MELCA-Ethiopia

the David & Lucile Packard FOUNDATION

Movement for Ecological Learning and Community Action

(MELCA-Ethiopia)

Terms of Reference

For the Provision of Consultancy Service for the Development of "Women and youth empowerment Guideline/SOP manual" of MELCA-Ethiopia

April 2021

Addis Ababa

1. Introduction

MELCA -Ethiopia (Movement for the Ecological Learning and Community Action), founded in 2004, is a nonprofit and non-governmental organization registered with a registration number 0348 with the Agency for Civil Society Organizations on 14 November 2019 as per the new Civil Society Organizations Proclamation No. 1113/2019.

The vision of MELCA–Ethiopia is to see healthy and prosperous people that preserve their bio-cultural diversity. Accordingly, its mission is to work for healthy ecosystems, resilient communities, and critical young generation through developing and institutionalizing innovative approaches and experiences. The four programmatic (thematic) areas to realize its mission are agroecology, environmental governance, livelihoods promotion, and child and youth empowerment. MELCA-Ethiopia currently operates in 7 project offices in 5 regional states (Oromia, SNNPR, Amhara, Benishangul Gumuz, and Gambella).

As part of our ongoing institutional capacity building and undertakings of the general support by the Packard Foundation, MELCA-Ethiopia wishes to prepare a guideline on Women and Youth empowerment.

2. Background of the Assignment

Gender is fundamental in understanding human interaction with the environment. Three strongly interrelated factors (issues) namely sexual division of labor, the feminization of poverty, and women's subordinate position, explain why gender, environment, and development are so closely related. The existing gender division of labor makes poor rural women vital contributors to agriculture and solely responsible for the collection of firewood, and water. This means that women and men have different knowledge on the use and management of natural resources and different interests in these matters. Women's knowledge about the environment is often more comprehensive. (Haregewyne and Emebet, 2002)

The gender division of labor in forest management differs and depends on many aspects, but in general men's use of forests causes more environmental degradation. Men often collect firewood by felling and processing trees, while women use fallen branches and thus have a less damaging impact on the environment. (SSNC, 2015). To a larger extent than men, women use products such as berries, herbs, and honey. However, women have fewer land rights and access to forests and participate less in forest management and decision-making. Despite research showing that women's involvement has a positive impact on sustainability, regeneration, and conflict management. (Center for int'l Forestry Research) .Have said this on gender and environment let as defines empowerment.

Empowerment is a process through which women and men in disadvantaged positions increase their access to knowledge, resources, and decision-making power, and raise their awareness of participation in their communities, to reach a level of control over their environment.

2.1 Common views of what constitutes empowerment

Empowerment at the individual and household level can be seen to constitute: extent to which men share women's domestic duties/responsibilities; extent to which a woman takes control of her reproductive functions and decides about family size; extent to which a woman decides where the income she earns will be spent; ability to prevent violence; a sense of self-worth, pride, satisfaction and control over life; self-confidence and self-esteem;

Empowerment at the community level constitutes the existence of women's organizations; women's ability to collect to discuss and inform opinions; increased number of women leaders at the village/district/national levels involvement of women in the design, development, and application of technology; participation in community programs, productive enterprises, politics, and arts; involvement of women in non-traditional tasks; increased training programs for women; exercising her legal rights when necessary. And also at the national level, it constitutes an awareness of political rights and social position; integration of women in the general national development plan; the existence of women's networks and publications; the extent to which women are officially visible and recognized; and the degree to which the media take heed of women's issues. ('Women, Education and Empowerment: Pathways towards Autonomy' UNESCO (1995)).

From four programmatic thematic areas in MELCA, women and youth empowerment is the one that can be addressed. As part of its women and youth empowerment, MELCA is implementing youth and a women-focused project called SEGNI (Social Empowerment through Nature and Group Interaction), MLMC (my life my choice) and PHE (Population health and environment), YWCDI (young women can do it), and other interventions. All these are interventions implemented by MELCA to support women and youths in different means.

Even though these interventions were implemented, the capacity needs self-assessment exercise conducted with the technical support of Pact has identified that the organization has no defined and documented program/project strategy used by a project team as a guideline to effectively plan and perform project activities and providing services clients/beneficiaries meeting the standards.

There is no fair representation of women and other marginalized groups in the staff. Accordingly, be aware that these differences and needs between genders can lead to inequalities in their activities and roles, access to and control over resources, and decision-making opportunities, MELCA committed to improving these inequalities through developing manual building capacity of each staff to promote a society that equally values people of all genders and provides equal access to opportunities.

3. Purpose of the assignment

The relations of women and youth tied with the environment calls for the need for effective women and youth empowerment program. The outcome of this consultancy is, expected to serve as a tool to critically identify a set of strategic interventions and outline approaches that would help to achieve the desired result from the core Programme under consideration. Most of all, the document will be expected to guide as a reference to ensuring effective planning, implementation, and monitoring of MELCA-Ethiopia's women and youth empowerment program.

4. The objective of the assignment

The objective of the assignment is to develop inclusive women and youth empowerment Guidelines/ Standard Operating Procedure (SOP) manual of MELCA including a detailed operational plan.

5. Location

The assignment will be undertaken in Addis Ababa in consultation with MELCA-Ethiopia staff. Consultation with Field level project-level staff as well as Zonal and Regional or Federal level key stakeholders can be undertaken by the consultant as deemed necessary.

6. Tasks of the consultant

The consultant will be responsible to review existing organizational program strategies, guidelines, manuals, checklists and develop a well-defined and documented program/project strategy in women and youth empowerment core functions.

