



5, CHEMIN DU POMMIER

CASE POSTALE 330

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Terms of reference: Training Toolkit

Duration: 2 months
Starting date:
Closing Date:
Type of Contract: Consultant
Location: Home-based
Cost centre: 040

Justification

For more than 30 years, the Inter-Parliamentary Union (IPU) has conducted research on women in politics. This research forms the basis of national, regional and international policies and strategies to promote a balanced participation of men and women in politics.

IPU research has revealed that beyond the difficulties women encounter during elections, once they are elected to parliament, they are faced with a host of new challenges.

As newcomers in politics, women parliamentarians often lack of political experience and familiarity with parliamentary rules, procedure and relations. Once women are familiar with these rules, they can then proceed to use them to their own advantage, for furthering their causes and to competently do their job.

Women parliamentarians are often committed to and/or entrusted by their electorate with the task of advancing the situation of women. Introducing women's concerns onto the parliamentary agenda, sponsoring relevant bills or highlighting the gender impact of policies or legislation require a knowledge of women's rights and gender equality issues.

Using the parliamentary platform and the opportunities it opens up to decision-making, public debate and dealing with the media are no easy tasks. They require self-confidence and personal skills that are not always accessible to newcomers in politics. Because of persistent cultural barriers and gender stereotypes in many parts of the world, this is an even greater challenge that newly elected women parliamentarians face.

The IPU assists newly elected or appointed women parliamentarians in their efforts to familiarize themselves with and use the rules of parliament and build their knowledge to promote gender equality. This form of assistance seeks to build the analytical, political, advocacy, leadership, networking and other skills of women parliamentarians. All of these factors lay the foundation for sustainable improvements in the presence and contribution of women in parliament. IPU assistance is provided under programmes designed mostly at the request of parliaments or women parliamentarians and adapted to the needs of each country.

This assistance takes the form of orientation seminars on women's rights and gender equality, the workings of parliament, as well as capacity-building workshops. A training toolkit needs to be developed in order to facilitate such orientation seminars for women parliamentarians.

Objective

The IPU is recruiting a consultant to develop a training toolkit for women parliamentarians designed to address their specific needs as newcomers in parliament. The purpose of the toolkit is to:

1. Introduce new women members and parliamentary staff to the world of parliament, its functions, structures and rules;
2. Provide knowledge on women's rights and gender equality; and
3. Enhance leadership, communication, legislative drafting, advocacy, and networking skills.

The toolkit will be used over 3 to 4 days of training sessions for women MPs and parliamentary staff in national parliaments.

Contents

The toolkit will include the following:

- A series of leading questions on the trainees, their objectives and expectations;
- An introduction to the toolkit, its objectives, contents and methodology;
- Key definitions and concepts;
- Training modules in both the main and sub-areas listed below:
 - The parliament: its role, functions and the opportunities to advance women's rights and gender equality;
 - Women's rights and gender equality; and
 - Key skills: leadership, communication, legislative drafting, advocacy, and networking.

Each module will consist of introductory remarks, learning objectives, concepts and definitions, activities (stories, brainteasers...), exercises (individual and/or group exercises) and handouts (definitions, main highlights, checklists...).

Assignment

The consultant will be responsible for drafting the training toolkit. The consultant will be entrusted with the following main tasks:

1. Carry out a desk review of IPU's relevant publications, reports and contents of training activities. The review should include publications on parliaments, women's rights and gender equality as well as training modules for parliamentarians developed by other organizations.
2. Draft the training toolkit and submit the first draft to the IPU for review.
3. Prepare a second draft based on the IPU's inputs received.
4. Finalize the toolkit based on feedback received and submit it to the IPU.

Reporting arrangements

The consultant will report to the Manager and/or staff of the Gender Partnership Programme. Contractual arrangements, invoicing and payments are to be coordinated by the Programme.

Submission of candidatures

Candidates interested in this consultancy will submit the following:

- 1) a curriculum vitae (CV),
- 2) a motivation letter including the fees requested by the candidate to draft the training toolkit as described below.

Applications should be addressed to:

Inter-Parliamentary Union
5, chemin du Pommier
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Applications should be received on or before **20 March 2012**.