

21 December 2020

Terms of Reference Consultancy to prepare International Solidarity Foundation's operations in Ethiopia

I. Background to the consultancy

The International Solidarity Foundation (ISF) is a Finnish development organization, founded in 1970. It has a vision of a world where no women suffer from violence and nobody lives in poverty. ISF implements its vision through 4-year development cooperation programmes.

ISF is now planning for the next 2022-2025 programme. Like previous programmes, it will focus on the prevention of violence against women and girls (VAWG), particularly female genital mutilation (FGM), and the promotion of women's livelihood resilience.

The expected outcomes of our 2022-2025 programme (under finalization) are:

- Parents/spouses are supportive of abandoning violent and harmful parenting and conflict resolution practices.
- Local duty bearers invest in services for survivors of harmful practices and violence against women and girls, and perpetrators are subject to criminal sanctions.
- Spouses make joint decisions over family issues and support their children's education.
- Women have resilient livelihoods.

ISF's current (2018-2021) programme countries are Kenya, Somalia and Nicaragua. At the end of the current programme period, ISF will exit from Nicaragua and focus its efforts to East Africa. Ethiopia has been selected as a new programme country together with Somalia and Kenya. Although ISF has decided to proceed with the preparations in Ethiopia, the final decision is subject to the development of the current conflict in the country.

ISF operating model includes long-term close partnerships with local civil society actors. Partners are both local NGOs and member-based private sector actors (e.g. cooperatives). Local partners have the primary responsibility for planning, implementing and monitoring development projects, in close cooperation with ISF staff. The model strengthens local civil societies by emphasizing capacity development, learning and innovations.

ISF's operations are funded by the Ministry for Foreign Affairs in Finland, United Nations Trust Fund to End Violence Against Women (UNTF) and private donors in Finland. The budget for Ethiopia will be between 500,000 – 1,000,000 euros per year.

ISF is now seeking for a consultancy to support its preparations for commencing operations in Ethiopia.



II. Rationale, purpose and objectives of the consultancy

The purpose of the consultancy is to support ISF management in preparing to start operations in Ethiopia, by coordinating the initial steps of the planning phase.

NOTE: This consultancy focuses on the first three (1-3) steps of the planning process (see below). The subsequent steps are briefly described in this document to provide an overview of the planning process. There is a possibility that the consultancy is later extended to cover the following steps (4-5).

The specific steps and objectives of the planning phase are to:

1. assess and make recommendations for ISF target areas (regions and zones) in Ethiopia, considering the specific criteria determined by ISF;
2. carry out a detailed context analysis of the selected target area/s;
3. support the establishment and registration of ISF in Ethiopia, including obtaining government endorsement for ISF project plan;
4. prepare ISF's country programme for Ethiopia; and
5. coordinate ISF's partner selection process to implement the country programme.

III. Analyses to be produced and issues to be addressed

The consultant (team) is asked to address, but not necessarily to limit to the following issues:

1. Identification of target areas (regions and zones) in Ethiopia

The purpose is to identify and recommend target areas (regions and zones) for ISF operations in Ethiopia, including opportunities and risks (e.g. political, security, administrative, operational, social/ethnic risks) related to the proposed areas. Based on a preliminary mapping, at least three possible areas (regions) should be included in the final mapping exercise. The areas for closer mapping will be jointly agreed with ISF management, based on the pre-screening. The initial pre-screening criteria will also be jointly agreed with ISF management.

ISF selects programme areas on a long-term basis to achieve in-depth understanding of the areas and obtain trust among local communities, partners and other actors. The following selection criteria are used:

- Level of development and vulnerability;
- Status and rights of women, particularly in relation to gender-based violence and economic empowerment;
- FGM prevalence rate;
- State of civil society and possibilities to strengthen local civil society actors;
- Availability and quality of other development and civil society actors in ISF's thematic fields, including opportunities for synergies and risks for overlap;
- General operating conditions (e.g. staff safety and security, access from Finland and other programme countries, costs of operation, funding opportunities);
- Relations/synergies among programme countries (and with Finland).



2. Context analysis of the selected region(s)

The purpose of the context analysis is to describe the operating environment in the selected target area/s. The specific aim is to get a holistic understanding of the operational environment, particularly in relation to the main themes in ISF's Theory of Change (gender-based constraints to women's bodily integrity and livelihood resilience). The analysis should include a mapping of the most relevant actors and their role regarding these gender-based constraints.

