

Project to draft the Local Authorities Charter for Gender Equality in Africa

TERMS OF REFERENCE

RECRUITMENT OF A GENDER EXPERT CONSULTANT FOR THE PREPARATION OF THE LOCAL AUTHORITIES CHARTER FOR GENDER EQUALITY IN AFRICA

Contract type:	Service contract
Languages required:	English and French
Contract duration:	24 days
Application deadline:	25 April 2021
Start of mission:	Upon signature of contract
Employers:	UCLG Africa CEMR/PLATFORMA

April 2021

1. FRAMEWORK AND CONTEXT OF THE MISSION

The project to create a “**Local Authorities Charter for Gender Equality in Africa**” is part of the implementation of the “**Africa-Europe Marrakesh Pact for Local Equality**” which aims to strengthen cooperation between [United Cities and Local Governments \(UCLG\)](#), [UCLG Africa](#) and its [Network of local elected women of Africa \(REFELA\)](#) and the [Council of European Municipalities and Regions \(CEMR\)](#) and the [PLATFORMA](#) network to advance equality of women and men in local life in Africa. The “Pact” was adopted during the 8th AfriCities Summit that took place in Marrakesh, November 2018.

Since then, REFELA-CGLU Africa, CEMR/PLATFORMA and UCLG have been working together to draw up the approach for the implementation of this Pact, the main expected product of which is the drafting of the Charter, according to a participatory and consultative approach.

And to give concrete expression to this approach, two provisions have been adopted:

- **2 mechanisms have been set up** (1) the Africa-Europe Support Committee, composed of mayors, local elected representatives and experts from Africa and Europe, and (2) the REFELA-UCLG Africa Working Group, composed of the Secretary General and the Directors of the departments of UCLG Africa.
- **An online consultation was conducted** by REFELA-UCLG Africa, which was open from July to September 2019. This call had 2 objectives:
 - to associate and involve a wide public in the drafting of the Charter;
 - to collect the expectations, opinions and proposals of the public on how to write and adopt the Charter.

2. OBJECTIVES OF THE MISSION

The main objectives of the mission are to:

- Develop and draft the Charter text, from the first draft to the final text which will be adopted by African local authorities;
- Organise consultation workshops with local elected officials, civil society experts and partners to collect opinions and suggestions on the drafts produced, informing and leading to the final product of the Charter;
- Provide African local authorities with a legal, political and technical framework document for the promotion of gender equality, adapted to their context and scale of action and competences.

3. MISSION OF THE CONSULTANT

The actions expected within the framework of this service contract stem from the objectives for drafting the Charter as well as the smooth running of two consultation workshops, which will be led by the consultant. Concretely, the following activities should be developed:

- Documentary and analytical study of the existing literature and materials relating to the implementation of the Africa-Europe Pact for local equality (Annex documents can be consulted and downloaded [here](#)):

- Pact document
- Process document for drafting the Charter
- Minutes of the two meetings of the Africa-Europe Committee and of the REFELA-UCLG Africa working group
- Analytical report of the online consultation
- Development of the Charter in stages. The various drafts should be regularly submitted to the focal points of UCLG Africa, CEMR/PLATFORMA and UCLG, and to the REFELA-UCLG Africa Working Group, for study and opinion;
- Development of accompanying documents for the Charter relating to:
 - The legal-political framework of the Charter
 - The adoption process
- Organisation and facilitation of two consultation meetings (one kick-off; one conclusion) with the REFELA-UCLG Africa Working Group and the focal points of UCLG Africa, CEMR and UCLG.
- Organisation and facilitation of two consultation workshops targeting mayors and elected representatives of African local authorities and gender equality experts from Africa and Europe;
- Finalisation of the draft Charter and sending to the Africa-Europe Committee for study and opinion
- Presentation of the draft charter and collection of opinions during the 3rd meeting of the Africa-Europe Support Committee (date TBD) and of the REFELA-UCLG Africa Working Group, for examination and exchange on the draft Charter text drawn up to date;
- Update and finalisation of the draft Charter based on exchanges with key stakeholders and submission of the final text of the Charter.

4. DELIVERABLES & EXPECTED RESULTS

The consultant works under the direction of UCLG Africa and CEMR/PLATFORMA. The deliverables produced during the mission are to be submitted to contact-charteegalite@uclga.org in digital format (Word, Powerpoint and Excel) in French or in English. They will be studied and validated by UCLG Africa, CEMR/PLATFORMA and UCLG. The deliverables are as follows:

- Synthesis report on the method / plan for developing the Charter structure and text after reading the documents developed as part of the drafting process.
- First draft Charter text
- Second draft Charter text
- Final draft Charter text
- A basic guide to the adoption of the Charter (defining the content, concepts and definitions as well as the adoption process and the procedures for adhering to the Charter);
- Reports of the various workshops and consultation meetings involving the Consultant (Reports of the 2 consultation meetings with the focal points of UCLG Africa, CEMR and UCLG, and of the REFELA-UCLG Africa Working Group, Reports of the 2 consultation workshops with elected officials and experts)

5. CONSULTANT’S PROFILE

For this mission, we are searching for a candidate (male/female) who fulfils the following criteria:

