

SADC PARLIAMENTARY FORUM



TERMS OF REFERENCE

For

Rapporteur

'LEADERSHIP AND POLITICAL REPRESENTATION OF WOMEN'

RWPC Advocacy and Lobbying Missions to Malawi, Namibia, Swaziland and Zimbabwe

These Terms of Reference will serve as the contractual agreement for rapporteuring during the RWPC Advocacy and Lobbying Missions, which will be undertaken in Malawi, Namibia, Swaziland and Zimbabwe

INTRODUCTION

The project seeks to bring more women into political and decision making positions by engaging political parties to review their manifestos and constitutions to see to it that they appreciate and articulate gender equality issues and to facilitate the review of the existing status quo in order to accelerate the achievement of the objectives of the SADC Protocol on Gender and Development.

It is hoped that the ultimate results of this intervention will be that political parties and national parliaments create conditions that promote women political participation and ascension to leadership positions and a strong and well functioning multi-party Women Parliamentary Caucuses.

The Regional Women's Parliamentary Caucus as an established organ of the SADC Parliamentary Forum, provides an institutional framework to follow up on the political commitments on the equal participation and representation of women in positions of power and decision making at all levels as articulated in the SADC Protocol on Gender and Development (2008).

All the evidence from the SADC region and experiences around the globe demonstrates that the political participation and effective representation of women in positions of power and decision

making at all levels has not yet happened. Rather, it is accelerated by multi dimensional strategies that build and inculcate the democratic governance ideal which implies the participation and contribution of all parts of the population without regard to class, sex, gender, ethnic or religious background.

The political participation and representation of women, who constitute more than half of the populations of SADC countries will necessarily imply an important democratic advance which is worthy of the SADC Parliamentary Forum to pursue in line with its 2011-2015 Strategy. This is premised in the Forum's recognition that attention to the political participation and representation of women in positions of power and decision making is essential to achieving gender equality and sound democratic governance in the region

Due to the fact that progress is slow and in some instances the small gains are being eroded, the SADC Parliamentary Forum has adopted measures that accelerate the transformation of electoral systems, political parties' constitutions and intra-party democracy processes from a gender perspective. The advocacy for women's political participation and representation in elective positions through political parties' constitutions and policies reforms, electoral reforms targeting electoral laws and systems reviews from a gender perspective, especially in the countries scheduled to have elections is expected to contribute to conducive environments that facilitate women's political participation and representation in the SADC region towards the goal of gender equality in parliament by 2015.

Among the key factors for achieving a high level of women's representation are a politically conducive climate; political will; the electoral system and the willingness to take special measures to increase women's representation.

The fact that political parties remain the real gatekeepers to the advancement of women in politics indicates that it is at political party level that the principle of equality must be put into practice.

PURPOSE

The Regional Women's Parliamentary Caucus interventions are directed towards the Leadership of political parties (Presidents, Secretaries General and Executive Committees), Leadership of women's units/leagues/units in political parties, National Women's Parliamentary Caucuses, Leadership of political parties in Parliaments, Women planning to stand for elective positions especially parliamentary and local government elections, National Gender Machineries, Electoral Management Bodies (EMBs), NGOs, Media and Civil Society Organisations.

The advocacy and lobbying is reinforced by transformative leadership and additional empowerment strategies for women's caucuses (national and regional), and women planning to stand for elective positions and media campaigns on the importance and need for the political participation and representation of women. The objective is to strengthen the advocacy for women's representation and participation in parliaments, positioning women's inter-party caucuses as conduits for identifying women candidates to political parties to be nominated on to party lists for both

parliamentary seats and local government positions and strengthen the position of women in parliaments in preparation of scheduled elections.

OVERALL GOAL

To promote and contribute to improved parliamentary advocacy on women's political participation and representation in positions of power and decision making towards a critical mass of women in political decision making.

OBJECTIVES

The specific objectives are to;

- Encourage and improvement in political parties' policy documents/ constitutions and intra-party democracy processes to promote the political participation and representation of women;
- Contribute to reforms of electoral frameworks and laws that facilitate women's political participation and representation;
- Promote transformative leadership strategies for women's inter-party parliamentary caucuses and women's units in political parties.

STRATEGIES

The RWPC initiatives in the targeted countries will focus on examining the following key areas:

- Political parties' awareness and compliance with the 2008 SADC Protocol on Gender and Development provision and target on women's participation and representation in positions of power and decision making.
- Political parties and stakeholders' awareness on the National Gender and or Women's Advancement policy.
- Political party's structures, procedures and provisions in constitutions, policy documents and manifestos that guarantee women's participation and representation in decision making.
- Women's participation in the leadership positions/organs of political parties.
- National strategies and Political Parties plans/strategies to ensure that there is at least 50 percent representation of women in the next parliament, at local government level and other positions of power and decision making in line with the set target in the Protocol.
- Electoral systems and legislation analysis and the effects on women's participation and representation in positions of power and decision making.
- Media coverage and profiling of women in general and more importantly in politics.

