# **Consultant’s Terms of Reference for**

# **Developing a GEDSI and DMEL Training Package and Guidance Brief**

**1. Organisational context**

ChildFund Australia is an independent international development organisation that works to reduce poverty for children in developing communities.

We partner to create community and systems change which enables children and young people in vulnerable situations, to assert and realise their rights.

At ChildFund Australia, we want every child and young person to be able to say: “I am safe. I am educated. I contribute. I have a future.”

At ChildFund Australia we directly manage and implement programs with a range of local partners in Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other countries in the Pacific. We also manage projects delivered by partner organisations throughout Asia, Africa, and the Americas. ChildFund Australia believes that future success and effectiveness depends on expanded, authentic and reciprocal local partnerships. We aim to prioritise the voice and visibility of local partners, especially youth led organisations and networks, in our regular development programming and emergency response.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists almost 23 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

## **2. Background**

ChildFund Australia (herein ChildFund) has been facilitating capacity strengthening for its partners in Asia and the Pacific on gender equality, disability and social inclusion (GEDSI) since 2021-22. In 2024 CFA engaged its partners to discuss and develop a GEDSI capacity strengthening roadmap, which included a strong focus on GEDSI integration across the project cycle, including monitoring, evaluation and learning (MEL) processes. Discussions with partners over time have indicated the need for continuing capacity strengthening opportunities on the integration of GEDSI into project design and MEL, to be able to plan and capture better the progress being made towards greater equality, equity and inclusion.

ChildFund has facilitated a number of training sessions on GEDSI analysis, GEDSI in programming across education, health, child protection and disaster risk management sectors, and provided feedback on GEDSI in project designs. A number of internal resources and sharing sessions on GEDSI in programming have been developed. However, there is a need for a comprehensive training package and accompanying guidance document that draws from, and expands on, existing materials. The aim is for a package that can support partners and staff to systematically strengthen knowledge and skills for GEDSI in project design and MEL, taking into consideration their socio-cultural and political contexts. This training package should integrate a strong component on how to undertake a GEDSI analysis, as a foundational step for a strong GEDSI-integrated project design.

## **3. Purpose and Scope**

This consultancy is to develop a training package and accompanying brief guidance document that would strengthen the capacities of partners and ChildFund staff to integrate GEDSI into project design and MEL processes.

The training package will build from ChildFund’s existing training and guidance resources and sector approaches and MEL toolkits. The training package would be presented as a training schedule and a PowerPoint slide deck with a series of information slides alongside participatory and interactive group activities that enable participants to practise the ideas being shared. Instructions for activities and any additional inputs should be provided in the notes under the relevant slides.

The package should, at a minimum, cover the following topics:

* Introduction to GEDSI across the project cycle
* GEDSI analysis
* GEDSI integration into outcomes, outputs and indicators
* GEDSI and monitoring
* GEDSI and evaluations
* GEDSI and learning and accountability.

The accompanying brief guidance document should be no more than 10 pages long, summarising the key information shared in the training package.

Both the training package and guidance document should be written in language that facilitates maximum reach to audiences with English as a second language.

**4. Methodology**

The approach to this consultancy will be consultative and draw from practical experiences of ChildFund partners and staff in GEDSI integrated programming. The following steps are envisaged to shape the final outputs, which will be discussed and agreed with the consultant:

1. Desk review of ChildFund GEDSI and MEL training and guidance resources.
2. Preliminary discussions with ChildFund GEDSI and MEL Advisers, as well as GEDSI and MEL Staff/Focal Points in several ChildFund offices in the Asia-Pacific region.
3. Individual discussions with selected ChildFund partners, to understand their perspectives and capacity strengthening priorities in relation to GEDSI and DMEL.
4. Development of an outline of the GEDSI and DMEL training package, to submit to ChildFund for review.
5. Development of the training package.
6. Presentation of the draft training package to ChildFund GEDSI/MEL/Programming team and partners for comments and feedback.
7. Incorporation of feedback from ChildFund to finalise the training package.
8. Development of the draft guidance note to accompany the training package.
9. Finalisation of the guidance note incorporating feedback from ChildFund.

