



TERMS OF REFERENCE

For DEVELOPMENT OF WOMEN'S LEADERSHIP AND PERSONAL DEVELOPMENT HANDBOOK

CALL FOR EXPRESSION OF INTEREST AND SCOPE OF WORK

About WCoZ

Women's Coalition of Zimbabwe (WCoZ) is a network of women's rights advocates 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 agenda.

Background of the Consultancy

WCoZ has been working on an intervention which seeks to promote equal representation and participation of women and men in all spheres of the Zimbabwean society being benchmarked on Section 17, 56, 80 of the Constitution which mandates the State to take measures to ensure that there is gender balance, equal representation and participation of women and men in all spheres of the Zimbabwean society. It is against this background that, WCoZ is inviting expressions of interest from interested consultant/s to review and develop Women's Leadership and Personal Development Handbook.

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 report outlining the Consultant's understanding of the assignment and the approach to be employed.
- Develop the Women's Leadership and Personal Development Handbook

Deliverables:

The Consultancy will be responsible for the following deliverables:

- Inception report.
- Submission of draft Women's Leadership and Personal Development Handbook to WCoZ for comments.
- Submission of final Women's Leadership and Personal Development Handbook.

Duration

Specific timelines to be discussed with successful candidate

Expected Qualifications, experience of the Consultant

- The Consultant should have a Masters' Degree in Development Studies, Gender Studies, Social Science, or any relevant fields
- Minimum 5 years of relevant work experience in gender, leadership and youth/young women participation

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 **20 August 2023**. The EOI will 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 five 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 two recent samples similar to that called for in this SOW for which the applicant was a lead author.

NB: WOMEN ARE STRONGLY ENCOURAGED TO APPLY