The context analysis should consist of:

- a. Political and development environment (ca. 10 pages)
 - upcoming elections, main political challenges that will impact programme goals and implementation
 - relevance of ISF programme to national/regional/local development plans etc.
- b. Civil society environment (ca. 5 pages)
 - main civil society actors and coordination mechanisms in ISF programme areas, role of CSOs, major challenges/constraints faced by CSOs
- c. Entrepreneurial environment and related gendered constraints (ca. 20 pages)
 - Main sectors where women entrepreneurs do business, including disaggregation between formal and informal markets.
 - Availability, quality and access to advisory services and skills development, problem-solving and innovation services (incl. research information), finance and loan services, production inputs and technology.
 - Main constraints in women entrepreneurs' access to formal economy and markets.
 - Legal or regulatory constraints that complicate women's entrepreneurship (e.g. no right to land ownership, bank accounts or free travel for women).
 - Prevailing ideas of culturally appropriate roles and behaviors for wo/men, which negatively impact women's entrepreneurship.
 - Impact of climate change to women's livelihoods in the programme area: current and emerging hazards, the short-term (10 years) and long-term (50 years) climate scenarios based on key variables, potential climate vulnerabilities and their negative and positive implications to women's livelihood.
- d. Women and girls' safety environment (ca. 20 pages)
 - Prevalence, typical perpetrators and victims of different types of harmful practices (HP) and violence against women and girls (VAWG), national vs local.
 - Country affiliation to international conventions to eradicate VAWG (e.g. CEDAW, Maputo Protocol).
 - Women's right to bodily integrity in the legal and policy framework and the most significant gaps (statutory, customary, religious).
 - Major women's rights organizations engaged in ending harmful practices and VAWG (incl. coordination mechanisms), national vs local.
 - Actors and institutions with (moral) authority to end HP and VAWG; their role as accelerators or bottlenecks for change.
 - Referral mechanisms and institutions to gain justice for HP/VAWG survivors.
 - Referral mechanisms and institutions for HP/VAWG survivor services (medical, psychosocial, security/shelter).
 - Prevailing fe/male gender norms and ideals that uphold VAWG (such as 'family honor depends on women and girls' chastity and premarital virginity'; 'it is masculine to be in control over one's wife, and to beat to gain that control').



3. Registration in Ethiopia

The purpose is to support management in the establishment and registration of ISF in Ethiopia, including to obtain all required permits to operate in the country. The responsibilities of the consultant include but are not limited to the following services:

- advise and provide guidance to ISF management on the registration process;
- prepare a list of required documents and lead the preparation of these documents;
- prepare a Plan of Action (3-year project proposal needed for the registration) and obtain the Ethiopian government's endorsement for it;
- follow up with line ministries in charge of receiving and processing the application and take any action necessary to facilitate the successful completion of the procedure (representative roles and responsibilities will be agreed and clarified during the process);
- prepare the official registration request to the Embassy of Ethiopia in Sweden for submission by ISF management;
- prepare the application file and appendices to be submitted at the Ministry of Foreign Affairs in Addis Ababa;
- liaise and update regularly with ISF contact person regarding the registration process.

4. ISF 2022 – 2025 country programme

NOTE: This step is not part of this consultancy agreement. There is, however, a possibility that the consultancy will be extended to cover this step.

ISF's country programmes build upon ISF's Theory of Change (ToC). The purpose is to:

- Define the geographical scope in each country (step 1).
- Describe the context in which ISF operates in each country (step 2).
- Contextualize the problems described in ISF's ToC and identify the main problems that will be addressed in each country.
- Identify primary actors in with whom ISF will work with to achieve its programme goals and address the identified problems.

The country programmes guide:

- The selection of ISF implementing partners for the programme period 2022–2025. The calls for proposal to select partners (see step 5) will be based on the Country Programmes and ISF Theory of Change.
- Annual planning for Country Teams during the programme period.
- Project planning for ISF and partners.
- It serves as the basis for the 3-year Project Plan that is needed for the registration process.

5. Selection of implementation partners

NOTE: This step is not part of this consultancy agreement. There is, however, a possibility that the consultancy will be extended to cover this step.

ISF selects implementing partners through open and competitive calls. The purpose of the call is to identify and select local partners to implement ISF programme in target areas.

