

# Terms of Reference for Consultancy: Documentation and Analysis of a Gender Transformative Approach among DFPA partners in Kenya and Uganda

## Background

Since 2022 the Danish Family Planning Association (DFPA) has applied a Gender Transformative Approach (GTA) to our work, and we have also increasingly supported our partners in implementing GTA in their work. As part of the design phase of the project DFPA have supported our partners to include gender and power analyses, to work with men and boys in the projects as well as to address negative, rigid, and harmful gender norms. The Theory of Changes for the DFPA SPA II programme and for the individual projects are based on GTA. Staff in the International Department of DFPA have received introduction and follow-up GTA training.

DFPA wishes to further support our partners in applying GTA in projects supported by DFPA and it is therefore important to get a deeper understanding of how our partners are applying GTA throughout the project cycle.

DFPA is therefore looking for a consultant to carry out a review with the following purposes and objectives:

The purpose of the review is to assess and document the strengths, weakness and opportunities of the application and quality of the GTA throughout the project cycle by select DFPA partners in Kenya and Uganda with the aim of identifying recommendations for a “best practice” approach to GTA in an EA context and thereby create a foundation for DFPA and partners to implement best-practice GTA.

We envision a process with desk study combined with meetings and interviews on the ground in Kenya and Uganda where the consultant will meet with representatives from the partner organizations. While the design and structuring of the process shall be guided by the consultant, DFPA expects the consultant to apply primarily qualitative methods, and DFPA envisions having close contact with the consultant in terms of planning the activities under the consultancy. The methodology for this study should include document review supplemented by interviews and follow-up questions with the staff from the select DFPA partners and staff members within DFPA.

## The objective of the Consultancy is to:

Conduct a desk review of project documents, reports and various material and tools from 4 different projects in Kenya and Uganda (2 in each country) including e.g. information and training material and M&E tools and assess how well GTA is applied in the various documents and implementation approaches.

Conduct interviews with selected DFPA partners to assess how they apply GTA in their activities and how the organizations, including management are understanding and supporting the application of GTA. If possible, this could be supplemented by observing an activity e.g. a training or meeting which are built on the GTA principles and conducted by the DFPA partner.

Conduct interviews with members from the project target groups who have participated in training/workshops based on GTA principles, to assess how GTA is being implemented in practice by partners.

Document the findings and provide an analysis of strengths, weaknesses, and opportunities of GTA as foundation for the work of the DFPA partners.

Provide recommendations for best practices for how DFPA and our partners can further apply and improve GTA in our work in relation to the specific context.

### Scope of Work

The assessment shall focus on partners capacity to design, plan and implement GTA in select projects and activities and not the results and impact of such projects and activities. Further the review shall include an assessment of how the application of GTA is integrated in the selected organizations. The consultancy is to be carried out partly as a desk study and partly as a work process in Kenya and Uganda. The scope of work of the Consultant includes the following tasks:

- Development of an inception report based on initial meetings with DFPA. The inception report should include proposed methodologies and workplan for the desk study and the field work.
- Desk review of relevant material including project documents, monitoring reports, annual reports and material for training and information.
- Field work activities (interviews, meetings etc.) in Kenya and Uganda.
- Development of a draft report based on findings from fieldwork and the desk review.
- Meetings with DFPA and the local partners in Kenya and Uganda to present and discuss preliminary results.
- Compilation of a final consultancy report including findings of documented approaches and recommendations for best practices for how to apply GTA in specific contexts.

The scope of work is estimated to cover a period of approx. 35 workdays including desk study, fieldwork, analysis, and report compilation.

DFPA and partners will assist the consultant with access to relevant documents and respondents to be interviewed. The consultant will be responsible for managing the process and ensuring that all costs related to the assignment are included in the budget.

### Deliverables

1. Inception report (max. 15 pages) including an interpretation of the two-fold assignment (desk review and field work), proposed methodologies, and a detailed work plan.
2. Presentation of draft report for DFPA and partners to comment and discuss with the consultant(s).
3. Final report including the analysis of the applied GTA and recommendations for a best-practice approach to GTA (max. 40 pages excluding appendixes).

The Consultancy should be completed by the 15<sup>th</sup> of June 2024.

The total number of days spent on this assignment is expected to be approx. 30 – 35 days. The plan below is indicative, as it is expected that the Consultant will advise on the process and include a work-plan as part of the inception report.

Task	Location	Timing
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Intro Meeting with DFPA	Virtual	Early April
Submit inception report	To DFPA	Mid April
Meeting with DFPA/partners (discussing the field work)	Virtual	Mid April
Conduct desk review and field work	Kenya and Uganda	Mid to late May
Submit draft report and presentation/discussion	To DFPA	End May
Meeting with DFPA/partners discussing the comments to the draft report	Virtual	Early June
Submit Final Report	To DFPA	15 June

Tasks	Approx. no. Of days
Intro Meeting with DFPA (online)	1 day
Prepare inception report	4 days
Meeting with DFPA/partners (discussing the field work)	1 day
Finalise inception report	2 days
Conduct desk review and field work (including travel)	15 days
Prepare draft report	5 days
Meeting with DFPA and partners discussing the comments to the draft report	1 day
Prepare Final Report	3 days

### Competences and qualifications of consultant (or a team of consultants):

- Proven substantial knowledge of Gender Transformative Approach.
- Proven experiences from applying a Gender Transformative Approach, preferably in an East African context.
- Substantial experiences in planning, coordinating, and conducting assessment with qualitative methods such as KII and FGD.
- Experience in documentation of programmatic approaches.
- Knowledge of Sexual and Reproductive Health and Rights (SRHR)
- Fluency in English.