



---

***‘EMPOWERING FEMALE STUDENTS’***

---

**Terms Of References (TOR) for engaging a consultant to carry out a gender audit in tertiary institutions**

**Post Title:** Consultant to conduct Gender Audits in tertiary institutions

**Project Title:** Championing Gender Justice in Tertiary Institutions of Zimbabwe

**Duty Provinces:** Harare, Midlands, and Bulawayo (Zimbabwe)

**Contract Duration:** 40 days

**Estimated Start Date:** 11 July 2022

**Deadline for bid submissions:** 1 July 2022

**Background**

Female Students Network Trust (FSNT) advocates for the rights of young women in Zimbabwe’s institutions of higher learning through leadership development and mentorship programs. These are done through various empowerment thematic areas that include: women’s participation in institutional governance bodies, women’s rights advocacy, policy advocacy, facilitating access to psycho-social support services to survivors of sexual gender-based violence, and economic empowerment initiatives. FSNT’s vision is to become a centre of excellence, innovative and empowerment programs for female students in Zimbabwe.

FSNT is implementing a project under the Citizen Engagement for Accountability Activity [CEAA]. CEAA is a five-year development activity implemented by a consortium of Zimbabwean organisations, which includes the CEAA Secretariat, Legal Resources Foundation (LRF), Restless Development, and other local partners. CEAA will contribute to public affairs strengthening and civic engagement in Zimbabwe by promoting robust and informed effective citizen participation in governance processes at multiple levels with an eye to improved, citizen-driven development. The Activity will work with and through local organisations’ initiatives and seek unique methods, innovative pathways, and partnerships to achieve this purpose. CEAA’s objectives are to: (1) Activate citizen agency for accountability, (2) Strengthen women’s leadership and inclusion; (3) Increase youth empowerment and positive engagement.

FSNT is implementing a project title: **Championing Gender Justice in Tertiary Institutions** under the CEAA Women-Led grants. The project’s overall objective is to promote female students’ participation in college leadership and national elections, ultimately contributing towards CEAA Objective 2 on strengthening women’s leadership and inclusion. FSNT desires to commission a gender audit of three tertiary institutions in Zimbabwe, namely UZ, MSU, and NUST, to understand the gender dynamics in tertiary institutions.

## **Why Gender Audit?**

Zimbabwe's colleges inherited ordinances (code of conduct for students) from the University of Zimbabwe's Ordinance No. 30<sup>1</sup>. Ordinance 30 was crafted during colonial times and has become antiquated in complying with the rights discourse. The Ordinance did not focus on creating safe spaces for female students to thrive and lead but simply focused on reducing cases of physical violence within the college environment. Further, the Ordinance had less emphasis on the rights of women in the college environment. By nature, colonialism was anti-rights oriented. The failure to review these ordinances in the post-colonial period and the increase in numbers of female citizens enrolling in institutions of higher learning created an uneven learning environment. More so, the non-availability of substantive sexual harassment policies, perpetuating gender-based violence in tertiary institutions, has ignited the interest on this project to conduct a gender audit to investigate the availability of gender-sensitive policies that seek to safeguard the plight of female students.

## **Purpose and scope of the study**

The purpose of the study is to assess sectoral knowledge, perceptions, and practices towards gender in tertiary institutions. Identify gaps and opportunities for gender inclusion in the tertiary institutions' governance structures and recommend suitable organisational structures and systems to make tertiary institutions more gender responsive. Throughout the audit, the aspect of gender-based violence should be treated as a cross-cutting issue with particular focus on sexual harassment.

The gender audit will be conducted in three provinces of Zimbabwe, namely Harare, Midlands, and Bulawayo, in the following universities, polytechnics, and teacher's colleges - University of Zimbabwe, Belvedere Technical Teachers College, Harare Polytechnic College, Midlands State University, Gweru Polytechnic College, Mkoba Teachers College, National University of Science Education, Bulawayo Polytechnic College, and Hillside Teachers College.

## **Objective of the Gender Audits**

- To investigate the extent to which university governance structures and systems are gender-sensitive
- To develop a standard sample of a gender policy and sexual harassment policy at tertiary institution
- To recommend suitable organisational structures and systems for gender-responsive tertiary institutions.
- To assess knowledge, perceptions, practices, and services on sexual harassment in tertiary institutions

## **Methodology**

A mixed-method study of both qualitative and quantitative data will be proposed by the consultant(s) conceptualised under a gender analytical framework. The study will include data collection methods like surveys, desk review and key informant interviews.

## **Deliverables**

- Inception report with finalised methodology, tools, and work plan
  - Survey report
  - Gender audit report
-

- Validation
- Final report

Timelines: Forty (40) days beginning from engagement period. Deadline for applications I July 2022.

To apply, interested organisations / candidates should email their technical and financial proposal with their costing structures to: -

[femalestudent2011@gmail.com](mailto:femalestudent2011@gmail.com) stating the consultancy title in the subject line. Submissions should be accompanied with samples of previous work and two referees.

During the application process, FSNT will not charge any fee or require any payment for an application to be considered. FSNT is an equal opportunity employer and employs personnel without regard to race, place of origin, colour, ethnic origin, language, creed, religion, gender, sexual orientation, age, marital status, or physical handicap. Persons with disabilities are encouraged to apply.

### **Required Experience**

3 to 5 years of experience in gender-focused research work. A legal and policy development background is an added advantage.

### **Documents**

While submitting the Technical Proposal, the Applicant shall ensure to attach the following:

1. Profile of the consultant explaining why they are the most suitable for the work.
2. Detailed methodology and conceptual framework with expected deliverables and timelines, days required (max 5 pages)
3. Financial proposal
4. Recent CV

The financial proposal shall specify a total lump sum amount (including a breakdown of costs for fee, travel, and number of working days). Payments will be made in instalments.

### **Scope of financial Proposal and Schedule of Payments**

- a) The consultant will be offered a lump sum fee inclusive of travel costs (include travel and boarding costs for Harare, Gweru, and Bulawayo provinces).
- b) The payments will be made in instalments based upon outputs/deliverables specified in the TOR (under payment schedule) and upon certification of satisfactory work as per work plan and endorsed by FSNT.

### **Payment Schedule**

- 50% on signing the contract and submission of a blueprint, including methodology for drafting the Gender Audit.
- 50% on completion and submission of results and report of the comprehensive report on findings and recommendations.

### **Currency of Bid:**

All financial quotes should be in USD.