

Gender Equality and Inclusion Self-Assessment Terms of Reference

About Plan International

Plan International Belgium is an independent humanitarian and development organisation established in 1983, that advances children's rights and equality for girls. We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion, and discrimination. Girls often face the most significant barriers to exercising their rights among excluded groups, which is why gender equality and girls' rights remain a distinct priority for our work. Working together with children, young people, our supporters, and partners, we strive for a just world, tackling the root causes of the challenges facing girls in all their diversity. We seek to contribute to gender justice by addressing the root causes of inequality and exclusion which are rooted in sexism, ageism, racism, ableism and heteronormativity, and all other forms of discrimination. We believe that we can achieve this by examining how intersecting systems of power and oppression, such as patriarchy and colonialism, are interconnected and impact the people we work with, especially girls and women.

In over 80 countries, we support girls' rights from birth until they reach adulthood through gender transformative programming and influencing.

Background

In December 2024, Plan International adopted a new Global Gender Equality and Inclusion (Global GE&I Policy). The policy states that *"we confront and address discrimination and human rights violations based on gender, and other forms of exclusion. We challenge and seek to transform systems of power and oppression to promote gender equality, girls' rights, and inclusion. We foster an organisational culture that embraces Values Based Leadership, feminist leadership principles and anti-racism, while supporting staff to adopt good practice that exemplifies our commitment to gender equality and inclusion"*.

In line with this, Plan International Belgium (PIB) has decided to undertake a Gender Equality and Inclusion Self-Assessment (GEISA) to help us ensure that we are on the right path to implementing our GE&I Policy, identifying gaps and weaknesses, as well as strengths and opportunities. The GEISA enables us to look at and identify the critical gender and inclusion issues (including anti-racism) in our programme and influencing work, across our culture and staff, and marketing and communications. This final objective of the GEISA is to help us strengthen our work on gender and inclusion across all the departments of the organisation.

Scope of work

The Consultant is being commissioned to support PIB in conducting a GEISA, using the GEISA toolkit developed by Plan International.

The content of the GEISA will cover the areas inquiry identified in our Global GE&I Policy (i) Programming and Influencing; (ii) People and Culture; (iii) Marketing and Communications.

Using the GEISA Analytical Framework, the purpose of the GEISA process is to:

- Monitor and assess progress in implementing the Global GE&I Policy;
- Identify the strengths, challenges and opportunities to improve PIB's work on gender equality and inclusion;
- Define concrete steps for improvements and develop a Gender Equality and Inclusion Action Plan.

The specific objectives are to:

- Evaluate the institutionalization of gender equality and inclusion within PIB, including in policies, governance structures, recruitment processes, workplace relationships, budgets and communications.
- Assess to what extent our programming and influencing benefits girls in all their diversity, and integrates a gender-transformative approach, including in project design, budgeting, implementation, MEAL, and in advocacy and influencing outputs.
- Document good practices, policies and related support systems around addressing inequalities and exclusion.
- Provide baseline data on PIB's existing gender equality and inclusion work and progress towards implementing the 10 Applicable Requirements of the Global GE&I Policy.
- Set priorities for action to ensure progress in implementing the 10 Applicable Requirements of the Global GE&I Policy.

Role of the Consultant

The GEISA will be led by the Consultant, while working closely with PIB's Gender Officer/Specialist and Strategy & Innovation Head of Unit (PIB's GEISA focal points).

It is expected that the consultant will:

- Support the finalisation of the GEISA workplan, including refining the data collection and analysis methodology and providing inputs to finalise data collection tools that have been prepared by PIB's GEISA focal points.
- Lead the data collection process, including:
 - a review of a sample of documents provided (project proposals, reports, M&E tools, HR policies, communication material, budgets, etc);
 - consultations through interviews, focus group discussions, and questionnaires with staff, key partners and board members.
- Analyse the data and validate the findings with PIB's GEISA focal points.
- Formulate recommendations based on the findings.
- Produce a final GEISA report that is high quality, including:
 - A summary of the GEISA methodology;
 - Structured according to the 10 Applicable Requirements of the Global GE&I Policy;
 - Strong and actionable recommendations;
 - Annexes:
 - GE&I action plan
 - Data collection tools
- Facilitate a restitution workshop with all PIB staff.
- Co-facilitate the development of a GE&I action plan for PIB, using a participatory approach and involving all PIB's department in the process, structured according to the 10 Applicable Requirements of the Global GE&I Policy.
- Maintain on-going communication with PIB's GEISA focal points throughout the entire process.

Expected Deliverables

It is expected that the Consultant will produce the following deliverables:

- A finalised workplan plan and methodology for the implementation of the GEISA;
- Finalised data collection tools;
- A high-quality final GEISA report with documenting the methodology, the findings and strong actionable recommendations;
- A restitution workshop;
- A GE&I action plan for PIB.

Timeline

The entire GEISA process will be undertaken over a time period from March 11, 2024 to May 15, 2024, following the below indicative timeline:

Milestone	Estimated nb of work days	Due date
Finalisation of the GEISA workplan, including refining the data collection and analysis methodology and adapting existing data collection tools	2 days	March 15, 2024
Desk review of the existing methodology, framework, tools and documents, and consultation with Plan International staff	4 days	March 29, 2024
Consultations through interviews, focus group discussions and questionnaires with staff, key partners and board members	2 days	March 29, 2024
Drafting of the GEISA report with findings of data collection	5 days	April 5, 2024
Meeting for restitution and validation of the draft GEISA report	0,5 day	April 8, 2024
Finalisation of the GEISA report	4 days	April 19, 2024
Final restitution workshop with all staff	0,5 day	April 24, 2024
Supporting the development of the GE&I action plan of PIB	2 days	May 10
Coordination meetings with PIB GEISA focal points	1 days	

Budget

- The budget available for this Consultancy is between € 8,000 and €10,000.
- The payments will be made based on satisfactory submission of deliverables.
- PIB commits itself to giving regular feedback to draft reports and questions.

Expected qualifications of the Consultant

We are open to applications from both individuals of a small group of 2-3 consultants.

The Consultant should have the following qualifications:

- Demonstrated commitment to intersectional feminism;
- Over 5 years' experience as a gender technical specialist in the field of international development and humanitarian aid;
- Experience in designing tools and undertaking a gender and inclusion assessment in Plan or another INGO;

- Strong facilitation skills and hands-on experience of working in participatory ways with different groups;
- Demonstrated proficiency in working collaboratively with staff to plan and implement safe, effective, and inclusive consultation processes;
- Excellent analytical, communication, writing and teamwork skills;
- An understanding of the linkages between children's rights, gender equality and inclusion;
- Sound grasp of feminist leadership anti-racism principles;
- Proficiency in English is mandatory, whilst proficiency in French and/or Dutch is an asset.

The consultant should preferably be based in Belgium, or have the ability to easily travel to Brussels to facilitate key discussions and meetings.

Applications

All interested applicants should submit:

- a copy of their CV;
- a letter of interest (no more than 2 pages) detailing their experience and approach to conducting the gender equality and inclusion self-assessment processes;
- an example of relevant work previously undertaken;
- a breakdown of expected costs and fees and number of days allocated to each stage of the consultancy

The deadline for applicants is March 6, 2024 at 4PM GMT.

Please send all required documents by e-mail to nassima.elouady@planinternational.be referencing "GEISA consultancy" in the subject line.

We expect to conduct interviews with shortlisted applicants between 6 and 8 of March, 2024.