



TERMS OF REFERENCE

CONSULTANCY FOR DEVELOPMENT OF DIVERSITY AND INCLUSION POLICY

CALL FOR EXPRESSION OF INTEREST AND SCOPE OF WORK

About WCoZ

Women's Coalition of Zimbabwe (WCoZ) is a network of women's rights champions and women's rights organizations in Zimbabwe with national structures established in 1999. WCoZ brings women from diverse backgrounds to advocate for the attainment and enjoyment of their rights and ensure that the women and girls empowerment agenda remains central to the national development agenda.

Background of the Consultancy

WCoZ is working on an intervention which seeks to strengthen feminist leadership and movement culture through development and implementation of strategies and policies that will support and sustain Zimbabwe's women's movement broadly. It is against this background that, WCoZ is inviting expressions of interest from interested consultant/s to develop a Diversity and Inclusion Policy. The policy will provide a road map for the 'leave no one behind' guiding and streamlining feminism approaches to the inclusion framework.

Tasks under the Consultancy

In carrying out this work, reporting to the National Coordinator and under the supervision of the Project team, the consultant shall:

- Submit a detailed inception reporting outlining the consultant's understanding of the assignment and the approach to be employed.
- Develop and present the Diversity and Inclusion Policy
- Unpack the draft policy to WCoZ.
- Submit the final print-ready Diversity and Inclusion Policy

Deliverables:

The Consultancy will be responsible for the following deliverables:

- Diversity and Inclusion Policy
- Facilitate a meeting to unpack the Policy to WCoZ
- Submission of a simplified power-point presentation of the Policy

Duration

This is a 14 Day Consultancy.

Expected Qualifications, experience of the Consultant

- The Consultant **MUST** be a feminist, possessing a Masters' Degree in Social Sciences, Gender Studies or any relevant fields. The consultant must have experience in policy development and review.
- Minimum 10 years of relevant National and Regional experience in women's movements and feminist leadership.

Bid Format

- Interested and experienced individuals or teams should submit an Expression of Interest (EOI) to coalitionzw@gmail.com and copy wcozprocurement@gmail.com on or before the **17th March 2023** clearly labelled "Consultancy for Diversity and Inclusion Policy".
- The EOI must detail the Consultant's understanding of the Scope of Work, and methodological approach. It will also detail work-plan, including dates for when specific tasks will be done. The EOI should also include a detailed budget, indicating a breakdown of all costs for conducting this work such as consultancy daily rate. The EOI must not exceed 3 pages.
- Cover letter summarizing the applicant's skills and past experience relevant to conducting the outlined SOW.
- Detailed C.V(s)/resume(s), with names of three referees and their contact details (email and phone)
- At least 1 recent sample similar to that called for in this SOW for which the applicant was a lead author.
- **NB: Women are strongly encouraged to apply.**