-day workshop which will result in gender-action plans for each workstream with indicators, budget, and timelines (which will be used for internal monitoring and evaluation).
- iii. Develop resource materials (guides and toolkits) for staff guidance in mainstreaming gender throughout project cycles and assessment of gender integration in projects.
- iv. To develop standard guidelines on integration of gender perspectives in FMT's monitoring and evaluation systems to provide practical guidance to staff involved in planning and monitoring projects.
- v. Draft a report on the training, including an evaluation of the workshop and recommendations on future training/support – to be submitted within 2 weeks of completion of the training workshop.

6. Level of Effort

Activity	Days
Workshop design and material preparation	3
Facilitation of workshop	2
Development of guidelines & toolkits	5
Report	2
Total	12

Note: All other expenses such as communications & travel must be included in the financial proposal.

7. Required skills and qualifications

Applications from interested individuals must provide evidence of the capacity to undertake this exercise. This includes capacity to deliver the results in the timeframe provided, as well as some indication of prior experience in designing, facilitating, and supporting gender mainstreaming approaches at organizational and programmatic levels within the financial inclusion development space. Required skills / qualifications include the following:

- College or University degree in Economics, Social Sciences, Gender & Development, Development Finance, International Development, or other relevant field.
- A minimum of five years of relevant experience in delivering training on gender analysis tools and gender mainstreaming strategies at institutional and project levels.
- Knowledge of financial inclusion and development of gender mainstreaming guidelines and toolkits for development organizations.
- Sound knowledge of social and gender issues in the SADC region.
- Personal commitment, efficiency and flexibility, teamwork spirit with the ability to work independently or under minimum supervision; and
- Excellent communication, written and verbal skills both **in English is essential.**

8. Selection criteria

Contract selection criteria and award will be made based on the following scoring mechanism:

	Criteria	Weighting
1	Competence and previous experience	30%
2	Knowledge of analytical tools and strategies to mainstream gender in policies and programmes.	30%
3	Local capacity	10%

	Criteria	Weighting
4	Budget	30%
	Maximum score	100%

9. Submission

Proposals: Proposals for the project should be submitted by close of business on 14th of October 2020 at 17:00 (SAST) by email to Ms. Petronella Tizora (petronellat@finmark.org.za). The successful bidder will be notified by Friday 16th October 2020. It is envisaged that the training will be conducted on the 3rd and 4th of November 2020.

The selected consultant must be prepared to meet with FMT for a briefing on a date to be announced. Once the selection process has been completed, FMT will issue a contract confirming the appointment of the consultant. Any queries relating to the preparation of the application should be referred to Ms. Petronella Tizora by email: petronellat@finmark.org.za.

In line with FMT's policy of transparency, answers to queries from one candidate will be circulated to all who indicated their intention to submit a proposal.

Guidance notes to bidders

FinMark Trust reserves the absolute right to use its discretion in the interpretation of these award criteria. The following notes are intended to provide broad guidance only on how proposals will be evaluated. Bidders may be required to clarify their proposals by way of a telephone call or presentation.

“Relevant, demonstrated competence of firm(s) in this area” - you should aim to demonstrate how the firm’s collective past experience can be applied (or adapted) to address the specific brief set out in the terms of reference. You are welcome to describe the firm’s general experience of financial sector development issues (e.g. in other geographies or topical areas) but the evaluation will focus particularly on the application of that experience for the specific task at hand.

“Demonstrated expertise of key individuals to be involved in this project” – the evaluation places considerable emphasis on the role and demonstrated expertise (i.e. track record) of the key individuals to be involved on the project rather than on the expertise of the firm itself.

“Use of local professional capacity (consulting, analysis, coordination etc.)” – FinMark Trust wishes to ensure that local capacity is used and developed. International firms are therefore encouraged to partner with local organisations.

“Content, quality and originality of proposal” – proposals should address the brief set out in the terms of reference in a comprehensive manner. Bidders should aim for innovation as well as professional presentation. Whilst similar, relevant experience in other markets will be an advantage for a bidder, each market is different and so proposals need to reflect the particular characteristics of that market, as well as the challenge set by the terms of reference.

“Fee basis” – value for money, as well as absolute cost, will be taken into account.

10. Important to note

Qualified female candidates are encouraged to apply.

If no communication has been received from FMT after 1 month of your submission, please consider yourself as unsuccessful.

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