

**Terms of Reference for Gender Advisor/Consultant
Gender Mainstreaming and Organisational Policies in FORUM-ASIA**

I. Background and context

The Asian Forum for Human Rights and Development (FORUM-ASIA) was established in 1991 with the mission to promote and protect all human rights, including the right to development, civic space and democracy through collaboration and cooperation among civil society organizations and human rights defenders in Asia. It is a membership-based, non-governmental organisation with 85 members in 23 countries and in Special Consultative Status with the United Nations Economic and Social Council (ECOSOC).

FORUM-ASIA's vision is to build a peaceful, just, equitable and ecologically sustainable community of peoples and societies in Asia, where all human rights are fully respected and realised in accordance with internationally accepted human rights norms and standards.

Its mission is to strengthen the human rights movement in Asia by creating an enabling environment for human rights and sustainable development through research, advocacy, building capacity of human rights defenders, and forging partnerships among civil society organisations and institutions regionally and globally.

FORUM-ASIA is committed to building a peaceful, just, equitable and ecologically sustainable community of peoples and societies in Asia where all human rights of all individuals, groups and peoples – in particular, the poor, marginalised and discriminated peoples-are fully respected and realized in accordance with internationally accepted human rights norms and standards. It advocates human rights issues through engagement with governments, inter-governmental organizations and the United Nations for the better promotion and protection of all human rights.

To effectively lead the regional human rights agenda in Asia and beyond, FORUM-ASIA has, over the years, recognised the need and value of continuously investing on organisational, policy and strategic developments.

In 2018, FORUM-ASIA facilitated a Gender Mainstreaming workshop with an external expert which focused on advancing gender equality by integrating gender systematically in the organisation's policy, programmatic work, culture and people. Inspired by the workshop, FORUM-ASIA continued to prioritise gender mainstreaming with the intent to develop and implement comprehensive strategies to mainstream gender internally and regarding FORUM-ASIA's strategic results and outcome.

To upscale FORUM-ASIA's commitment and organisational capacity for gender mainstreaming across the organisation and its programmes, FORUM-ASIA seeks the expertise of a Gender Advisor/ Consultant skilled to guide and support the organisation and its staff to systematically and strategically incorporate, adopt, operationalise, and monitor gender sensitive policies and strategies.

Objectives:

- Review and revise as necessary and finalise FORUM-ASIA’s Gender Policy and the Policy on Sexual and Gender-Based Harassment at Workplace in consultation with the staff, Programmes, and Senior Management Team of the organisation.
- Co-develop with FORUM-ASIA’s Senior Management Team and Secretariat a gender mainstreaming strategy, implementation plan, performance targets and indicators including the monitoring mechanism, tools, process and timeline
- Capacitate FORUM-ASIA’s Senior Management Team, The Executive Committee and Secretariat to understand the nuances of gender and mainstream gender in programming, overall organisational development and governance including its staff and management, and to identify relevant indicators of measure.

II. Description of tasks and deliverables

The consultant will undertake the following tasks:

- Assess the current conditions of gender mainstreaming in the organisation to understand commitments, capacities and gaps by:
 - a) Reviewing all relevant documents including but not limited to the existing Gender Policy and the Policy on Sexual and Gender-Based Harassment at Workplace, Gender training reports, proposals approved, donors’ evaluations, staff rules and regulations, and assessing FORUM-ASIA’s existing organisational capacity and gaps;
 - b) Following-up via email correspondence and interviews with the relevant programmes, Senior Management Team, and Executive Committee (EC) of FORUM-ASIA
 - c) Finalising a new gender policy, the Gender Strategy for FORUM-ASIA and the Gender Mainstreaming Operation Plan
- Design, develop and implement a robust gender integration plan across the organisation in collaboration with the Senior Management Team and FORUM-ASIA’s Secretariat.
- Provide a sustained and systematic capacity-building, guidance and mentorship support to the Secretariat staff and Executive Committee members.

The assignment will have the following deliverables:

Deliverables	Number of working days
a) Reviewing all relevant documents including but not limited to the Gender Policy and the Policy on Sexual and Gender-Based Harassment at Workplace, Gender training reports, donors’ evaluations, Staff Handbook, organisational proceedings notes, and assessing FORUM-ASIA’s existing organisational capacity and gaps;	5 Days

b) Evaluating whether the relevant policies, such as the Gender Policy and the Policy on Sexual and Gender-Based Harassment at Workplace, are being implemented at FORUM-ASIA’s workplace up to the standard;	3 Days
c) Following up via email correspondence and interviews with the respective internal units, Senior Management Team and Executive Committee of FORUM-ASIA	10 Day
d) Finalising the Gender Strategy for FORUM-ASIA and the Gender Mainstreaming Plan	10 Days

III. Timeframe

A maximum 28 working days is expected. The assignment will tentatively start on 1 August 2024 and end in October 2024.

IV. Working relationship and contractual arrangements

The consultant will be working under the overall supervision of the Senior Management Team (SMT) and in consultation with staff of FORUM-ASIA.

- FORUM-ASIA is responsible for contractual arrangements. The SMT will provide additional guidance on the assignment where needed.
- The consultant is under the obligation of confidentiality. Information, data, database, knowledge resources in the forms of briefings and reports
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V. Desired qualifications

- 5-7 years of direct experience in gender and women’s empowerment, gender analysis at programme/project level, and implementing gender initiatives and strategies in Asia (at regional and/or international context).
- Demonstrable knowledge and understanding on the cultural and social norms and diversity in Asia.
- Capacity building and mentorship expertise in gender integration in programme planning and implementation, and sensitising participants/stakeholders on gender issues.
- Experience in research and policy-level analysis.
- Experience in design, monitoring, and evaluation of gender projects.

VI. Budget

The budget for the assignment includes a 7000 USD. Other costs incurred in relation to fieldwork, if required, including costs for economy-class travel, local airport transfers and local transportation in the

home and destination countries, standard accommodation costs, phone credit, and per diem, will follow FORUM-ASIA's Financial Rules and Regulations.

VII. Key reference documents

The consultant will have full access to all relevant documents as needed to undertake the assignment namely:

- The Gender Policy and Policy on Sexual and Gender-Based Harassment at Workplace,
- FORUM- ASIA Strategic Plan (2023-2027)
- Relevant proposals submitted to current and potential donors of FORUM-ASIA
- The Staff Handbook
- Governance Manual
- FORUM-ASIA's organisational evaluation reports
- Past gender training reports
- Any other relevant documents

Interested applicants are requested to fill in the [Application Form](#) and return it by email together with a cover letter, CV, and a writing sample related to gender, to applications@forum-asia.org before 19 July 2024, midnight Bangkok Time (UTC+7), stating "Gender Consultant Application Name" in the subject line. Please note that late applications will not be considered.

We are an equal opportunity employer and value diversity in our organization. We do not discriminate on the basis of ethnicity, religion, national origin, gender, sexual orientation, and age. CV of the interested applicant should contain a full description of relevant qualifications, professional work experience, and portfolio of works (training module, policy briefs, etc).

Only short-listed candidates will be invited to an interview in the first week of August 2024.