EXPECTED OUTPUTS

- Review and reform of electoral frameworks and political parties policy documents to integrate gender issues in politics;
- Legal and policy options on increasing women's political participation and representation identified;
- Enhanced empowerment strategies for women in parliaments and leadership of women's units in political parties;

- Strengthening of electoral frameworks/ laws that integrate a gender perspective and advance the political participation and representation of women in line with the SADC Protocol on Gender and Development.

TERMS OF REFERENCE FOR RAPPORTEUR

SADC Parliamentary Forum (SADC PF) requires the services of a consultant to act as rapporteur during the RWPC Mission.

- The rapporteur will be expected to capture the proceedings of the key stakeholder meetings, courtesy calls and Roundtable on Additional Empowerment Strategies directed by and in line with the outlined objectives laid out in the draft programme and in an accessible language and style;
- The rapporteur will also be expected to produce, in consultation with the Gender Programme Manager, a communiqué (as outlined below) summarising the findings and detailing the recommendations, which will be the immediate output of the mission;

Structure of communiqué:

- Preamble
- Introduction to the mission
- Purpose of the mission
- Findings
- Recommendations
- Conclusion

In addition, the Communiqué will include page numbers, and the font Calibri in size 14 is to be used.

- The rapporteur will compile a concise report as outlined below and in consultation with the Gender Programme Manager, within 5 days of the conclusion of the workshop.

Structure of report:

- Preamble
- Abbreviations
- Introduction
- Summary of findings
- Electoral system
- Consultations with stakeholders
- Meetings with political parties
- Roundtable on Additional Empowerment Strategies and Capacity Building
- Conclusion

- List of participants

In addition, the report will include page numbers, and the font Calibri in size 12 is to be used.

OUTPUTS

On the evening of the second last day of each mission, the rapporteur will be expected to submit a communiqué to the Gender Programme Manager, which will be presented to delegates and members of the press at the conclusion of the mission.

Within five days of the conclusion of the mission, the rapporteur will produce an edited report, in an agreed style and structure (see above), on the outcomes of the workshop. The report needs to be written in a clear and concise manner. If the report fails to meet the requisite quality and standard, the Forum retains the right to partially withhold the second installment of the consultancy fee in order to contract a professional editor.

REPORTING

The rapporteur will liaise with SADC PF staff, specifically the Gender Programme Manager, ahead of and throughout the mission to ensure that all expected outputs are achieved.

QUALIFICATIONS

The rapporteur must have a degree in media, communications or related field

At least 2 - 3 years experience in:

- Broad experience in rapporteuring conferences and training workshops;

- Good knowledge and understanding of politics and governance including the gender dimensions of electoral processes;

- Knowledge of gender and development, gender mainstreaming and women in power and political decision-making;

- Excellent writing and editing skills;

- Ability to synthesize.

- Capturing, recording, documenting and reporting facilitation and engagement discourse;

- The field of women's political participation and leadership and good knowledge of gender, Women's rights and Parliamentary processes;

- Working with politicians, Members of Parliament and/or civil servants; and

- Excellent written report writing skills and ability to interact cross-culturally and across different levels.

- A non-profit and/or development and/or human rights and/or women's rights organization.

Expertise & Skills:

Excellent writing skills and impeccable editing skills to prepare written materials in a clear, concise and compelling manner
Strong administrative and extensive computer skills, including using the Internet, emailing, word processing, spreadsheets and databases
Keen attention to detail
Strong interpersonal skills including strong verbal communication skills in English
Able to work independently and as part of a team
Committed to the principles and values of gender equality

REMUNERATION

The consultancy fee payable is US\$450/day, which includes the Communiqué and the Report. Each mission will take place over a period of 2 – 3 days, excluding traveling.

Fifty percent of the fee is payable upon submission of the communiqué. The balance will be paid by bank deposit on submission of a satisfactory report.

Airfares, per diem and ground transport will be provided by SADC PF.

The SADC PF will not be responsible for any other expenses incurred by the consultant beyond the fees payable.

DOMICILIUM AND CORRESPONDENCE

All correspondence related to this work shall be addressed to the Secretary General of the SADC PF at the following address, for Attention: Ms P Sejake
SADC Parliamentary Forum
Parliament Gardens,
Private Bag 13361,
Windhoek,
NAMIBIA
Tel: +264 61 287 0000
Fax: +264 61 247 569
Email: psejake@sadcpf.org

Please send your CV and Cover Letter indicating why you are the right candidate for the role by the 31 August 2012. The start date is ASAP.