- A national of an African country, (in accordance with the recommendations made during the second meeting of the Africa-Europe Committee and the REFELA-UCLG Africa Working Group of July 28, 2020);
- Hold graduate-level university degree (or higher) in Social Sciences or an equivalent field;
- Have at least 6 years of professional experience in the field of gender equality and have practical experience in the development of legal texts (national law, conventions, charters, treaties, etc.), national or international development plans and promotion of gender equality, and/or the production of studies on gender equality;
- Have good knowledge of decentralisation and local governance processes and legal instruments relating to women's rights in Africa;
- Have good writing skills (summary notes, reports);
- Have strong communication skills and be able to lead meetings and lead/facilitate consultation workshops;
- Be flexible, organised and responsive;
- Have a good command of English and French;
- Good information and communication technology (ICT) skills (virtual meetings, Microsoft Office package)

6. DURATION AND TIMELINE OF THE MISSION

The mission will be carried out for a period of 24 days (one day = 8 hours) which will be spread over a period of 3 months. The mission will start on **7 May 2021** and end on **7 August 2021**. The execution of the assignment and implementation of activities are organised as follows:

Deliverables	# of days	Deadlines for completion and submission of deliverables
Deliverable 1: Summary proposal of the method / plan for developing the Charter Project on the basis of documents and literature already prepared as part of the Charter development process	2 days	7-9 May 2021
Deliverable 2: First draft text of the Charter	5 days	13-15 May 2021
Deliverable 3: 2 meeting minutes/reports and summary of opinions and suggestions collected during the 2 coordination meetings with the focal points.	2 days	20-30 May 2021
Deliverable 4: Second draft text of the Charter	2 days	10-12 June 2021
Deliverable 5: 2 meeting minutes/reports and summary of opinions and suggestions collected during the 2 consultation workshops organised with elected officials and experts. (organisation and facilitation of the two workshops by the consultant)	5 days	25 May – 15 June 2021

Deliverable 6: Report/summary of meeting presenting the draft Charter text to the Africa-Europe Support Committee.	2 days	20-30 June 2021
Deliverable 7: Meeting to validate the 3rd draft of the Charter text with focal points from UCLG Africa, CEMR/PLATFORMA and UCLG.	1 day	5 July 2021
Deliverable 8: Final draft of the Charter and adoption guide submitted to UCLG Africa, CEMR/PLATFORMA and UCLG	4 days	10-20 July 2021
End of contract		7 August 2021
Total	24 days	

7. BUDGET AND PAYMENT SCHEDULE

The remuneration of the Expert within the framework of this service contract is ten thousand euros (10,000 €), taxes included¹. This amount is paid in 4 instalments in accordance with the following:

Instalment	Upon delivery of (results)	Amount to be paid
1st payment	<ul style="list-style-type: none"> Submission and validation of the Methodology proposal / plan for developing the Charter Project Delivery of first draft of the Charter text 	30% 3.000€ TTC
2nd payment	<ul style="list-style-type: none"> Submission and validation of the 2 Reports and Summary Reports of the opinions collected at the end of the 2 consultation meetings with the focal points of CEMR, UCLG and the UCLG Africa Delivery of second draft of the Charter text 	20% 2.000€ TTC
3rd payment	<ul style="list-style-type: none"> Submission and validation of the 2 Reports and Summary Reports of the opinions collected during the 2 discussion workshops for the elected representatives of the African local authorities and gender experts from local African civil society organisations 	20% 2.000€ TTC
4th payment	<ul style="list-style-type: none"> Submission and validation of the final version of the Charter and the adoption guide 	30% 3.000€ TTC

8. APPLICATION PROCESS

The procedure for submitting applications is as follows

8.1. Submission of the application files

- A motivation letter addressed to the Selection Committee
- A curriculum vitae (CV) highlighting the qualifications and professional experience of the candidate (acquired in a professional, voluntary or academic capacity), please include **3 professional references** and **2 examples of your written work** (publications, etc. (relating to the subject if applicable))
- 2 page brief outlining your understanding of the mission and the terms of reference

¹ Value-added tax for services applicable according to Moroccan law at a rate of 20%

- One page brief outlining the approach the consultant will take to carry out tasks and deliver the expected outcomes of the service contract.

8.2. Recruitment process:

A. Send the application

In view of the current global situation due to the COVID19 crisis, candidates are asked to apply online by sending their files to the Selection Committee at the following address:

contact-charteegalite@uclga.org by midnight (23:59 UTC+1) 25 April 2021

Please enter in the subject line: Application for African Charter consultancy

B. Interviews

Shortlisted candidates will be contacted by email and invited for an interview.

Interviews will be organised virtually via the Zoom platform between 26 – 30 April. The connection details and the interview date will be communicated to each candidate beforehand by email. Due to the high volume of applications, if you do not receive a response by 7 May 2021, please consider that your application was not successful.

ANNEX DOCUMENTS (download [here](#))

1. Africa-Europe Marrakesh Pact for Local Equality (2018);
2. Process document for drafting the Charter;
3. Reports of the two meetings of the Africa-Europe Committee and of the REFELA-UCLG Africa working group;
4. Analytical report of the online consultation (2020).

CONTACTS

For any question related to the call for an expert or the terms of reference, you are invited to contact:

- (English) Jaimie Just, Policy Adviser – Gender equality, CEMR/PLATFORMA: jaimie.just@ccre-cemr.org
- (French) Drissa Keita, REFELA Assistant Coordinator, UCLG Africa: KDrissa@uclga.org