The consultant is expected to use participatory methods to engage ChildFund partners and staff in the agreed process.

## **5. Deliverables and Indicative Timetable**

| **Indicative dates** | **Outputs and Activities** | **Number of Days** |
| --- | --- | --- |
| By 10 March | Review of all internal ChildFund information/guidance/training sessions on GEDSI in project design, including GEDSI analysis, and MEL, consultations with select partners and ChildFund MEL staff, and development of outline for GEDSI and DMEL training package | 3 days |
| 10 March – 1 April | Development of GEDSI and DMEL training package and guidance note | 5 days |
| 1 April | Submission of draft training package and guidance note to ChildFund for review |  |
| 10 April | Final training package and guidance note incorporating feedback from ChildFund | 1 days |
| **Total number of days** | | **9 days** |

## **7. Management and Reporting Arrangement**

The Consultant will report to Dr Jayshree Mangubhai, ChildFund Australia’s GEDSI Adviser. All documents must be written in English and provided in an electronic format (Microsoft Word).

## **8. Confidentiality**

All discussions and documents relating to this ToR will be treated as confidential by the parties.

## **9. Child Safeguarding**

The Consultant will undertake the Services to a high standard; use its best endeavors to promote the best interests of ChildFund; protect the reputation of ChildFund and work in a manner consistent with the mission, vision and policies of ChildFund (see Child Safeguarding Policy/Child Safeguarding Code of Conduct PSEAH policy and Employee Code of Conduct). ChildFund Australia has a zero-tolerance policy to abuse, exploitation and harassment in all its forms.

## **10. Counter-Terrorism and Anti-Money Laundering**

ChildFund Australia acknowledges its obligation under the Australian laws relating to counter-terrorism and anti-money laundering. In order to meet its obligation, the consultant is obligated to provide information required for ChildFund to undertake counter terrorism screening before engagement. The consultant’s name, date & place of birth and ID number will be checked against Department of Foreign Affairs and Trade (DFAT) consolidated list, National Security Australia list, World Banks listing and the Asian Development bank listing to ensure not engage with entities or individuals appearing on the lists.

## **11. Conflict of Interest**

The Consultant must declare any financial, personal, family (or close intimate relationship) interest in matters of official business which may impact on the work of ChildFund

## **12. Fraud and Corruption prevention and awareness**

ChildFund Australia has a zero approach to fraud and corruption act. The successful consultant will be required to comply with ChildFund Australia’s fraud and corruption prevention and awareness Policy and act against any form of fraud or corruption and not offer, promise, give or accept any bribes.

## **13. Insurance**

The successful applicant will be required to have in place insurance arrangements appropriate to provision of the requirement in this TOR including (without limitation) travel insurance.

## **14. Acknowledgment and Disclaimer**

ChildFund, its Board and staff make no express or implied representation or warranty as to the currency, reliability or completeness of the information contained in this ToR. Nothing in this ToR should be construed to give rise to any contractual obligations or rights, expressed or implied, by the issue of this ToR or the submission of Expression of Interest in response to it. No contract would be created until a formal written contract is executed between ChildFund and a selected consultant.

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## **Selection Criteria for Consultant**

1. Demonstrated experience in GEDSI programming and DMEL, with a good understanding of the GEDSI context in the Asia-Pacific region.
2. At least five years’ experience developing and facilitating capacity strengthening sessions on DMEL with a GEDSI lens.
3. Demonstrated understanding of andragogy and participatory and experiential learning techniques.
4. Strong communication skills including the ability to translate complex ideas into simple language.

The Expression of Interest should include a CV, details of two referees, proposal containing competence for the required work and professional fee based on the Terms of Reference. Submit CV and proposal to Jayshree Mangubhai: [jmangubhai@childfund.org.au](mailto:jmangubhai@childfund.org.au). **All Expressions of Interest should be received by 21 February 2024 by 5:00 pm AEST**.