

Terms of Reference for Consultancy to Develop a Strategy for Women Leadership & Conduct staff training

1.0 Introduction

YSAT - Youth Social Advocacy Team is a refugee youth-led non-profit organisation whose core mandate is to **support conflict affected youth** by tackling barriers to accessing quality education, sustainable Livelihoods and addressing root causes of violent conflicts to promote *peace and self reliance for refugees* and vulnerable host communities in Uganda using our own experiences as refugees.

YSAT has been legally registered to operate in Uganda with National Bureau for Non - Governmental Organizations Reg. **No.4743** as a regional NGO with thematic focus areas in: Community Based Protection, Food Security and Livelihoods, Education in Emergency, Environment & Energy, Evidence-based research and Advocacy spread across the districts of; Terego (Imvepi), Madi-Okollo (Rhinocamp), Adjumani (Pakelle), Palorinya with HQ based in West Nile, P.O. Box 661 Arua, Uganda.

2.0 Purpose

YSAT in partnership with Oxfam and War Child Canada with funding from Global Affairs Canada (GAC) is implementing the Geared for Success (GFS) a 5 Year Gender responsive Education project in West Nile. One key objective of GFS is Capacity strengthening of Partner **Refugee led Organizations through Oxfam's Capacity Assessment Tool (CAT) methodology** where YSAT identified the key domains with priority given to: Domain 1; Women Transformative leadership and Organizational resilience & sustainability as key area of capacity enhancement priorities.

The purpose of this consultancy is to develop a strategy for Women Leadership to promote **Reflective leadership on Gender and Diversity**.

3.0 Objective of this Consultancy

- To Develop a Strategy for Women Leadership

4.0 Scope of Work

The scope of work for this consultancy includes.

- Conducting an assessment to understand existing gender and women leadership gaps in YSAT and share an inception report in line with Capacity Assessment Tool for Gender Just Organizations (CAT4GJOs)
- Conducting a 2-day workshop for 15 staff to co-design the women leadership strategy
- Conduct 1 day Dissemination session for the developed Policy to YSAT staff

5.0 Methodology

The methodology will include document review, co-deign workshops, consultations with relevant YSAT departments, staff, Management and any other suitable methodology that the consultant shall develop in line with the assignment. This should be detailed in the technical proposal that the consultant will submit.

6.0 Expected Deliverables

The key deliverables are:

- An Inception Report



- Two-days co-design workshop for 15 YSAT staff to jointly develop the women leadership strategy
- The developed Women Leadership Strategy
- 1 Day Dissemination session of the above policy to YSAT staff
- Final Activity report for the above assignment.

All deliverables shall be submitted in hardcopy and softcopy in editable format to YSAT Executive Director copying Gender Protection and inclusion Officer.

7.0 Payment Schedule:

Payment will be made in 2 instalments: 40% of the fee upon completion and approval of the inception report, 60% upon completion of submission of final report, confirmation of all deliverables and approval of the assignment report.

8.0 Duration of the Assignment

The assignment is expected to be carried out for 2 weeks from the date of signing agreement The consultant is expected to submit the final report by 2nd week of October 2024

9.0 Budget and Payment

The consultant should provide an indicative budget per day in Uganda Shillings. **All Professional fees are subject to 6% statutory deductions** payable to Uganda Revenue Authority as withholding tax in accordance with the income tax regulations of Uganda

10.0 Minimum Experience/Qualifications:

YSAT is looking for a competent firm / consultant with extensive knowledge, and proven experience in developing Standard Organizational Policies for Non-Governmental Organizations.

YSAT will use the following criteria for assessing competencies of the applying firms/consultants as follows.

- At least a bachelor's degree in social works and social administration, Development studies, Monitoring and Evaluation and any related field. Master's Degree or Postgraduate Diploma in any protection related field will be an added advantage
- Has a demonstrable experience with relief and recovery interventions in post conflict countries
- Has a strong writing skill (in English) and has experience drafting practical guidance documents on Gender and Protection used by Project staff
- Experience working in refugee context especially of West Nile regions of Uganda.
- Prior experience in Co-design, participatory policy development approaches and organizational team leadership.
- Proven experience in gender, Inclusion and protection mainstreaming
- Proven experience in analytical, facilitation, coaching and report writing skills.

11.0 Application Process

Interested and qualified candidates should submit their applications which should include the following:

Technical & Financial proposal with Detailed Curriculum Vitae of the consultant (s)

Applications should be send to admin@youthsat.org copying youthsat2017@gmail.com

Deadline is 20th Sept 2024 at 5PM Uganda time

