



DEVELOPMENT OF LASPNET GENDER POLICY

TERMS OF REFERENCE

1.0 INTRODUCTION

The Legal Aid Service Providers Network (LASPNET) is a national member based Non-Governmental organization that was established in 2004 to provide strategic linkages and a collaborative platform for legal aid service providers (LASPs) in Uganda and maintain a common front to relevantly interface with Justice Law & Order (JLOS) on access to Justice and Rule of Law. LASPNET's mandate focuses on key critical aspects of coordination: a collective role bringing together different LASPs for solidarity in strategizing, sharing lessons and experiences, while minimizing duplication; capacitating them through collaborative research and analysis; as well as documenting, providing needed feedback, and amplifying voice on key issues regarding access to justice and legal aid at regional, national or international level. The network currently has a membership of 55 organizations spread in 80 Districts in Uganda and 7 honorary members including Justices of the High Court; Founder members; JLOS Stakeholders and Local Government.

In order to strengthen its governance systems, the Network has adopted good practices in corporate management and governance through development of polices. Some of the key polices developed over the years include: The Financial and Human Resource Policies (2014 and 2017); Volunteer Policy of (2016); Transport Policy (2015); ICT and Communications policy (2020) among others. It is important to note that the process of institutional development and policy formulation is continuous based on organizational growth and need basis.

Therefore, and premised on the above, LASPNET with support from the International Development Law Organization (IDLO) is implementing a Community Justice Programme titled "*Supporting LASPs to enhance Access to Justice for the Poor, Vulnerable and Marginalized in Uganda.*" With IDLO support the Network intends to put in place more institutional governance polices including the Gender Policy, which is envisaged to guide its Programming as well as administration to ensure that gender issues are deliberately mainstreamed in all the project endeavors. The Gender policy that will be embedded with the rest of relevant institutional polices is part of IDLO institutional development support geared towards supporting the institution to put in place functional and relevant governance systems to support an inclusive programming and empowerment.

2.0 BACKGROUND AND JUSTIFICATION FOR GENDER POLICY

Organizational policies provide guidelines for both subjective and objective decision making. Suffice it to note is that good corporate culture requires institutions to develop policies which describe the modus operandi to internal and external stakeholders who may wish to interface with that particular organization at different facets. Policies therefore set a general plan of action used to guide desired outcomes and are fundamental in shaping decisions at the organizational level.

LASPNET currently has a compendium of institutional policies which include the Human Resource and Financial policies among others. These policies outline the Network's guiding principles for both staff and external stakeholders to use and apply in the day to day management of financial and administration related matters. Furthermore, these policies solidify best practices throughout the Network; and strengthen its integrity and accountability.

Despite the existence of the aforementioned policies, the Network is still short of other critical policies. These among others include; the Gender Policy which is the policy framework for accelerating the achievement of gender parity, gender justice and non-discrimination both in programming and administration related matters.

The rationale of having this policy in place is to demystify for both internal and external stakeholders the concept of Gender beyond dichotomizing it to male and female. The Gender policy will also guide the Network to unlock concepts such as inclusiveness, equity and entails being sensitive to gender needs of stakeholders and beneficiaries; gender inclusion in decision making processes as well as participation into the organization activities and institutional development.

It's on this basis that LASPNET with funding from IDLO seeks to hire services of a Consultant or Consultancy firm to develop a LASPNET Gender policy to guide the Network in mainstreaming gender concepts, guidelines and relations into the programming and administration.

3.0 OBJECTIVES OF THE CONSULTANCY

The overall objective of this Consultancy is to facilitate and provide technical support to the Network in developing the LASPNET Gender Policy.

3.1. Specific Objectives

- To facilitate the development of Gender policy through undertaking stakeholder analysis and consultative process to inform the policy formulation.
- To provide technical expertise develop the LASPNET Gender policy

3.2. Outputs

- LASPNET Gender Policy developed.

4.0 DURATION OF CONSULTANCY

The Consultancy will take place within a period of 15 working days inclusive of inception and signing the contract.

5.0 SCOPE OF WORK

The successful Consultant will be expected to carry out the following tasks:

- Undertake a consultative process with internal stakeholders (Staff and Board) as well as a few external who include the Donors, Members and users of LASPNET services.
- Develop the content of LASPNET Gender policy and have it validated by the key stakeholders.

6.0 KEY DELIVERABLES

The following are the expected deliverables during the consultancy period:

- 6.1. Inception report:** The selected Consultant has to prepare an inception report within 2 days of being awarded the contract. The report must include a clear understanding of the Terms of Reference, a description of the methodology detailing the process of how the policies will be developed as well a Work plan with a clear schedule for execution of the assignment including a draft outline of the Policy.

6.2. Draft Policy: The selected Consultant will present the LASPNET Gender Policy to management and staff of LASPNET for Its validation prior to publication.

6.3. Final Policy: The Consultant will be expected to produce the final LASPNET Gender Policy.

7.0 REPORTING

The Consultant shall report to the Chief Executive Officer but in the day to day undertaking of the activities, he or she will work hand in hand with the **Director of Programmes** who will provide the necessary support, guidance and coordination.

8.0 METHODOLOGY

The Consultant will apply the most appropriate technique/methodology that will focus on the objectives highlighted above, mainly by using desk review and key informant interviews with especially the LASPNET staff. This methodology will be provided by the Consultant in the inception Report.

9.0 QUALIFICATIONS AND EXPERIENCE

- A Masters' degree in Gender Studies, Development studies, Social sciences and or Human rights. A Doctorate will be an added advantage.
- A minimum of five (5) years of progressive experience of undertaking consultancies with proved experience in development of policies and publications.
- Proven expertise in Organizational Strengthening and Capacity Development.
- Strong analytical skills including analysis of both quantitative and qualitative data.

10.0 PRINCIPLES

- **Respect:** The Consultant should respect the views of all stakeholders and participants engaged during the assignment.
- **Equality:** The Consultant is expected to provide equal participation and ensure reflection of the views as gathered from the participants.
- **Acknowledgement:** All opinions and beliefs expressed by participants are valid. The Consultant should not show preferences for one opinion or belief over another.
- **Investigation:** Focus group discussions and interviews are designed to obtain an in depth understanding about the relevant issues. Hence, opinions and beliefs expressed by participants should be investigated beyond the surface level. Investigation should be flexible and continue until further responses provide no new information.
- **Confidentiality:** All information provided by participants should be held in confidence. The Consultant will protect the anonymity and confidentiality of all participants, and this communication should be made available on start to build the confidence of the participants.

11.0 APPLICATION PROCESS

The interested Consultants are requested to submit a proposal, including the following: cover letter, 2 letters of reference, outline proposed structure of the research; estimated budget and work plan to the **Chief Executive Officer LASPNET, Plot 10 Block 75 Balintuma Rd, Mengo Tel 0392513733** or **secretariat@laspnet.org** and cc: **ceo@laspnet.org**. Applications should be submitted by close of business on **Friday 7th August 2020**.