IV. Methodology

The consultant (team) is expected to use its professional skills and experience in defining the most relevant approach and methodology for the consultancy. ISF anticipates that steps 1 and 2 of the process (i.e. this consultancy) can be done as a desk study through document review and telephone/video conversations with key stakeholders. The document review should include at least: national development plans and gender policies, reports and analyses produced by relevant international and national organizations in Ethiopia, ISF strategy and Development Programme 2022-25 etc.

The stakeholders that should be consulted shall include at least:

- Local authorities (line ministries) in Ethiopia
- Local NGOs and women's livelihood/business groups (e.g. cooperatives) active in selected areas
- Relevant INGOs active in ISF themes in Ethiopia (e.g. Care)
- Relevant UN agencies: e.g. UN Women, UNFPA
- Other relevant networks which are familiar with the civil society actors
- Finnish Embassy in Addis Ababa
- ISF staff

Step 3 (registration) will require presence or visit to Addis Ababa to liaise with relevant line ministries and obtain their endorsement for the 3-year Plan of Action (Project Plan).

Steps 4-5 (not part of this consultancy) will require field trips to the selected target areas and should be partly based on participatory methods (such as one-to-one interviews, focus groups, participatory mapping etc.) with key informants.

V. The consultancy process and time schedule

ISF will select the consultant/s based on their proposals of interest. The proposal should include:

- draft work plan (2-5 pages) including a description of methods and the estimated duration of the consultancy (number of days)
- CVs of the consultant/team (max 3 pages each)
- 1-3 examples of relevant consultancy work undertaken in the past 5 years
- budget (fee/day, estimated number of days, other costs including taxes and eventual travel costs)

The proposal should be submitted by 22 January 2021 by e-mail to robert.salin@solidaarisuus.fi, with the title "ISF Consultancy Ethiopia".

Indicative schedule for the consultancy:



Activities	Deadline
Contracting of consultant (team)	January 2021
Kick-off meeting	Early February 2021
Inception report	February 26, 2021
Draft Geographical Analysis	March 12, 2021
Final Geographical Analysis	March 19, 2021
Draft Context Analysis	April 6, 2021
Final Context Analysis Summary	April 13, 2021
Final Content Analysis	April 20, 2021
Registration documents	May 18, 2021
Registration submission	May 28, 2021

Note: The schedule may have to be modified due to COVID-19 travel restrictions and/or the development of the current conflict in Ethiopia. The engagement may also have to be done remotely without field visit and/or by utilizing locally based consultants.

VI. Deliverables

The consultant (team) is asked to deliver the following reports in English and submit them in electronic format to Robert Salin, robert.salin@solidarisuus.fi:

- **Inception report:** The purpose of the inception report is to agree the areas that will be further assessed during step 1 of the consultancy, as well as the detailed work plan and methodology for steps 1 and 2. The inception report should also include a description and work plan for the registration process, including proposal of the representative roles and responsibilities to obtain government endorsement for the proposed project plan. These roles and responsibilities will be discussed and agreed jointly during the process.
- **Geographical analysis:** Draft report (incl. recommendations, opportunities and risks).
- **Geographical analysis:** Final recommendations.
- **Context analysis:** Draft report
- **Context analysis:** Final report
- **Context analysis:** 3-page summary of the context analysis (to be used in ISF 2022- 2025 programme document – template will be provided).
- **Registration:** Preparation of required documents, including 3-year Plan of Action endorsed by the local line ministries
- **Registration:** Formal submission of the registration request to the Embassy of Ethiopia in Sweden and to the Ministry of Foreign Affairs in Addis Ababa.

VII. Expertise required

Required expertise and qualifications are:

- Minimum 5 years of experience in development cooperation
- Practical experience in conducting background analyses for development cooperation programmes/projects
- A good understanding of women's economic empowerment and gender-based violence, (specifically FGM)
- A good understanding of general development problems as well as society and culture of Ethiopian communities in both urban and rural areas



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- A good knowledge of development-related stakeholders in Ethiopia, both national and international
- Excellent writing skills in English. Knowledge of local languages is an asset.
- A good understanding of the use of participatory methodologies as well as other research/analysis-related methodologies

VIII. Budget

The maximum budget for the consultancy is 20 000 euros excluding taxes and costs for eventual field trip(s). Taxes and estimated costs for field trip(s) should be included in the proposals.

IX. Mandate

The consultant (team) is entitled and expected to discuss matters relevant to this consultancy with pertinent persons and organizations. However, it is not authorized to make any commitments on behalf of the International Solidarity Foundation.