- Develop women and youth empowerment Guideline/ Standard Operating Procedure (SOP) manual
- Share the draft and integrate comments to finalize the document.
- Organize validation workshop for 15 persons on the developed Guideline
- Develop training material in PowerPoint
- Provide training for 40 staffs on the developed program Guideline/SOP manual

7. Methodology

The consultant should develop a methodology and action plan to undertake the assignment. The general approaches may include desk review, consultations with key stakeholders, and analysis. The following components of the approach are meant to just identification of the important steps to be considered by the consultants who will further elaborate in the inception report to be submitted.

7.1 Review the previous activities of MELCA-Ethiopia in women and youth empowerment program like SEGNI, MLMC, YWCDI, PHE, and other inteventions by collecting information and data from the available monitoring and progress reports and review documents and other best practices elsewhere,

7.2 Examine the challenges and threats as well as opportunities to advance women and youth empowerment programs.

7.3 Describe what specific change is this program area intended to achieve? (Clearly state-specific objectives of the thematic area and expected results)

7.4 Elaborate the strategic benefit of the program interventions in terms of contributing to the overall vision and mission of MELCA-Ethiopia's development plan

7.5 Define implementation strategy - methodology and approach to be used by MELCA-Ethiopia to achieve the objectives of the thematic area.

7.6 Develop intervention mechanisms (methods) to expand those projects (SEGNI), MLMC, YWCDI, and PHE.

7.7 Provide other intervention methods to empower women and youth(how to empower them)

8. Responsibilities

8.1 Responsibilities of the Consultant

- Preparation of detailed action plan, including elaborated methodology and inception report for the task
- Present the methodology and inception report to MELCA Technical team
- Regular progress reporting and consultations with MELCA –Ethiopia promptly,
- Submission of key results promptly

8.2 Responsibilities of MELCA-Ethiopia

- Assign the coordinator to facilitate the work
- Provision of guidance throughout all phases of execution of the task
- Review and approval of all deliverables
- The effective payment as per agreed payment modalities

9. Selection Criteria used for the Selection of a Consultant

The potential consulting firms for developing women and youth empowerment will be evaluated in three stages: according to minimum qualification criteria; technical and financial evaluation based on the following seven criteria

No	**Technical proposal elements (Weight 70%)**	**Weight out of 70%**	Remark
1	**Deployed Consultants qualification and experience:** Overall capacity experience to perform women and youth empowerment) analysis, manual development and conducting training,	**25%**	
2	**Experience in undertaking similar assignments (engagement at NGOs)**	**10%**	
3	**Understanding of the assignment or task**	**10%**	
4	**Proposed implementation plan** • Reasonable estimated number of person-days o for Gap analysis and benefits realization o For conducting training o For reviewing of policies and procedures	**20%**	

	○ The overall proposed timing for completion of the consultancy		
5	**Other relevant information extracted from the proposals**	**5%**	
II	**Financial proposal elements;**		
6	• The total cost of the consultancy • The service fees • VAT(inclusive or exclusive)	**30%**	
	Total Cost/Total Weight	**100%**	

10. Duration

The duration of this assignment is for one month from the date of signing of an agreement between MELCA and the selected consultant. A detailed timeframe will be agreed upon in the action plan to be set out in the inception report to be reviewed and approved by MELCA-Ethiopia.

11. Deliverables

The following are items expected to be delivered by the Consultant as parts constituting completion of the assignment.

- Inception Report with detailed methodology, action plan
- Comprehensive women and youth empowerment Guideline/SOP Manual
- Training manuals including PowerPoint presentations, handouts
- Training report accepted by the client

12. Payment modalities and specification

The payment terms will be in three phases:

- 30% of the payment will be paid during the submission of the inception report that incorporates methodology and a detailed action plan.
- 50% up on the submission of the final strategy document with comments incorporated an and submission of training material/handouts on the women and youth empowerment Guidelines/SOP Manual
- 20% upon the completion of training and delivery of the training report

13. Required qualification and experience:

- The consulting firm must have a successful track record of handling similar tasks
- Capable of commanding enough competent experts in the fields of gender studies and related subjects.
- Availing of competent female expert has the advantage of 10% bounce point in the selection process

Women and youth empowerment Guideline/SOP Manual consultant must meet the following requirements;

- University degree or equivalent in relevant field (Gender studies and /development studies, economics, sociology, social anthropology or related field);

- Basic understanding of gender, women and youth empowerment in the environment and natural resources,
- At least six years and above professional experience in developing gender mainstreaming, gender equality, women and youth empowerment policy documents (manuals), strategies, action plans, assessment tools, and designing and conducting training.
- Knowledge of Human rights, gender equality, and women's and youth empowerment (including gender mainstreaming and gender analysis);
- Strong analytical and organizational skills
- Skills in gender issues in the environment or biodiversity management/ conservation Demonstrated knowledge of sustainable development environmental management issues and other related sustainable human development issues

14. Application process

Qualified women and youth empowerment Guideline/SOP Manual consultants interested in undertaking this assignment shall be required to submit their proposals in 2 (two) separate and sealed envelopes containing Technical (Technical Bid) and Financial (commercial Bid) proposals.

MELCA'S Address:

Lideta Sub City, Woreda 53, H. No. 903/6, P.O Box- 1519 code1250
Near to the main Post Office Kidane Beyene Building, 1st Floor,
Phone +251-115-50 71 72
Fax No.: +251-115-54 45 56
E-mail: melca.ethiopia2004@yahoo.com
Website: www.melcaethiopia.org

***Female candidates are highly encouraged to apply.**