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REPUBLIC OF GHANA

**MINISTRY OF GENDER, CHILDREN
AND SOCIAL PROTECTION
P. O. BOX MBO 186
MINISTRIES - ACCRA**

TERMS OF REFERENCE FOR ENGAGEMENT OF A CONSULTANT TO DEVELOP A 5YR STRATEGIC PLAN FOR GENDER STATISTICS (2018-2022)

1.0 INTRODUCTION

The Beijing Platform for Action calls on National, Regional and International Statistical institutions to ensure that statistics related to individuals are collected, compiled, analyzed and presented by sex and age, and reflect problems, issues and questions related to women and men in society (Para 209 a). The Ministry of Gender, Children and Social Protection in 2016, therefore, collaborated with the Ghana Statistical Service to commission a nationwide assessment into Gender Statistics in Ghana.

Gender statistics are statistics that adequately reflect the situation of women and men in all policy areas. When statistics are produced taking into consideration the different socio-economic realities women and men face in society, they allow for a systematic study of gender differentials in relevant policy areas.

The Nationwide assessment reviewed the following areas ; (i) Policy Environment, (ii) Legal framework, (iii) Strategic Plan, (iv) Institutional Arrangements, (v) Operations and Practice, (vi) Data Collection and Production of Gender Statistics, (vii) Dissemination of Gender Statistics, (viii) Areas for potential accomplishments in Gender Statistics, (ix) Impact of Regional and Global Programmes Output, (x) Institutional Challenges, and (xi) New Directions in production of gender statistics.

2.0 JUSTIFICATION

The 2017 *Assessment of Gender Statistics at National and District Levels: Report on Findings* identified gaps in most of the operational areas across institutions and sectors. It was revealed that the dearth in both the production and utilization of gender statistics stems from a number of things, most notably that the National Statistical System (NSS) including the Research, Statistics and Information Management Directorates/Units of most MDAs do not take into consideration gender in the production and utilization of statistics for development.

The current National Development Framework (2017-2021) has no standalone policy objective on gender statistics. Although the 2010 PHC of Ghana collected some data on gender statistics, it is clear that the methodology and know how in producing gender statistics has also contributed to the deficit in its production and use. Therefore, the lack of understanding and appreciation of gender statistics require a well-thought-through plan of action.

Following the National Data Roadmap Forum organized by GSS and held in April 2017, the Work Stream on Gender Data and Statistics has been formed. Its objectives are to: (a) identify specific gender data gaps and propose sustainable solutions; (b) review current processes and procedures in the dissemination, communication and use of gender statistics; (c) make recommendations on aspects of the data ecosystem that could be strengthened with regards to gender statistics. The Gender Data and Statistics Work Stream has membership from GSS, MoGCSP, NDPC, and others. It will help advance the agenda on planning for improved gender statistics in Ghana.

3.0 OBJECTIVE

- To produce a 5yr Strategic Plan for Gender Statistics (2018-2022).

4.0 SCOPE OF WORK

The Strategic Plan for Gender Statistics (2018-2022) must:

- outline *in specific and concrete terms* a set of programs, responsibilities, and activities with corresponding budget lines and timelines to improve gender statistics.
- include an M&E plan with targets, indicators, timelines to aid monitoring of implementation.
- Reflect the findings of the *2017 Assessment of Gender Statistics at National and District Levels: Report on Findings*.

Again , in developing the Strategic Plan for Gender Statistics (2018-2022), the consultant should ;

- meet with the Gender Data and Statistics Work Stream during the process of drafting the Strategic Plan.
- hold consultations with key stakeholders including MDAs, Traditional Authorities, CSOs, the Academia and Micro-finance institutions etc. in order to draft the Strategic Plan
- facilitate a 2-day stakeholder validation workshop on the first draft of the Strategic Plan.

5.0 EXPECTED OUTPUTS FROM CONSULTANT

The following outputs are required from the Consultant:

- An Inception Report with detailed timeline for implementing the assignment.

- Reports to MoGCSP on stakeholder meetings.
- Draft Strategic Plan for Gender Statistics (2018-2022): to be then reviewed at a 2-day stakeholder validation workshop.
- Second draft Strategic Plan for Gender Statistics (2018-2022): revised draft based on stakeholder validation workshop feedback/discussion and then for comment by MoGCSP.
- Final Strategic Plan for Gender Statistics (2018-2022): finalized based on comments on second draft from MoGCSP.

6.0 METHODOLOGY

The Consultant may use varied approaches and methodology to achieve the assignment. These may include holding of consultative meetings and person to person meeting in order to have the plan document properly formulated for validation and finalization.

7.0 INPUTS EXPECTED FROM IMPLEMENTING AGENCY

MoGCSP will support the work of the Consultant by facilitating meetings and workshops for the plan development. The Ministry will also provide office space for the Consultant. The Ministry will comment on the second draft Strategic Plan submitted by the consultant within 2 weeks.

8.0 IMPLEMENTATION ARRANGEMENTS

The Consultant will work in close collaboration with the MDA Coordinator and Management of the Ministry. She/he will report to the Chief Director or his representative in the execution of the assignment. The Consultant will be required to dedicated the 60 working days solely for the assignment in order to deliver effectively and on time. Thus she /he will be required to spend a greater part of the assignment in Accra and with the Ministry and key stakeholders as and when she/he deems fits.

MoGCSP shall hold a 2-day stakeholder validation workshop to discuss and review the Draft Strategic Plan. This consultant will facilitate this workshop.

9.0 DURATION OF ASSIGNMENT

The period for the assignment is 60 days commencing from the date of the award and signing of the contract. The assignment is expected to start in November, 2017 and should be completed in February, 2018.

S/N	DELIVERABLE	SCHEDULE DESCRIPTION	TIMEFRAME
1.	Inception Report (IR)	Upon signing of the Contract Consultant will submit a detailed IR on how she/he would be carrying out the assignment with the required timelines	2 weeks
2.	Submission of Report on consultations with key stakeholders	Consultant will liaise with MoGCSP on stakeholders for consultation	2 weeks
3.	Submission of first draft Strategic Plan	The first draft Strategic Plan will provide a comprehensive framework for the plan development	6 weeks
4.	Submission of Draft#2 Strategic Plan	Revised plan based on 2-day stakeholder consultation submitted to MoGCSP for final comments.	
4.	Submission of final Strategic Plan	MoGCSP management will have to accept the final plan document. Consultant will be required to submit in both hard (5) and soft copies.	2 weeks

10.0 COST OF ASSIGNMENT

A lump sum fee for the duration of the assignment will be agreed upon and will be paid to the Consultant as contract fees based on item 11.0.

11.0 PAYMENT SCHEDULE

The Consultant will be paid in four tranches as follows:

- 15 % upon submission of Inception Report
- 15 % upon submission of report on consultations
- 40 % upon submission of draft strategic plan on Gender Statistics
- 20 % upon submission of final strategic plan on Gender Statistics

12.0 QUALIFICATION AND EXPERIENCE REQUIRED

The Consultant will have worked in a gender statistics environment for at least 5-10 years. Potential candidates should possess the following qualifications and skills.

- Master's Degree in the Social Sciences or related field

- An understanding of gender issues and their relevance for statistical production and utilization
- Ability to mentor participants and facilitate learning by doing
- Experience in undertaking similar assignment
- Proven track record in working effectively within multidisciplinary teams
- Computer proficiency in standard office applications (Spread sheet, word processing excel)
- She/he should display strong leadership and inter-personal skills, including excellent communication and facilitation skills.
- She/he should have strong analytic and planning skills.