



# TERMS OF REFERENCE (TOR)

## Consultancy: Integrating Gender Equality – A Strategic Framework for Gender Mainstreaming for the Malawi Scotland Partnership (MaSP)

### 1. Background

The Malawi Scotland Partnership (MaSP) is committed to embedding gender equality across its operations and partnerships, in line with the Scotland International Development Fund's guidance on Gender Mainstreaming. MaSP recognizes that gender inequality remains a significant barrier to development outcomes in Malawi. In line with its aspirations as espoused in its 2026–2030 Strategic Plan, MaSP seeks to integrate gender equality systematically across its five Strategic Objectives (SOs).

### 2. Purpose of the Consultancy

The purpose of this consultancy is to design and support the implementation of a Strategic Framework for Gender Mainstreaming within MaSP in consultation with the organisation's Board and Management. The consultant will:

- Conduct a comprehensive Gender Analysis to establish a baseline based on measurable metrics or deliverables.
- Formulate a measurable Gender Equality Objective (GEO) aligned with MaSP's Strategic Plan.
- Develop a Gender Sensitive Monitoring Framework, including sex-disaggregated data and gender indicators.
- Provide actionable recommendations for institutionalizing gender equality within MaSP's governance, partnerships, advocacy, and capacity-building work.
- Establish Gender-Specific Indicators infused in each of the five Strategic Objectives

### 3. Scope of Work

The consultant will undertake the following tasks:

#### • Gender Analysis:

- o Review MaSP's internal operations (governance, staffing, member engagement).
- o Assess gender dynamics across MaSP's five Strategic Objectives.
- o Conduct stakeholder consultations (surveys, key informant interviews).

#### • Develop Gender Equality Objective (GEO):

- o Draft and refine a GEO that integrates gender equality across all MaSP partnerships.
- o Identify pathways for institutionalizing gender, influencing members, and strengthening advocacy.

#### • Design Gender Sensitive Monitoring Framework:

- o Integrate sex-disaggregated data collection into MaSP's MEL system.
- o Propose gender-specific indicators for each Strategic Objective.
- o Establish targets and reporting mechanisms.

#### • Capacity Building:

- o The consultant will develop "actionable recommendations" for MaSP staff and member organizations.
- o Develop training modules or toolkits on the pathways for institutionalizing gender mainstreaming initiatives like advocacy
- o Develop a methodology on how you will help MaSP move from a "policy on paper" to institutionalized practice within their governance and advocacy work.
- o Provide recommendations for strengthening member organizations' gender-responsive programming.
- o Develop a monitoring and evaluation plan
- o Suggest training modules or tools for MaSP staff and relevant stakeholders like the Board and members.

- Produce a comprehensive Strategic Framework for Gender Mainstreaming and monitoring and evaluation guide with clear recommendations, indicators, and implementation roadmap.

### 4. Deliverables

- Inception report outlining methodology and work plan.
- Gender Analysis report with baseline findings.
- Draft Gender Equality Objective and pathways document.
- Draft Gender Sensitive Monitoring Framework with indicators and targets.
- Final Strategic Framework for Gender Mainstreaming (integrated document).
- Presentation of findings and recommendations to MaSP Board and Secretariat.





## 5. Duration and Timeline

The consultancy will run for 6 weeks commencing in January 2026. Key milestones include:

- Inception report – within a week of contract signing.
- Gender Analysis – by end of second week.
- Draft GEO and Monitoring Framework – by end of Third Week.
- Final Strategic Framework – by end of Week Four
- Validation and Dissemination- by the end of Fifth Week
- Gender training – by end of the sixth Week

## 6. Reporting and Supervision

The consultant will report to the MaSP Secretariat Office, under the supervision of the CEO/Board Secretary. Regular updates will be shared with the MaSP Board's Governance and Strategy Committee.

## 7. Required Qualifications

- Advanced degree in Gender Studies, Development Studies, Social Sciences, or related field.
- Proven experience in gender mainstreaming within international development programs.
- Strong knowledge of gender issues in Malawi and Scotland.
- Demonstrated expertise in designing monitoring frameworks and indicators.
- Excellent analytical, writing, and facilitation skills.

## 8. Application Process

Interested consultants should submit:

- A technical proposal outlining methodology and approach.
- A financial proposal with detailed budget.
- CV and evidence of relevant experience.
- At least two references from similar assignments.

**Project Start:** Be prepared to commence work in **January 2026**, with the first milestone (Inception Report) due within a week.

**Deadline for submission:** Applications must be received by 12th January 2026.

**Submission address:** Applications should be sent via email to  
[msapangwa@malawiscotlandpartnership.org](mailto:msapangwa@malawiscotlandpartnership.org).

## 9. Confidentiality

All data and information collected during the consultancy will remain the property of MaSP. The consultant will ensure confidentiality and data protection throughout the assignment.

