

# **Terms of Reference For Gender training**

## **1. Background**

Anglican Development Services Eastern (ADSE) was rebranded in 2014 from Ukamba Christian Community Services (UCCS) and is the development arm of the Anglican Church of Kenya (ACK) Dioceses of Machakos, Kitui, Makueni and Garissa Diocesan Missionary Area (DMA). The rebranding process was an initiative of the entire Anglican Church of Kenya for all its Regional Christian Community Services. Administratively, these Dioceses fall under Kitui, Makueni, Machakos and Garissa Counties respectively. UCCS/ADSE was started way back in 1987 as a department of the church until its formal registration as a Company limited by guarantee in 2003, number C.103754 as Ukamba Christian Community Services, which has now rebranded to ADSE with a new registration no. CPR/2013/125883.

The Kenya women's Charter (2012), chapter 3, recognizes the right to respect and dignity and organizations would like to treat different gender in a way that portrays respect and dignity.

ADSE has quite a number of funding partners who are interested in gender sensitive programming and all staff to be knowledgeable of gender sensitive programming. In this respect, ADSE has decided to organize for capacity building of its staff on gender issues in form of a consultancy mission to assist in equipping the staff with knowledge and skills in gender sensitive programming.

This consultancy mission is also expected to build capacity of ADSE in conducting gender - sensitive designing of projects including gender analysis in the context of providing a good guideline for projects that put the communities at the centre of decision making in the design of gender friendly projects and governance.

## **2. Consultancy objective**

Empowering ADSE staff through a tailored training to be able to apply the skills to identify and design a gender sensitive programs.

## **3. Objectives of gender training**

Overall objective:

Building the capacity of ADSE staff on gender sensitive issues and programming

Specific objectives:

- A thorough analysis of the current gender situation.
- A detailed analysis of gender inequality and integration
- Identification of key gaps in gender sensitive programming and integration
- Develop strategies of women empowerment and gender sensitive programming.
- Develop a follow up program

## **4. Scope of work**

Steps to be taken:

- Training needs assessment (...1.5. days)

- Training content development (...1. days)
- Training delivery (...3...days)
- Report writing (...0.5. days)
- Follow up visits (...?...days)

Key activities:

The consultant will

- Conduct a needs assessment
- Design the training/ facilitation content
- Train ADSE staff
- Identify key gender gaps
- Document the process
- Prepare a final report

The entire mission is expected to take no longer than 20 days.

## **5. Methodology**

The course will be delivered using participatory tools to ensure understanding.

## **6. Outcome**

The consultant will deliver a final report covering

- Executive summary (including conclusions and recommendations)
- background with analysis of the regional context
- description of the objectives of the consultancy and methodology
- Identified key gender gaps and recommendations
- Training tools applied
- annexes (ToR, abbreviations, persons trained and documents reviewed)

## **7. Responsibilities**

Funding partners:

- Funding the exercise
- Approval of the final report
- Follow up and monitoring the usage of the recommendations of the exercise.

ADSE:

- Preparing a budget for the exercise
- Sending ToR and negotiating consultancy fees
- Entering in a contract with the consultant
- Participating in the training
- Developing work-plan together with the consultant.
- Implementing the action points
- Using the training information for the development of gender sensitive programs and proposals.

Consultant:

- Identification of training needs
- Developing a training manual/ content – as per the staff needs
- Training the ADSE staff using participatory methodologies
- Evaluating the learning
- Follow up on the action areas